



MAYOR JOHN MARK FRANCIS

CITY OF DEPORT, TEXAS

New Procurement Policy

City of Deport's procurement process is determined by the following flow and expenditure amounts:

1. Purchase orders are required for all purchases over \$200. No quote is required for purchases in this range.
2. \$200 to \$3,000: Competitive bids are not required, but can be requested upon mayor and/or council discretion. Purchases may be processed by the requesting department. There must be a minimum of two quotes for purchases in this range. Quotes can be received by telephone, fax, email, written quotations. Purchase orders are required for all purchases over \$200.
3. Over \$3,000 through \$25,000: At least three vendors must be contacted for competitive bids. These bids/proposals may be received by telephone, fax machine, email, written quotations, or sealed process.
4. Over \$25,000: Sealed competitive bid or proposal process is required and is handled primarily through the mayor and city secretary, unless specifically exempt by Texas state law.
5. If a service requires a contract, it will automatically trigger a quote, bid or vendor contact process.
6. All vendors will be paid in "Net 30" terms unless the service provided requires a startup payment to initiate a service on behalf of that companies' vendors. This is most common for web designers, financial services and software purchases. This will be approved on a case by case basis by the Mayor. This is to make sure that we receive all items and services ordered and that we are satisfied with the product or service.
7. Services that have a contract will need to be reviewed by the council. If approved a purchase request that covers the entire fiscal year of the contract will be required.
8. Reoccurring Utility Bills (Water, Sewer, Electricity, Gas, Internet, Telephone) are not subject to purchase order unless they are contracted utility.

This process will help us better track spending, keep vendors accountable and honest about the costs of services and products, allow us to better create future budgets and be as transparent as possible for the citizens of deport.

Thank You,



JOHN MARK FRANCIS, MAYOR

Office: (903) 652-3875 Fax: (903) 652-4086
Email: mayor@cityofdeport.org
www.cityofdeport.org

