

City of Gainesville Purchasing

- Purchases of \$0.00 to \$1,000.00 are approved by the Department Head and submitted to the City Manager. The City requires three (3) quotes (by phone, e-mail or fax) for purchases of \$500.00 to \$1,000.00. If the department cannot get three (3) quotes, at least five (5) vendors shall be contacted (by phone, e-mail or fax) and documented.

Credit Cards: Used for general purchases for maintenance and operating supplies.

Check Requisitions: For services, training and employee reimbursement.

- Purchases of \$1,000.01 to \$49,999.99 require three (3) written quotes (faxed or e-mailed). If less than three (3) quotes, department must provide copy of e-mail or fax form from at least five (5) vendors, unless it is a sole source or emergency purchase. Single or sole source must have proof of being a sole source. HGAC, Buy Board or other state authorized cooperative purchasing group can be used.

Purchases of \$3,000 or more require the City to attempt to include pricing from Historically Underutilized Businesses (HUB's) in the county to represent a fair climate to do business with the City. This means to attempt to make contact. Go to the website of the State Comptroller for the HUB site. The website for the State Comptroller is <http://www.window.state.tx.us/procurement/>. Under programs, click on HUB. Locate Cooke County and make contact by phone, e-mail or fax.

The statewide HUB program provides HUB certification for minority and woman-owned businesses. Request the HUB certification of the vendor and is different from the Centralized Master Bidders List (CMBL).

- Purchases of \$50,000 or more requires formal sealed bids, HGAC/Buy Board or other approved by the State Purchasing Cooperative.
- Council approval is required for all purchases of \$50,000 or more. Purchase order or contract is issued to vendor selected.
- Blanket Purchase Orders are rarely issued to vendors for small purchases (under \$500) over a specified length of time. City credit cards have taken the place of Blanket Purchase Orders.
- Department Petty Cash amounts are between \$50 and \$200. Petty cash is limited to one purchase of \$25.
- Purchases of merchandise by employees of the City for personal use through any vendor of the City shall be prohibited.
- An exception to these policies would be frequent purchases by the Garage that exceed \$500 to repair large pieces of equipment.