



Citywide Procurement

CITY COUNCIL MEETING

JANUARY 20, 2026

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Purpose of Today's Presentation

- Provide Council with insight into how Procurement incorporates Council priorities into city-wide purchasing decisions.
- Reinforce our commitment to stewarding taxpayer dollars in ways that maximize citizen benefit.
- Highlight how intentional procurement methods and thoughtful solicitation development ensure best-value outcomes.
- Share updates on our current practices including administration, oversight, and staff training and highlight the value they bring to the organization.

Updates

- Since our last meeting, state legislature increased the competitive bidding threshold to \$100,000. This impacts the number of formal solicitations going forward but not the focus on best value procurement.
- The Purchasing Division is in the process of adding a Purchasing Agent to the team, bringing the total FTEs dedicated exclusively to procurement functions to 3.
- Administrative Services is now a division of the Finance Department, allowing for more holistic approaches to procurement, improved collaboration, and better alignment of budgeting and procurement strategies to support organizational goals.
- Additional purchasing information is now included with each agenda item to allow insight into the procurement process and method selection.

What is Procurement?

The process through which a public agency secures goods or services subject to strict adherence to laws and regulations.

Procurement professionals are responsible for:

- Ensuring compliance with state law & city policies
- Mitigating risks associated with procurements
- Obtaining best value for purchases
- Administering contracts
- Managing solicitations
- Supporting departments
- Providing vendor support

Centralized vs Decentralized Purchasing



Centralized

ALL procurement activity flows through a dedicated Purchasing Division

Large, specialized team required (typically 7-10 FTE) manage quotes, bids/RFPs, contract administration, vendor performance, and compliance

Departments primarily provide scopes and operational input; purchasing handles full procurement lifecycle

Results in higher consistency, reduced risk, standardized processes, stronger enforcement

Burleson

Purchasing ensures compliance for all procurements over \$3,000

Departments develop scopes; Purchasing manages process

Purchasing facilitates all bids/RFPs

Departments monitor day-to-day vendor performance

Decentralized



Individual departments handle many routine purchases & quotes themselves, with purchasing support

Smaller staff (typically 2-4 FTE) focus on major solicitations, policy, and compliance

Administrative burden is spread across employees citywide

Allows flexibility but increases variability, workload duplication, and training needs across departments

What is Best Value?

The Texas Local Government Code provides best value criteria to be used in conjunction with the lowest price to determine the best value of bid including reputation of the vendor, quality of the goods or service to be provided and past relationship with the municipality.

A procurement professionals' role in assessing best value:

- Ensure compliance with state law, City policy, and ethical procurement standards
- Conduct competitive bidding and formal evaluations when required or deemed advantageous
- Reviews pricing information and rates to assist departments in making informed purchasing decisions
- Work with departments to develop clear scopes, evaluation criteria, and vendor requirements
- Use cooperative contracts strategically to leverage discounts, accelerate timelines, and mitigate contractual risk
- Administer contracts and support departments in monitoring vendor performance to safeguard quality and accountability

Choosing a Procurement Method

Staff consider many factors when choosing the most advantageous procurement method including:

1. Legal & Statutory requirements

- Determine if the procurement is subject to specific regulations

2. Estimated cost of the procurement

- What is the current market rate?
- Are there other cities who have recently procured this good/service? What did they pay?
- Is this good/service available on a cooperative? Is the rate comparable? Are there discounts or rebates offered?

3. Nature and complexity of the purchase

- Assess whether the good or service is standard/off-the-shelf (ITB) or specialized/customized (RFP)
- Consider technical complexity and project delivery needs
- Will the award be based solely on price (sealed bid) or is it necessary to evaluate qualifications, experience or other factors (RFP, RFQ)?

4. Timeline & urgency

- Is this considered an emergency purchase?
- Will the procurement be impacted by long lead times, seasons, etc?

5. Quality & performance considerations

- Are factors beyond price a top priority?
- Vendor qualifications, experience, product quality, etc.

6. Internal capacity & resource availability

- What other projects are currently being managed by procurement staff?
- Is this a high priority procurement for our organization?
- Does the City have the internal capacity or need for outside consultants to manage the chosen method effectively?

