



~~CITY OF DENTON~~

~~POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE~~

SECTION: Finance	REFERENCE NUMBER: 407.10
SUBJECT: Purchasing & Contracting for Services	INITIAL EFFECTIVE DATE: 1/12/2010

TITLE: Centralized Purchasing <u>Policy Number and Title:</u>	LAST REVISION DATE: <u>407.10 Centralized Purchasing Policy</u>
<u>Policy Section and Chapter:</u>	<u>Finance – Procurement</u>
<u>Policy Owner & Contact:</u>	<u>Procurement – (940) 349-8340</u>
<u>Policy or Directive:</u>	<u>Policy</u>
<u>Last Revision Date:</u>	<u>12/16/2025</u>

ADMINISTRATIVE DIRECTIVE

Purpose:

~~To provide guidelines that will provide assurance that standard purchasing policies and procedures are performed within State Law, charter provisions and standard accepted Purchasing practices.~~

~~Administrative~~ POLICY PURPOSE STATEMENT

The Procurement Department (“Procurement”) is the centralized authority for acquiring goods, services, and public works for the City of Denton (“City”). Procurement is committed to delivering efficient, ethical, and transparent services that support all City departments. By ensuring legal compliance, promotion of fair competition, and acting as responsible stewards of public funds. Procurement fosters trust and integrity in all purchasing activities. Collaboration between Procurement and City Departments is essential to ensure effective planning, timely execution, and high standards of service.

POLICY

I. Facilitate, Communicate, Educate

- - A. Procurement's mission of "Facilitate, Communicate, Educate" is focused on providing responsive, efficient procurement services to customers through the use of industry best practices, education, and by leveraging technology. Procurement adheres to the public procurement values of accountability, ethics, impartiality, professionalism, service, and transparency by:
 - 1. Ensuring compliance with local, state, and federal laws applicable to procurement and contracting;
 - 2. Providing quality customer service to City departments, suppliers engaging with the City, and the community;
 - 3. Obtaining needed goods, services, professional services, and public works at the best possible price, of the highest quality, and at the right time;
 - 4. Serving as stewards of the public trust by spending tax dollars wisely, efficiently, and with integrity;
 - 5. Providing all suppliers, including Historically Underutilized Businesses, equal access to the City's competitive processes for the acquisition of goods, services, professional services, and public works; and
 - 6. Protecting the interests of City taxpayers by avoiding any undue influence, political pressures, and protecting the integrity of the procurement process.
 - B. Procurement and its customers must partner together to ensure the appropriate planning of needs, timely submission of information, proper execution of responsibilities, compliance with rules and regulations, and commitment to the highest standards of customer service. Procurement, as well as officials, directors, and employees of the City will strive to provide equitable and competitive access to the City's procurement process for all responsible suppliers. Further, procurement will be conducted in a manner that promotes and fosters public confidence in the integrity of the City's procurement process.

II. Guiding Principles

- A. Legal Compliance:
 - 1. Procurement activities are governed by:
 - a. All Federal and State laws: The City's procurement practices must comply with relevant provisions of the Texas Local Government Code (LGC) and the Texas Government Code (GC). These laws take precedence unless specifically displaced by City ordinance, resolution, or this Policy.
 - b. City Charter
 - c. City Ordinances
 - d. City Council Resolutions
 - e. Policies, Directives, and Procedures
- B. Supplemental Legal Framework:

1. Procurement is further guided by principles of law and equity, including:
 - a. The Uniform Commercial Code (UCC) as adopted in Texas,
 - b. The common law of contracts,
 - c. Legal doctrines related to agency, fraud, misrepresentation, duress, coercion, and mistake.

C. Federal Regulation Compliance:

1. When federal funds are used, the City must comply with all applicable federal procurement regulations. This includes ensuring that suppliers are not listed on any excluded parties lists when competitive solicitations are required.
2. Procurement is responsible for verifying supplier eligibility when competitive solicitation is involved.
3. Departments are responsible for this verification in all other federally funded purchases.

D. Ethical Standards:

1. The City incorporates industry best practices to ensure transparency, fairness, and efficiency in all procurement activities.

ROLES AND RESPONSIBILITIES

I. Procurement

- a. Serves as the City's centralized authority for purchasing and contracting.
- b. Ensures compliance with all applicable laws, ordinances, and policies while maintaining transparency, fairness, and accountability.
- c. Develops and manages competitive solicitations, verifies supplier eligibility, and promotes participation by Historically Underutilized Businesses (HUBs).
- d. Provides training, customer service, and guidance to departments, manages contract renewals, and maintains procurement records.

