



AGENDA ITEM SUMMARY FORM

MEETING DATE: July 15, 2026
PREPARED BY: Jeremy R. Villarreal, Emergency Management Coordinator
DEPARTMENT: Police Department – Office of Emergency Management

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Exemption from the competitive bidding process under Texas Local Government Code Section 252.022(a)(2) for emergency purchases at 600 East Parsons Street for the Manor Police Department Facilities.

BACKGROUND/SUMMARY:

The City has leased the buildings and property at 600 East Parsons Street from Manor ISD for use as a Police Department facility. In the course of preparing the facility for operational use, the City identified urgent repair needs that present an immediate risk to health and life safety and that threaten further damage to City property if not promptly addressed.

The City's standard formal solicitation process requires a minimum of eight to ten weeks to complete (specification development, public advertisement, Council award, and contract negotiation). A delay of that length would prolong exposure to the identified hazard and allow the condition to cause additional, avoidable damage to City property and increased cost. These circumstances satisfy the emergency-purchase exemptions from competitive bidding under Texas Local Government Code § 252.022, Items 1–3, and City Purchasing Policy Section I.B.8 — specifically (b) items to preserve or protect the public health or safety of the residents of the City; (c) items necessary because of unforeseen damage to public property; and (d) the requirement that the Emergency Management Coordinator or City Manager preapprove all emergency purchases.

The Police Department staff have conferred with the Emergency Management and Public Safety Committees to review the statutory criteria governing exemptions. Following this evaluation, staff have determined that the current conditions and documented deterioration of the existing Police Department facility satisfy the requirements established in the applicable statutes. Furthermore, the Emergency Management Coordinator has reviewed the conditions and concurs that it qualifies as an emergency purchase under Section I.B.8(d). Staff requests Council authorization to procure the necessary services and equipment on an expedited basis, without formal competitive bidding — while still documenting the emergency basis at the time of purchase, obtaining available quotes where time permits, and transitioning any non-urgent balance of the work to competitively procured or cooperative-contract pricing.

ATTACHMENTS: Yes

- Exhibit A — City of Manor Purchasing Policy § I.B.8 (Emergency Purchases)
- Exhibit B — Tex. Local Gov't Code § 252.022 (General Exemptions), excerpt