Alternative Methods for Construction

Procurement Method	Definition	Example Project Use Cases	City Example Project Use Cases	City of Burleson Past Projects
Best-Value Competitive Bidding	Evaluates price along with additional factors such as contractor experience, project approach, past performance, and timeline to determine the best overall value rather than just the lowest bid. Safety record may also be considered but requires adoption of written definition by the governing body.	Infrastructure improvements, road reconstruction, complex municipal facility renovations, technology system installations where both cost and quality are critical.	City of Southlake solicited for bids based on best value for their Water Distribution System Improvements (2023)	All Invitation to Bid (ITB) documents have 'best value' language built in. We are evaluating how to make this language more robust & when to include evaluation criteria in these documents.
Competitive Sealed Proposals	Evaluates price and other factors like qualifications and experience; allows negotiation	Construction of a new municipal building, technology system upgrades, complex construction renovations	City of Fort Worth issued proposals for a municipal complex renovation project (2024) City of Grapevine issued proposals for a public safety renovation (2024)	City Hall Renovation (2025) Industrial Pump Station (2025) West Side Lift Station (2024) Fire Station 1 Renovation (2024)
Construction Manager-Agent (CMA)	An agent oversees the project for the owner, with subcontractors bid separately	Renovations requiring owner oversight without a general contractor, multiple-phased capital improvement projects	Plano used CMA for a phased renovation of city facilities (2024).	No solicitations leveraging this method to date
Construction Manager-at-Risk (CMAR)	A contractor acts as both manager and constructor, guaranteeing a maximum price – Architecture/Design engagement required before soliciting for a CMAR	Building a new fire station or library, large-scale facility construction	City of Allen used the CMAR method for their library expansion project (2024)	BRiCK Renovation (2024) Police Department Building (2025)
Design-Build	Combines design and construction into one contract with a single entity. Cities must hire an independent engineer or architect to protect their interests during execution.	Building recreational facilities, new municipal utility plants, libraries, fire & police stations	Rockwall County Annex (2023) City of Kyle Park Restrooms (2023)	Municipal Court (2016)
Job Order Contracting (JOC)	Contracts for small, recurring projects with fixed unit prices for various construction tasks	Repairs to HVAC systems in multiple city buildings, minor renovations across facilities	City of Mansfield used a JOC for routine municipal building maintenance (2024)	Actively seeking ways to leverage this method

FY 2025 SOLICITATIONS

17

**Invitations to Bid
(ITB)**

5

**Invitations to Quote
(ITQ, RFQ, IRFQ)**

3

**Requests for
Competitive Sealed
Proposal
(RFCSP, CSP)**

10

**Requests for Proposal
(RFP)**

Benefits of Competitive Solicitations

- May result in ***best overall value*** when considering more than just lowest price
- Complies with Local Government Code regulations
- Offers a transparent process that promotes fairness and equality
- Open competition may offer new technology and better solutions
- Increases supplier engagement when the process is facilitated well, reducing risk

Exemptions in Compliance with Local Government Code

Sec. 252.022 of the Texas Local Government Code allows for a few exemptions to the competitive bidding requirements. These are the exemptions most commonly used in the City of Burleson.

 COOPERATIVE CONTRACTS	Utilizing a cooperative contract through an interlocal agreement, BuyBoard, Omnia Partners, Texas Smartbuy, etc. or meets the quote and HUB requirements.
 SOLE SOURCE	Items that are available from only one source because of patents, copyrights, secret processes, or national monopolies; requires documentation.
 PROTECTING PUBLIC HEALTH/SAFETY	Purchases necessary to preserve or protect the public health or safety of the municipality's residents. The City's Purchasing Policy requires the City Manager give written consent to utilize this exemption.
 UNFORSEEN DAMAGE TO PUBLIC MACHINERY	Emergency or natural disaster circumstances.
 SERVICES	Procurement for personal, professional, or services.

Benefits of Cooperative Contracts

- Allows the City to leverage discounts and rebates offered through purchasing cooperative programs.
- Allows the City to participate on larger procurements that have better pricing by taking advantage of a larger entities buying power.
- Can expedite the purchase of goods and services.
- Can save time and money in staff resources.
- Interlocal Agreements allow the City to obtain competitive pricing and utilize local and regional vendors.

