



CITY OF COLLEGE STATION

Municipal Government Purchasing Process

- Understand how local governments purchase goods and services
- Key laws and processes involved
- How local businesses and vendors can participate





Laws Governing Municipal Purchases

Texas Government Code

- **GC 791** – Interlocal Cooperation Act (joint purchasing with other agencies).
- **GC 2254** – Professional Services Procurement Act (no bidding, selection based on qualifications).
 - Governmental entities must select based on:
 - Demonstrated competence & qualifications
 - Fair and reasonable price
 - Selection Process:
 - Choose the most highly qualified provider
 - Negotiate a fair contract
 - If negotiations fail, move to the next qualified provider
 - Municipalities must select providers based on competence and qualifications
 - **Local preferences are *prohibited* for professional architect, engineering and surveying services**
- **GC 2269** – Contracting and Delivery procedures for Construction Projects (alternative procurement methods such as Competitive Sealed Proposals and CMAR)



Laws Governing Municipal Purchases

Texas Local Government Code

- **TX LOCAL GOVT CODE 252**– Competitive Bidding Requirements for purchases over \$50,000. (exempts professional services)
- **TX LOCAL GOVT CODE 271.905 and 271.9051** – Consideration of Location of Bidder’s Principal Place of Business in Certain Municipalities. Provides guidance for local preference for COMPETITIVE BIDDING.
 - Allows municipalities to consider bidder’s principal place of business
 - Local business preference depends on:
 - Dollar limit
 - Type of purchase
- City Council must determine in writing that local bidders provide economic benefits
- Chapter 9 of City of College Station Purchasing Manual summarizes policy related to procurement of personal professional or planning services.

Summary of LGC 271.905 and 271.9051

Contract Amt	Goods and Real Property	Services (Architect or Engineering or Surveyor)	Services (Other)	Construction Contracts
< \$50,000	Not subject to the competitive bid process			
\$50,001 to \$99,999	5% of lowest bid	Not permitted	5% of lowest bid	5% of lowest bid
\$100,000 to 499,999	5% of lowest bid	Not permitted	5% of lowest bid	Not permitted
> \$500,000 and up	3% of lowest bid	Not permitted	No preference	Not permitted



Ethical Standards in Procurement



- **Fairness & Transparency:**
 - Public procurement must ensure **no favoritism or conflicts of interest**.
- **Legal Compliance:**
 - All purchases follow **state laws and local policies**.
 - Officials **cannot accept gifts or bribes** from vendors.
- **Conflict of Interest Rules:**
 - Officials must **disclose personal relationships** with vendors.
 - Strict regulations ensure **equal opportunity for all bidders**.

How Local Businesses Can Participate

- **Purchases under \$50,000:**
 - 70.9% of businesses within the City are Retail / Restaurant / Grocery
 - P-Card and D-Card training for small purchases encourages local business use
- **Register as a Vendor:**
 - With Brazos Valley e-Market place portal on city website. Will get notifications of opportunities for not just College Station, but also the City of Bryan, BTU, Brazos County and San Jacinto River Authority.
 - Register as a vendor with Buy Board (cooperative purchasing group).
- **Prepare Competitive Bids:**
 - Read the **bid requirements carefully**.
 - Ensure **pricing is competitive** and meets **all qualifications**.
 - Attend Pre-Bid Meetings to understand **project details** and ask questions.
 - Submit On Time: Late submissions are **automatically rejected**.





Questions / Direction