

# HOW TO DO BUSINESS

## INTRODUCTION

**Montgomery County and the Purchasing Department welcome you. This page has been prepared to inform and instruct you of our organization and procedures to purchase needed products and services.**

Montgomery County operates a centralized purchasing program. This gives vendors and the business community a single and central link to government procurement. Public Purchasing has many goals such as: purchasing the proper goods and services, obtaining the best possible price for the good or service, ensure that goods and services are available where and when needed, assure a continuing supply of needed goods and services, ensure that responsible bidders are given a fair opportunity to compete for the Government business and to ensure funds are safeguarded. We attempt to see that the best value is received for the public dollar. The purchasing office and its personnel accumulate a solid foundation of knowledge and experience of purchasing, marketing trends, prices and vendors. This knowledge and expertise can and will save the Government time and money for a more efficient and effective purchasing process. Whereas the Texas State Legislature has passed and made part of Texas Local Government Codes, Section 262, more commonly known as the County Purchasing Act, it shall be the policy of Montgomery County, acting by and through it's Purchasing Agent and staff, to fully comply in all aspects with the rules, regulations, and procedures, as they appear and are amended from time to tome in that act. We are interested in obtaining good responses to our bids and quotations thus, we welcome your input regarding our specifications and procedures.

## GUIDLINES FOR VENDORS

Montgomery County Purchasing Department has an Open Door Policy. It is mutually beneficial for us to be kept up to date on new ideas and products. Please make sure we have your latest catalogs. Please quote realistic delivery dates (in calendar days). We expect you to honor all pricing, delivery, and service agreements as quoted. Please be advised that purchasing authority is delegated to the Purchasing Department. A purchase order is awarded in compliance with Montgomery County rules and regulations.

## PURCHASING PROCEDURES

Quotes may or may not be solicited on a requisition which requires an expenditure of less than \$10,000.00.

**\*Purchases in excess of \$10,001.00 and Less than \$20,000.00\***

Telephone quotes will be acquired when expenditures for materials and/or services are in excess of \$10,001.00 and less than \$20,000.00.

All telephone quotes will be documented and recorded.

**\*Purchases in excess of \$20,001.00 and less than \$25,000.00\***

When expenditures for materials and/or services are in excess of \$20,001.00 but less than \$25,000.00, informal written quotes will be obtained.

**\*Purchases which exceed \$25,000.00\***

All expenditures for materials and/or services which exceed \$25,000.00 will be conducted by the formal, sealed bid process which is governed by statutes.

## INVOICES

Vendors are requested to submit invoices to the attention of:

MONTGOMERY COUNTY AUDITOR  
P O BOX 539  
CONROE, TX 77305-0539

A purchase order number shall be noted on all invoices.

If you are interested in being placed on our vendor list, click [here](#) to submit your company's information online.