

**TOWN OF HORIZON CITY, TEXAS**  
**PURCHASING POLICY REVISION No. 8**

**A. Compliance with Applicable Laws and Regulations:** All purchases shall comply with applicable portions of Texas laws pertaining to purchasing and contracting authority of municipalities, including but not limited to:

- Texas Local Government Code Chapter 252 (competitive bidding, competitive proposals, historically under-utilized businesses, etc.).
- Texas Local Government Code Chapter 271 (lease-purchases, public works procurements, cooperative purchasing, alternative delivery methods for construction projects).
- Texas Local Government Code Chapter 273 (acquisition by gift, dedication, purchase, or condemnation/ eminent domain).
- Texas Local Government Code Chapter 302 (energy or water conservation)
- Texas Government Code Chapter 2254 (professional services).

**B. Administrative authority for staff purchases:**

1. People in first line supervisory positions have approval authority on purchase requisitions of \$500.00 or less. This pertains to first-line supervisory positions which include but are not limited to people with the title of “Manager” who report to a Department Head or Director designated in that capacity. The Assistant Police Chief will have the same purchasing authority as the Police Chief in his/her absence.
2. Department heads have approval authority on purchase requisitions of \$5,000.00 or less.
3. The signature of the Mayor is required on any purchase requisitions exceeding \$5,000.00 up to \$10,000.00.
4. Purchases greater than \$10,000.00 must be approved by the City Council.
5. In the event of an emergency or matter of public safety, the Mayor may approve a purchase requisition exceeding \$10,000.00 up to \$25,000.00 that is necessary in conjunction with addressing an emergency situation or a matter of public safety.

**C. Administrative processes for staff purchase of goods and services (excluding public works):**

1. For any item up to \$1,000.00, the Department Head/Director must seek the best price, giving consideration for local businesses, availability, and quality.
2. For any item of \$1,000.00 to \$3,000.00, two written quotes must be obtained. The written quotes shall be included as part of the requisition package.

3. For any item of more than \$3,000.00 and less than \$100,000.00, the following process will apply:
  - a. If the anticipated procurement is less than \$10,000.00, the Department Head/Director shall obtain three written quotes. The written quotes must be included as part of the requisition package.
  - b. If the anticipated procurement is \$10,000.00 or more but less than \$100,000.00, the Department Head/Director will review the procurement to determine whether obtaining written quotes or utilizing the informal sealed bid process will be more advantageous to the City and obtaining the best results before proceeding with the chosen procurement process.
4. In making an expenditure of more than \$3,000.00 but less than \$100,000.00 the Department Head/ Director shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter 216 1, Government Code. If the list fails to identify a historically
5. underutilized business in El Paso County, the Department Head/ Director is exempt from this requirement. (252.0215 TLGC).

**D. Administrative processes for staff procurement of public works projects:**

1. For any project anticipated to be less than \$5,000.00, two written quotes/bids will be obtained. Prior to obtaining quotes/bids on a project that will constitute a public work, the businesses/contractors will be provided with a copy of the Invitation to Submit Bids and the General Conditions for Small Public Works Projects approved by the City Council on 6/14/2016, so as to advise the businesses of the special requirements of State Law to the project. Minor revisions to these documents that are necessary due to the unique nature of the procurement may be approved by the Mayor.
2. For any project anticipated to be more than \$5,000.00 and less than \$100,000.00, the Department will utilize the informal sealed bid process for construction/public works projects. Procurements of public works projects by the use of the informal bid process will utilize the short form contract documents (Informal Bid Instructions, Contract General Provisions, Contract Special Conditions and Standard Form of Agreement) approved by City Council on 6/14/2016. Minor
3. revisions to these documents that are necessary due to the unique nature of the procurement may be approved by the Mayor.
4. The contract for a public works project shall be created through the bid documents, the acceptance of the winning bid and issuing a notice to proceed.

**E. Use of buy-board for procurement:**

1. In lieu of obtaining written quotes for purchases and procurements authorized under this policy, the **Department Head/Director** may utilize an approved buy-board for a purchase.
2. In lieu of utilizing a City-created procurement process for any purchase of \$25,000 or more, a **Department Head/Director** or Mayor may recommend the use of an approved buy-board for procurement.
3. Prior to making the determination to utilize or recommend an approved buy-board for any procurement, the **Department Head/Director** or Mayor, as appropriate, shall give consideration to the appropriateness of the pricing offered and availability of the item or service through the buy-board.

**F. Exceptions: Sole provider/scarce provider:**

1. In the event the item to be purchased is only available by a sole provider, such as the manufacturer or single supplier, that information will be so noted on the requisition\_
2. In the event that only one quote/bid is received for a purchase that does not require Council approval, and in the best opinion of the Department Head there is no likelihood of receiving an additional quote, the said purchase may be made and this information and opinion will be so noted on the requisition.

**Approved by City Council on June 9, 2026.**

**Town of Horizon City**

By: \_\_\_\_\_  
**Andres Renteria, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Elvia Schuller, City Clerk**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
**Sylvia Borunda Firth**  
**City Attorney**