



Instructions for Requisition Coversheet Form

Section I – General Information

1. Complete items (A) through (D) of the form **after** following the instructions for Sections II and III.
 - A. Requisition Number: First Initial Last Initial MM DD YYYY (i.d. RC09012020)
2. Contact the City Manager if you have any questions.
3. **Email, Fax or Intramail the completed form (do not include the instructions) with any applicable information (quotes, sole source letter, justification, etc.) to the City Manager at rccook@sweenytx.gov. Use the Requisition number as a Subject line.**

Section II – HUB Contact Documentation (expenditures \$3,000.01 - \$49,999.99)

1. Review the Local Government Code Chapter 252.022

General Exemptions are listed below:

- a) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
- b) a procurement necessary to preserve or protect the public health or safety of the municipality's residents;
- c) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
- d) a procurement for personal, professional, or planning services;
- e) a procurement for work that is performed and paid for by the day as the work progresses;
- f) a purchase of land or a right-of-way;
- g) a procurement of items that are available from only one source, including:
 - i. items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
 - ii. films, manuscripts, or books;
 - iii. gas, water, and other utility services;
 - iv. captive replacement parts or components for equipment;
 - v. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
 - vi. management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
- h) a purchase of rare books, papers, and other library materials for a public library;
- i) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
- j) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
- k) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter [212](#);
- l) personal property sold:
 - i. at an auction by a state licensed auctioneer;
 - ii. at a going out of business sale held in compliance with Subchapter F, Chapter [17](#), Business & Commerce Code;
 - iii. by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or
 - iv. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter [391](#);
- m) services performed by blind or severely disabled persons;
- n) goods purchased by a municipality for subsequent retail sale by the municipality;



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- o) electricity; or
 - p) advertising, other than legal notices.
- I. If the goods or services being purchased are covered under one of the General Exemptions above, check item (I) on the form, record the letter of the applicable General Exemption in the space provided and proceed to the instructions for Section III.
 - II. If the goods or services being purchased are not covered under one of the General Exemptions, proceed to item 2.
2. Internet search for applicable Historically Underutilized Businesses (HUB) located in Brazoria County.
 - a) Open your Internet browser.
 - b) Clear the Address Bar and type in: <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. Press enter. For future convenience, this URL address may be saved in your Internet browser Favorites.
 - c) A web page titled "Centralized Master Bidders List – HUB Directory Search" should now be displayed in your browser. Click on the "HUBs Only" button under the "Search For" section.
 - d) Select Brazoria County under the "Business Category/Vendor Location Search" section.
 - e) Click on the button titled "Search" at the bottom of the page.
 - f) The Texas Comptroller of Public Accounts list of Brazoria County HUBs should now be displayed in your browser. Scan the list and determine if any of the businesses are applicable to your purchase. The list may be printed by left clicking on the print icon of the browser. More detailed information on a particular business may be displayed by left double clicking on the company name. Proceed to item 3.
 3. If no applicable HUBs are identified from the search performed in item 2, place a check in front of item (H) on the form and proceed to the instructions for Section III.
 4. If one or more applicable HUBs are identified from the search performed in item 2, the requesting department shall contact at least one (1) of those on a rotating basis for future purchases on like items. If only one applicable HUB is identified, the requesting department shall contact the business for a price quote. Proceed to item 5.
 5. After contacting the HUBs, place a check in front of item (G) on the form. Document the name(s) of the HUB(s) that was/were contacted.

Section III – Competitive Quotation Documentation

1. Answer the questions in items (J), (K), (L) and (M) of the form.
 - a. If this is a cooperative or sole source purchase, proceed to the instructions for Section I.
 - i. Cooperative Purchase will be a purchase within an executed contract with the vendor and the City or a purchase with a discount group such as the Texas Buy Board
 - ii. Sole Source Purchases will be a purchase when **only one supplier for the required item is available**. Example would be an engineered item, proprietary item or supplier is the only vendor that can provide the item.
 - b. If this is a single source purchase, provide written justification in the space provided in item (T), attaching additional sheets if necessary. Proceed to the instructions for Section I.
 - i. Single Source Purchase will be a purchase with **a source that is purposefully chosen by the City, even when other suppliers are available**.
2. If the purchase is neither a cooperative, sole source or single source purchase, a minimum of three (3) competitive recent quotations are required. If the items being purchased consist of services, the Statement of Work (SOW) that was prepared in item 1 (c) shall be provided to the prospective contractors.
3. Record three (3) quotations in items (N) through (S) of the form.
 - a. If the vendor being recommended is low quote, proceed to the instructions for Section I and type in recommended vendor in (F);
 - b. If the vendor being recommended is not low quote, provide written justification in the space provided in item (T), attaching additional sheets if necessary. Proceed to the instructions for Section I.



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Section I – General Information **PURCHASE ORDER #** _____ **(Assigned by City Manager or designate)**

(A) Requisition Number: TB-10092024-01 (B) Requisition Date: 10/09/2024
 (C) Expenditure Line Item: _____ (D) Requisitioned By: Terrence Bell
 (E) Total Amount of Purchase \$1,150.00 (F) Recommended Vendor: Diver Overhead Door

Section II – HUB Contract Documentation (expenditures \$3,000.01 - \$49,999.99)

In compliance with Chapter 252.0215 of the Texas Local Government Code, the department originating this purchase requisition, or the Buyer certifies that:

SELECT ONLY ONE

(G) The following Brazoria County Historically Underutilized Businesses were identified and contacted concerning this purchase

HUB #1	HUB #2

(H) No applicable Brazoria County HUBs were identified from the Comptroller of Public Accounts listing; therefore, the City is exempt from HUB contact requirements for this purchase.

(I) Purchase is exempt from HUB contact requirements because it is covered under General Exemption Number _____. (Refer to the instructions for a list of the General Exemptions)

Section III – Competitive Quotation Documentation

Competitive quotations are generally require for cooperative, emergency, sole source or single source purchases, with justifications/sole source documentation, and approval.

(J) Cooperative Purchase? Yes No PSA/Contract # _____
 (K) Sole Source? Yes No
 (L) Single Source? Yes No
 (M) Emergency Purchase? Yes No

>If yes, City Manager authorization _____

		Quotation #1	Quotation #2	Quotation #3	Quotation #4	Quotation #5
(N)	Name of Company	Diver Overhead Door				
(O)	Telephone #	979-798-2558				
(P)	Contact Person	Kara				
(Q)	Email Address	Dohdoor@hotmail.com				
(R)	Total Price Quoted	\$1,150.00				
(S)	Quotation #					

(T) Justification for sole/single source, emergency purchase or recommendation of vendor other than low quote (attach additional sheets if necessary)

Department/Buyer Signature

Date