

**CHANGE ORDER NO. 1**

DATE: August 17, 2023  
PROJECT DESCRIPTION: 48<sup>th</sup> Year CDBG Blue Mound  
Water Improvements 1700 Block Fagan Drive  
PROJECT NO.: B-22-UC-48-0001-14-15  
OWNER: Tarrant County/City of Blue Mound  
CONTRACTOR: Tejas Commercial Construction, LLC

**DESCRIPTION OF CHANGE AND/OR EXTRA WORK:**

Move location of proposed water line to accommodate field conditions, which results in additional concrete flatwork removal and driveway repairs and reduction in steel casing, brick paver replacement, sod and street concrete pavement. Add two additional gate valves and one additional fire hydrant assembly at request of the City of Blue Mound.

**ADJUSTMENTS IN CONTRACT PRICE:**

Item No.	Approx. Quantity	Description of Item	Unit Price	Decrease in Contract Price	Increase in Contract Price
1.06	+1351.5 SF	Remove and Dispose of Concrete Pvm. & Flatwork	\$5.00		\$6,757.50
1.07	-36 SF	Remove Salvage and Replace Brick Pavers	\$15.00	(\$540.00)	
1.08	+30 LF	6" DR 18 PVC	\$88.00		\$2,640.00
1.09	-30 LF	6" DR 18 PVC in Casing	\$200.00	(\$6,000.00)	
1.10	-30 LF	12" Steel Casing	\$300.00	(\$9,000.00)	
1.16	+1 EA	Fire Hydrant Assembly	\$6,500.00		\$6,500.00
1.17	+2 EA	6" Gate Valve	\$1,800.00		\$3,600.00
1.18	+1509.5 SF	Full Depth Concrete Driveway Repair	\$12.00		\$18,114.00
1.19	-158 SF	Full Depth Concrete Pavement	\$18.00	(\$2,844.00)	
1.20	-118 SY	Solid Block Sod	\$16.00	(\$1,888.00)	

Original contract amount: \$234,021.00  
Adjustments to Contract Amount per Previous Change Orders: \$0.00  
Net Increase/Decrease per this Change Order: \$17,339.50  
Revised Contract Amount: \$251,360.50

**ADJUSTMENTS IN CONTRACT TIME:**

Original Contract Time 100 calendar days  
Net Increase/Decrease in Contract Time of Completion: 0 calendar days  
Revised Contract Time of Completion 100 calendar days

Recommended by Halff Associates, Inc. (ENGINEER)

Accepted by OWNER:  
Tarrant County

By: [Signature] Date: 8/17/23

By: [Signature] Date: 10-26-23  
CD Program Manager

Agreed by Tejas Commercial Construction, LLC (CONTRACTOR)

By: [Signature] Date: 8/17/23

Approved by City of Blue Mound (CITY)

By: [Signature] Date: 8/17/23

COUNTY OF TARRANT  
STATE OF TEXAS

By: \_\_\_\_\_ Date: \_\_\_\_\_

TIM O'HARE  
County Judge

CERTIFICATION OF FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_

\_\_\_\_\_  
AUDITOR Date: \_\_\_\_\_



301 S Blue Mound Rd, Blue Mound, TX 76131  
Office (817) 232-7097 EXT. 100 Fax (817) 232-4435

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October 24, 2023

Tarrant County Community Development

Re: City of Blue Mound change order 48<sup>th</sup> year CDBG project # B-22-UC-48-0001-14-15

Mr. Hearne,

As the City Administrator for the City of Blue Mound, I approve the funding of \$17,339.50 for the change order #1.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Calvert", is written over a light blue circular stamp.

Jennifer Calvert  
City Administrator/Finance Director

# City of Blue Mound

## Purchasing Policy

### Purpose

The purpose of the purchasing policy and procedures is to provide a means for the acquisition of supplies and services that are required for the operations of the city.

### Responsibility

#### A. Generally

- 1) Each city employee authorized to purchase supplies, equipment or services must sign a written form stating that they have read and are familiar with the purchasing policy and procedures and will adhere to them to obtain the best results.
- 2) This policy will not answer all questions but will be used as a guide and aid in securing materials and services needed to operate each department.

#### B. Authority to enter into contracts or agreements.

Department Heads are authorized to enter into contracts or agreements only to the extent they are authorized to approve the purchase (as specified in Purchase Orders, D) outlined in the contract or agreement.

