



**CAMERON COUNTY**  
CAMERON COUNTY, TEXAS  
1100 EAST MONROE ST.,  
Brownsville, Texas 78520  
(956) 544-0871

**MEMO**

TO: Dept Head

FROM: Mike Forbes

RE: Purchases - Bidding vs Interlocal

DATE: December 28, 2016

Commissioners Court would like Bids utilized (rather than Interlocals) for items placed on Agenda to Purchase. The County Bidding process affords local Bidders the opportunity to participate / compete for the County's Business. The utilization of Interlocals without a local Bidding component result in an impeded competitive environment for our local Businesses.

If utilizing Grants for purchases, please keep track of the related Grant funding scheduling requirements. The deadline date to encumber or expend funds should be monitored (by your Dept.) allowing for a minimum of two (2) months in advance to solicit and award Bids for these items. Failure to do so will prevent completion of the Bidding process prior to the Grant deadline. If you have any questions concerning the specific Grant requirements or deadlines please check with the Auditor's Office – they should be able to assist you with this.

If you would like to request a specific purchase exemption by Commissioners Court (for Interlocal consideration) please fill out the attached form (pg 2) and attach to your Agenda request at the time the need arises.

Feel free to contact me if you should have any questions concerning this.



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**MEMO**

TO: Judge Trevino, Jr. - Comm. Benavides - Comm. Dominguez - Comm. Garza - Comm. Ruiz

FROM (DEPT. HEAD REQUESTING):

RE: Purchase request w/ o Bidding but w / request to utilize Interlocal Purchasing Agreement

*Dept:*  
*Interlocal Agreement Name:*  
*Vendor Name:*  
*Price Total:*  
*Item Description:*

DATE:

***Explanation / reason for requesting Commissioners Court approval to Purchase the item(s) or Services listed above by Inter- local Cooperative Purchasing Agreement in lieu of County Bid:***

**Commissioners Court would like (whenever possible) Bids utilized rather than Interlocals for the items listed above. If you find that you will have difficulties complying with this objective please explain the reasons in detail above.**

**Dept. Head should attach this memo with their Agenda for Comm. Court, attend Court Meeting, and be prepared to answer any questions that the Commissioners may have. Failure to attend could possibly result in this Agenda item being tabled.**

Requesting Dept. received approval to place this item on the Agenda  
by\_\_\_\_\_.

Dept. Head Signature\_\_\_\_\_

Purchasing Dept. has reviewed Interlocal Agreement for Compliance: \_\_\_\_\_