II. City Departments:

- a. Responsible for identifying operational needs and submitting timely and accurate purchasing requests.
- b. Collaborate with Procurement to develop clear specifications and scopes of work.
- c. Ensure purchases comply with approved budgets.
- d. Follow all internal approval processes.
- e. Accountable for verifying receipt and quality of goods and services, maintaining complete purchasing documentation, and confirming vendor eligibility when federal funds are used.

III. Suppliers and Contractors:

- a. Responsible for complying with all City, State, and Federal procurement laws and adhering to contract terms and conditions.
- b. Responsible for providing accurate and timely bids, maintaining required licenses and insurance, and notifying Procurement of any conflicts, performance issues, or subcontractor changes.

IV. Legal Department:

- a. Reviews solicitations and contracts to ensure compliance with applicable laws and City requirements.
- b. Provides advice on contractual terms, potential risks, and policy interpretation.
- c. Assists with dispute resolution and ensures consistency and legal integrity throughout the procurement process.

V. City Officials, Directors, and Employees:

- a. Responsible for complying with the City's Ethics Policy, applicable procurement regulations, and uphold fairness, accountability, and transparency in all purchasing decisions.

DEFINITIONS

- **Historically Underutilized Businesses (HUBs)**- a business entity where at least 51% of the ownership is held by women, minorities, or service-disabled veterans. HUBs are recognized for their role in promoting diversity and inclusion in business, and they often receive certifications from state governments to enhance their opportunities in procurement processes.
- **The Uniform Commercial Code (UCC)**- a comprehensive set of laws governing all commercial transactions in the United States. It standardizes business and financial transactions across all 50 states, aiming to harmonize the laws of sales and other commercial activities. The UCC is not a federal law but a uniformly adopted state law that facilitates commerce by providing consistent legal standards.

REFERENCES

- Procurement - Home
- Categories of Employment Directive- 103.01

The referenced Purchasing Policy and Procedures Manual is available by contacting the Purchasing Office or on the Intranet at <http://sharepoint.cityofdenton.com/finance/mm/default.aspx>.

- Ethics Policy 10.00
- Government Code (GC) Title 10, Subsection F, the applicable statutes include GC 271.907, GC 2155.062, GC 2252, GC 2252.002, GC 2252.031, GC 2252.032, GC 2252.033, GC 2252.908, GC 2253, GC 2253.021, GC 2254, GC 2254.003, GC 2254.004, GC 2269, GC 2269.001, and GC 2269.052.
- Local Government Code (LGC) Title 8, Subsections A and C, the relevant provisions are LGC 171, LGC 176.003, LGC 252, LGC 252.021, LGC 252.0215, LGC 252.022, LGC 252.024, LGC 252.041, LGC 252.0415, LGC 252.042, LGC 252.043, LGC 252.048, LGC 271, LGC 271.003, LGC 271.027, LGC 271.06, LGC 271.102, LGC 271.901, LGC

[271.905, LGC 271.9051, LGC 271.906, LGC Chapter 271 Subchapter H, and LGC Chapter 271 Subchapter J.](#)

- [Texas Public Information Act GC 552](#)
- [Transportation Code 728.021, Code 683](#)
- [Texas Health & Safety Code \(THSC\) 386.001](#)
- [Texas Occupational Code \(TOC\) 1001.003, TOC 1001.053, TOC 1001.407, TOC 1051, and TOC 1051.703](#)
- [Texas Labor Code \(TLC\) 406.096](#)
- [Texas Criminal Code \(TCC\) 18.17](#)
- [Denton Code of Ordinances, Chapter 10, Article II, DCO 2-106, DCO 2-107, DCO 10-26, and DCO 10-28](#)
- [Ordinance 2001-376, Ordinance 2006-237, Ordinance 2007-032, Ordinance 2007-042, Resolution R2008-042, Ordinance 2008-11, Ordinance 2008-113, Ordinance 2009-034, Ordinance 2009-189, Ordinance 2014-008, Resolution R2015-002, Resolution R2012-012, Ordinance 2018-757, and Resolution R20-354.](#)

REVISION HISTORY

<u>Revision Date</u>	<u>Policy Owner</u>	<u>Summary</u>
<u>01/12/2010</u>	<u>Procurement</u>	• <u>Initial Policy Adoption</u> • <u>Policy Statement Adopted by City Council on 01/12/2010</u>
<u>xx/xx/2025</u>	<u>L. Howell</u> <u>(Procurement)</u>	• <u>Promoted directive to a policy with updates to designating purchasing authority.</u> • <u>General updates to the policy template. Adding in a purpose statement, definitions, roles and responsibilities, and references.</u> • <u>Revised Policy Statement Adopted by City Council on 12/16/2025</u>