



CITY OF CONROE

Est. 1904

Doing Business with the City of Conroe

Introduction

The Texas State Legislature has adopted Chapter 252 of the Texas Local Government Code, more commonly known as Purchasing and Contracting Authority of Municipalities, and Chapter 271, which contains authorization for cooperative purchasing as well as an alternate process for Public Works bidding. It shall be the policy of the City of Conroe, to fully comply in all respects with the rules, regulations and procedures of the appropriate governing authorities.

The City of Conroe Purchasing Department, as well as elected officials, department heads, and staff, pledge to discharge their duties in a manner that will provide, to all responsible vendors and contractors, an equitable and competitive access to the City's procurement process. Further, the Purchasing Department will be conducted in a manner that will promote public confidence in the integrity of the City of Conroe procurement organization.

Our goal is to provide the City with the best value in the acquisition of supplies, equipment, and services, which is critical to the effective organizational operations and a key function, both internally for the organization and for the public. Our contact with suppliers produces information needed by finance, line and staff departments, and the elected body to insure that both goods and services are delivered at the right price, the right quality, in a timely and effective manner and doing so within all applicable legal constraints. Public Procurement must assure that; responsible bidders are given a fair opportunity to compete for the City's' business, public funds are safeguarded to ensure the best value is received for the public dollar, must guard against misappropriation of City funds and insure that public spending is not used to confer favors to anyone.

Purchasing Procedures

Dollar Thresholds:

\$1.00 TO 499.99

Oral Quotes. Each department will be responsible for associated paper work.

\$500.00 TO \$2,999.99

Quotations may be solicited by telephone and documented. Each department shall be responsible for their purchases and associated paper work.

\$3,000.00 TO \$49,999.99

Formal written quotations or proposals will be sought by the Purchasing Department. The Purchasing department will attempt to solicit quotes to HUB Vendors by utilizing the CMBL for Quotes from \$3,000.00 - \$49,999.99.

\$50,000.00 +

Solicitation will be conducted by the formal, sealed, bid process, which is governed by statute.

Invoices

All invoices must reference a Purchase Order Number and the Invoice Number must be clearly visible.

Invoices may be mailed to:
City of Conroe Finance Department
PO Box 3066
Conroe Texas, 77305

Vendor Information

The City of Conroe Purchasing Department has an open door policy. Please feel free to e-mail, call or make an appointment to come by. We take pride in our processes that ensure saving the City money as well as getting the best value for our dollars. Please read all quote and bid conditions thoroughly and honor all of your bid response including price and delivery. Please include all documentation asked for in the bid. Failure to include all pertinent information could result in your bid being deemed unresponsive.

Vendor Registration

If you want to be added to our vendor list please e-mail a [W-9](#) to the Purchasing Manager and include a summary of your business.

The City of Conroe is currently implementing an online vendor registration site which will be located on the Purchasing webpage.