

## **6.6 Procurement Categories Dependent on Anticipated Price**

The Galveston County Purchasing Agent has established purchasing categories for the purchase of all goods and services based on the anticipated price of such goods or service. Each category specifies the information that must be obtained before issuing a purchase order or via an alternative method of purchase, such as a P-Card. The categories are as follows:

### **Purchases less than \$5,000.00:**

- Purchasing Staff may exercise discretion in the acquisition process.
- No formal quotations are required.
- Purchases may be made directly, provided they comply with County policies and budgetary constraints

### **Purchases \$5,000.00 or more but less than \$50,000.00:**

- A minimum of two written quotations must be obtained.
- Upon approval by Purchasing Department staff, the requesting department may either:
  - Solicit quotations directly, or
  - Delegate the solicitation responsibility to the Purchasing Department.
- Regardless of who obtains the quotations, the requesting department is responsible for initiating the requisition.

### **Purchases \$50,000 or more but less than \$100,000:**

- A minimum of three written quotations must be obtained.
- Upon approval by Purchasing Department staff, the requesting department may:
  - Solicit quotations directly, or
  - Delegate the solicitation responsibility to the Purchasing Department.
- If the requesting department obtains the quotations, they must submit them to the Purchasing Department for review and approval before issuance of a purchase order or alternate payment method (e.g., P-Card).
- The requesting department remains responsible for initiating the requisition and specifying the preferred purchasing method.

### **Purchases greater than \$100,000:**

- Formal sealed competitive procurement is required, including:

- Invitations to Bid (ITB),
  - Requests for Proposals (RFP), or
  - Competitive Sealed Proposals.
- These processes must be conducted by the Purchasing Department in accordance with the County Purchasing Act (Subchapter C, Chapter 262, Sections 262.021–262.037 of the Texas Local Government Code).
- Exceptions to competitive bidding may be granted only upon application by the Purchasing Agent and approval by the Galveston County Commissioners Court.
- All submissions will be evaluated jointly by the Purchasing Department and the requesting department.
- Final acceptance or rejection of the Purchasing Agent's recommendation rests solely with the Commissioners Court.
- No Purchasing Staff member may issue a purchase order that deviates from these requirements unless a waiver has been granted by their supervisor, as outlined in Section 6.7.