



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/25/2022

SUBJECT: **APPROVAL OF TARRANT COUNTY PURCHASING POLICIES
AND PROCEDURES MANUAL REVISIONS - PURCHASING
DEPARTMENT**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve and accept revisions to Tarrant County Purchasing Policies and Procedures Manual as follows:

- Section 5 – General Purchasing Policy (necessary revisions to solicitation boilerplates)
- Section 8 – Procedures for Purchases Under \$50,000
- Section 9 – Competitive Bidding Requirements for Purchases Exceeding \$50,000
- Section 16 – Procedures for Purchase of Parts and Services for Central Garage
- Section 19 – Receipts of Goods and Services
- Section 20 – Procurement Card Policy (updated Commercial Card Transaction Form)
- Section 22 – Debarment and Suspension
- Section 25 – County Owned Asset (updated Transfer or Disposal Report Form)

BACKGROUND

Purchasing hereby submits a recommendation to revise Purchasing's Policies and Procedures Manual to reflect the revisions in the bidding policies.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Melissa Lee, C.P.M., A.P.P. Chris Lax, CPSM, CPCP
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