#### C. Duties of finance department

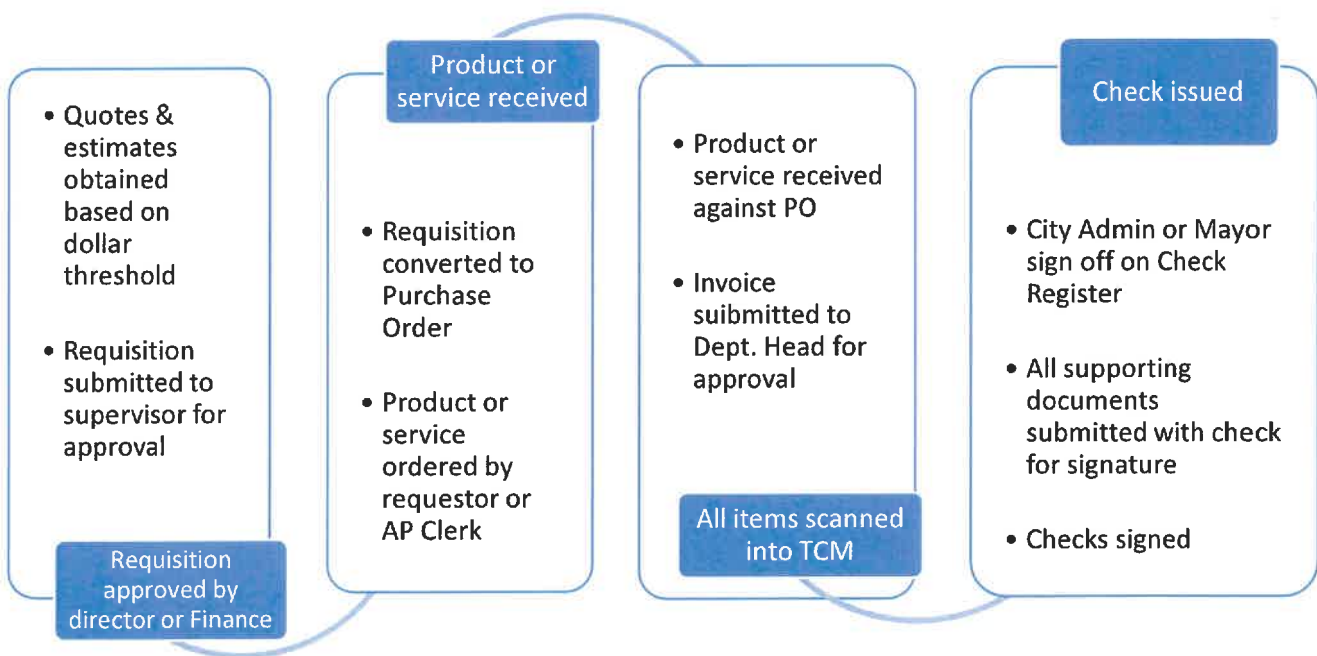
- 1) To observe and enforce the procedures as outlined and any related regulations.
- 2) To ensure that the purchasing policies and procedures are followed
- 3) To process approved requests to purchase; approve requests from department heads and issue purchase orders and purchase order numbers.
- 4) To explore the possibilities of buying in bulk to take full advantage of discounts.
- 5) To assist in disposal of surplus, obsolete, or worn-out equipment.
- 6) To maintain a list of vendors. To advise vendors of the proper procedure in which they may be placed on the vendor's list.
- 7) To coordinate the preparation of all formal bid specifications to ensure minimum requirements and non-exclusion before submission to the city council or posting.
- 8) To assist with opening of bids at a designated time and prepare a tabulation of the results.
- 9) To review the bids received and, with the department head, determine the lowest most responsible bidder or the bidder whose bid gives the "best value" to the city.
- 10) To assist the department head with completion of a bid memorandum making a recommendation to award the bid.
- 11) To include the bid tabulation, along with a recommendation for bid award, on the city council agenda.

#### D. Duties of department heads

- 1) Departments should plan their work so that “rush orders” and emergencies will be held to an absolute minimum.
- 2) If sufficient funds do not exist in a line item to cover a purchase request, the department head must approve the purchase to ensure the department does not exceed the total department budget.
- 3) Department heads must sign and verify all invoices.
- 4) No city employee shall purchase supplies, material, or equipment of any kind through the city for personal use.
- 5) Minimum specifications on all formal bids must be submitted to the director of finance/city secretary-treasurer for review and finalization.

City procurement is a hybrid of centralized and decentralized purchasing; each department is responsible for requesting approval and making specialized purchases according to the approved budget. General purchases are handled by the accounts payable clerk. Once the service or good is received and processed, the Accounts Payable Clerk will be provided copies of sales receipts, bills of lading, etc. as well as the approved invoice. Payments to vendors are made bi-weekly and Council ratifies the month's expenditures at the meeting the following month. For example, a payment paid in March will be ratified at the meeting in April.

The following flow chart depicts the process.



