

## WHAT PROCUREMENT METHODS ARE USED?

### Purchases Under \$50,000

- Telephone/Written Quotes
- Request for Quotations (RFQ)

### Purchases Exceeding \$50,000

- Request for Bid (RFB)
- Request for Proposal (RFP)
- Request for Statement of Qualifications (RFSQ)
- Request for Information (RFI)

### Cooperative Purchases

- State contracts
- Interlocal Government Contracts

## TGC PURCHASING STAFF

Purchasing Agent  
Johnny S. Grimaldo, CPPB

Purchasing Assistant  
Mary I. Adame

Receptionist/ Clerk  
Tammy O'Neil

Courier  
Curtis Williams, Sr.

### OFFICE OF THE PURCHASING AGENT

TOM GREEN COUNTY  
Purchasing Department, 2nd floor  
113 W. Beauregard Ave.  
San Angelo, TX 76903  
Phone: 325-659-6500  
Fax: 325-659-5441  
E-mail: [purchasing@co.tom-green.tx.us](mailto:purchasing@co.tom-green.tx.us)

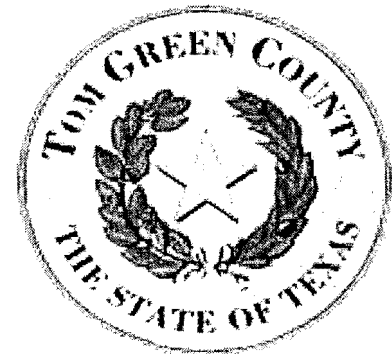


**Tom Green County**

OFFICE OF THE PURCHASING AGENT

## HOW TO DO BUSINESS WITH TOM GREEN COUNTY

PURCHASING DEPARTMENT



TEL: 325-659-6500  
FAX: 325-659-5441

# TOM GREEN COUNTY CENTRALIZED PURCHASING SUMMARY



Please set up an appointment to help us help you do business with TGC.

**INTRODUCTION-** This brochure was created to help your company participate in the market created by the County's needs. The demand for goods and services within the County results in a continuous need for items of every nature and description. We hope this summary will help you become familiar with our policies and procedures for procurement, which in turn will aid in selling your product /service to the County.

**DEPARTMENT ORGANIZATION-** County Purchasing Procedures are governed by Texas Statutes, Local Government Code, Chapter 262. These statutes, including interpretations of them made by Texas Courts, are the ultimate authority on the validity of purchasing procedures.

The Purchasing Department is made up of the Purchasing Agent, Purchasing Assistant, Receptionist/ Clerk, and Courier.



Learn how to do business with the county.

## HOW DO I CONTACT THE PURCHASING DEPT?

Hours of operation: Monday-Friday 8am-5pm (Closed 12pm-1pm for lunch).

We are located on the 2nd floor of the Edd B. Keyes Building, 113 W. Beauregard Ave., in downtown San Angelo, Texas. Due to a heavy workload schedule, Please call or email in advance to set up an appointment with the purchasing agent or staff. Call or email for information on how to get on the bidders list.

## WHAT IS A BIDDER'S LIST? HOW DO I GET ON IT?

The Purchasing Department utilizes a Master Bidder's List when searching for vendors and the products/services they provide. The Purchasing Department will supply you a standard bidder's application that can be filled out and returned to purchasing with any catalogs/brochures/literature you would like to include with your application. The Bidder's List provides the Purchasing Department with your current information when searching for goods and ser-

vices.

## WHAT IS A PURCHASE ORDER?

A Purchase Order, and its authorized number, is the primary method by which Tom Green County purchases goods and services. Purchases are requested by authorized buyers and are approved by the Purchasing Agent. Vendors will receive an official Purchase Order Number when the county places any and all orders.

## WHERE DO I SEND INVOICES?

Invoices are sent to the Tom Green County Treasurer, 112 W. Beauregard Ave., San Angelo, TX 76903. Payments are paid in accordance with V.T.C.A, Texas Government Code, Title 10, Subtitled F,

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