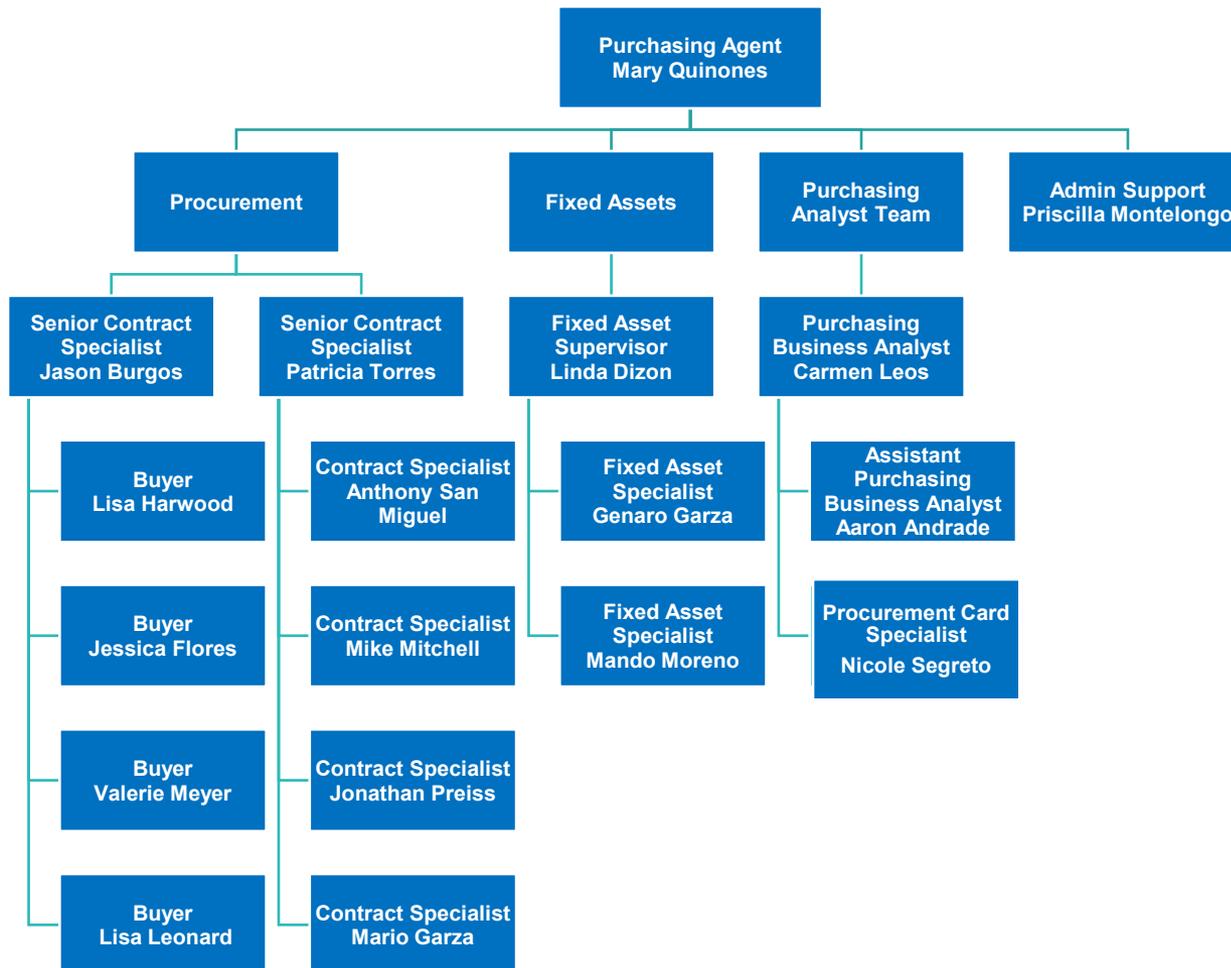




Bexar County Purchasing Department

Purchasing Organization





Ordering Process

- Requisition
- \$5,000 and Below
- \$5,000 and \$50,000
- \$50,000 and Above



Informal Awards up to \$5,000

- Departments and Offices submit a requisition up to \$5,000
- Purchasing Staff may proceed with the quote option provided (e.g. email, fax)



Informal Awards \$5,000 to \$50,000

- Submit a requisition ranging from \$5,000 to \$50,000
- Compete the item and/or service for best price and value
- Three Quotes Required.
- Cooperative Purchase



Formal Awards Over \$50,000

- Requisitions exceeding \$50,000
- Secure bids or proposals through a competitive process unless otherwise exempted through Commissioners Court

Types of Purchasing Agreements

- Software Licenses
- Maintenance Agreements
- Purchase Orders
- Professional Services
- Requirements Contracts
- Construction Agreements
- Interlocal Agreements
- Cooperative Purchasing Agreements





Bid Opportunities

- County Website:
www.bexar.org
- Procurement
- Bid Opportunities



Bexar County Bidder List

- Contact the Purchasing Department at:

210-335-2211