#### **Requisition process**

Requisitioning is formally requesting that a purchase be made and the issuance of a purchase order; it is the first step after the need for a good or a service is recognized. It includes a system of authorization and safeguards so that improper or illegal purchasing is difficult both to initiate and to conceal. Attach quotes to the requisition.

- A. The requisition form must be signed by the department head before it is converted to a purchase order or forwarded to the finance department/city secretary- to receive a purchase order.

B. The requisition form originates in the using department. Preparation must be done far enough ahead of the date that the goods/services are needed to allow sufficient time for processing including:

- 1) Obtaining bids or price quotations.
- 2) Processing bids, placing purchase orders, or concluding contracts.
- 3) Allowing delivery of goods or services.

#### **Purchase orders**

A. A purchase order is required on all purchases over \$3,000.00, except for those listed below. The department head, or an authorized employee, must have an approved requisition or purchase order before an order may be placed with a vendor. If the department is ordering the product or service, the department must present a valid purchase order number to the vendor.

B. If an emergency should arise after normal hours, the department head or designee will make the purchase that is needed, and the department head must notify the finance department the next business day and turn in the proper documentation.

C. The following payments and services do not require the issuance of a purchase order for payment authorization:

- (1) Debt service or council-approved loan payments.
- (2) Investment payments.
- (3) Utility services and monthly recurring charges that are approved in the budget.
- (4) Operating leases/maintenance agreements.
- (5) Annual contracts.
- (6) Invoices for professional services (i.e., legal, auditing, and engineering).
- (7) Payments made for employee payroll deductions.
- (8) Interlocal agreements.
- (9) Budget approved reimbursements/payments to other agencies.
- (10) Customer deposit refunds.
- (11) Purchases under \$3,000.00.

D. Purchase dollar limits and authorization required:

The following dollar limits and authorization requirements are to be followed whenever possible. Any exceptions shall be noted and approved by the appropriate authorization on the invoice. Employees are encouraged to use the city's purchase card based upon the limit that is assigned to each individual. See the quick reference table at the end of this section.

- 1) Purchases of \$0.01 to \$1,000.00:
  - a. Requires written department head approval.
  - b. No purchase order required.
  - c. May be purchased using the purchase card
- 2) Purchases of \$1,000.01 to \$3,000.00:
  - a. May be purchased using the purchase card with department head, and finance approval.
  - b. No purchase order required.
  - c. Requires written department head approval.
- 3) Purchases of \$3,000.01 to \$10,000:
  - a. Requires 3 quotes.
  - b. Check for Historically Underutilized Businesses (HUB).
  - c. Purchase order required.
  - d. Requires written department head approval.

- 4) Purchases of \$10,000.01 to \$25,000:
  - a. Requires 3 quotes.
  - b. Check for Historically Underutilized Businesses (HUB).
  - c. Purchase order required.
  - d. Requires director of finance/city secretary-treasurer approval.
  - e. Requires City Administrator approval.
  
- 5) Purchases of \$25,000.01 to \$49,000:
  - a. Requires 3 quotes.
  - b. Check for Historically Underutilized Businesses (HUB).
  - c. Purchase order required.
  - d. Requires City Administrator approval.
  - e. Requires City Council approval.
  
- 6) \$50,000.00 or more:
  - a. Purchase order required.
  - b. Requires competitive bids/proposals as required by state law.
  - c. Requires department head approval.
  - d. Requires City Administrator approval.
  - e. Requires city council approval.

#### PURCHASING POLICY QUICK REFERENCE

Dollar Amount	Can Be Purchased with Purchasing Card	Purchase Order Required	3 Quotes	Sealed Bid Proposal	Dept. Head Approval	City Administrator or Mayor Approval	City Council Approval
\$0.01 - \$3,000	X				X		
\$3,000.01 - \$10,000	X	X	X		X		
\$10,000.01 - \$25,000.00		X	X		X	X	
\$25,000.01 to \$49,999.00		X	X		X	X	X
\$50,000.00 and over		X		X	X	X	X

**Use of cooperative purchasing agreements**

Whenever possible the city will utilize cooperative purchasing agreements. Cooperative purchasing agreements are normally agreements that will include a list of items that have already been through the bids process and the lowest or best-qualified bidders have been approved. Listed below are examples of authorized purchasing agreements. However, the city is not limited to only those listed.

- 1) North Texas Council of Governments (NTXCOG)
- 2) Tarrant County Purchasing.
- 3) State of Texas.
- 4) BuyBoard.

**Single source purchases**

Certain items and/or services may qualify as a “single source” item, meaning that the item being requested is available from only one source. In these cases, any requirements for quotes will not apply. (Ordinance 433 adopted 6/16/09)

**Appendix A: TML “Procurement Laws Made Easy”**