FY 2025
Cooperative
Purchases

	Vendor	Description	Total
1	TEXAS MATERIALS GROUP, INC	asphalt road surfacing products	100,000.00
2	CDW GOVERNMENT, LLC	CDWG Contract OCT 21 Council	118,000.00
3	TYLER TECHNOLOGIES INC	Tyler Incode Renewal	125,593.65
4	HOYT BREATHING AIR PRODUCTS	purchase of SCBA equipment	130,000.00
5	DATA PROJECTIONS INC	Workroom Technology TIPS 230105 Quote:23066	131,953.32
6	Sam Pack's Five Star Ford, LTD	Bucket truck	137,059.41
7	CONSOLIDATED TRAFFIC CONTROLS	traffic control products- BuyBoard 703-23	150,000.00
8	Wilson Bauhaus Interiors, LLC.	CH Remodel Furniture Contract - FA2303	159,650.02
9	IMAGETREND,INC.	ImageTrend Contract Number 00010484.0 Council 3/24	173,012.39
10	AMAZON.COM SERVICES LLC	CDC - Amazon (Choice Partners # 22/045KN-01)	175,000.00
11	DELL MARKETING LP	Dell Equipment As Needed	184,000.00
12	Stripe-a-Zone	pavement markings	205,000.00
13	Austin Mac Haik Ford Lincoln, Ltd	replacement- F150x3, Rangerx2, F250x1	260,995.50
14	SIDDONS MARTIN EMERGENCY GROUP	SIDDONS - REPAIR SVCS/REPLCMNT PARTS FIRE APP	302,905.53
15	METRO FIRE APPARATUS	METRO - repair svc/replacement parts for Fire App	323,951.29
16	PARADIGM TRAFFIC SYSTEMS	traffic signal/flood warning equip-BuyBoard 695-23	335,000.00
17	TYMCO, Inc	TYMCO street sweeper	344,575.00
18	Dalworth Lighting and Electrical Services, LLC	Street Lighting Maintenance and Repairs	350,000.00
19	MANSFIELD OIL COMPANY	Fuel Purchase: 01/06/25 - 06/30/25	350,000.00
20	JOE GODDARD ENTERPRISES, LLC.	outdoor warning sirens install	353,355.35
21	SHI GOVERNMENT SOLUTIONS INC	Arctic Wolf Three Year Contract	360,986.66
22	Iteris, Inc	replacement parts for traffic signal systems	400,000.00
23	Playcore Wisconsin Inc	Playground @ Centennial Park Cooperative 679-22	466,026.80
24	MANSFIELD OIL COMPANY	Retail Fuel Purchases	500,000.00
25	Cleveland Mack Sales, Inc	Purchase of a combination vacuum truck	517,845.57
26	Rush Truck Centers of Texas, LP	replacement F350, F450, F550x2, Peterbilt x2	582,398.50
27	SHI GOVERNMENT SOLUTIONS INC	SHI Microsoft Enterprise Agreement	597,795.66
28	RELIABLE PAVING, INC.	various concrete services	700,000.00
29	CITY OF MANSFIELD	Mansfield Jail Contract	756,221.30
30	Professional Ambulance Sales & Service LLC	Ambulance Purchase	832,659.93
31	TGS Sports LLC	Chisenhall fields turf installation phase II	1,556,300.00
32	MANSFIELD OIL COMPANY	Bulk Fuel	2,000,000.00

Cooperative Purchase Savings

Civic Marketplace, a cooperative purchasing platform designed specifically for local governments by current and former local government professionals, indicates that a single procurement project requires an average of **87.1 personnel hours**.

The City of Dallas's Public Works Department indicated that by implementing a cooperative contracts, they improved efficiency by 66.7% ([Civic Marketplace](#))

Based on our calculations, utilizing cooperative agreements for 32 contracts over the competitive bidding threshold in FY 25 saved the City of Burleson \$73,824 in administrative costs alone.

This cost savings does not include the discounts available through our cooperative partnerships on most purchases.



Cooperative Memberships	Interlocal Agreements
Buyboard	City of Cleburne
Choice Partners	City of Denton
Department of Information Resources (DIR)	City of Euless
Equalis Group	City of Frisco
General Services Administration (GSA)	City of Fort Worth
Houston-Galveston Area Council (HGAC)	City of Grand Prairie
NASPO ValuePoint	City of Hurst
North Central Texas Council of Governments (NCTCOG)	City of McKinney
North Texas SHARE	City of Midlothian
National Purchasing Partners Government (NPPGov)	City of North Richland Hills
Omnia Partners	City of Southlake
Purchasing Cooperative of America (PCA)	City of Waxahachie
Sourcewell	Johnson County
Texas Smartbuy	Tarrant County
TIPS	

Current Cooperative and Interlocal Partners

Cost Comparison: Within a Cooperative

This is a snapshot of a bid tabulation from Buyboard. This is one tool we utilized to secure the best value for vehicle purchases in FY 25.

113. Base Model Price for **Ford Ranger Truck** - Super Cab (R1A); XL Package, 2.3L EcoBoost I4 Engine, complete with all manufacturer's standard equipment.

Vendor Name	Vendor Brand and Model Number	Bid Price	Award
Austin Mack Haik Ford Lincoln	Ford Ranger Truck	\$24,930.00	Yes
Sewell Family of Companies	Ford Ranger Truck	\$25,900.00	Yes
Rockdale Country Ford	Ford Ranger Truck	\$28,225.00	Yes
Rush Truck Center - Austin	Ford Ranger Truck	\$30,941.00	No
Silsbee Ford	Ford Ranger Truck	\$32,596.00	No
Chastang Enterprises, Inc.	Ford Ranger Truck	\$32,969.00	No
Chalmers Ford	Ford Ranger Truck	\$33,295.00	No
Sam Packs Five Star Ford	Ford Ranger Truck	\$33,822.00	No

The current MSRP on a base model 2025 Ford Ranger, excluding destination delivery fees, is \$33,350.00.

Next Steps

Onboarding a new Purchasing Agent will give the Purchasing Division the bandwidth needed to advance both short-term and long-term goals, including the ability to:

- Enhance city staff training through micro-learning sessions focused on key processes such as quote comparison, cooperative contract evaluation, departmental contract management, and scope development for solicitations.
- Strengthen collaboration with departments to identify cross-departmental spending opportunities and reduce redundancies in purchasing processes.
- Improve support to user departments by assisting with solicitation preparation and initiating targeted strategic sourcing projects.
- Develop and implement a continuous improvement plan to update standard bid documents and expand the contract template library.

Questions
