

Purchasing

Our process

Brazos County ESD 1 (the “District”) welcomes qualified vendors and service providers to do business with the District while achieving the overall goal of executing the most efficient use of District funds. All purchases are made in accordance with Texas law and the District’s purchasing policy. All purchasing decisions are intended to provide a fair, competitive, and transparent opportunity for qualified vendors and service providers.

Opportunities to do business with the District may include equipment purchases, construction projects, professional services, information technology, fleet services, supplies, and other operational needs.

Depending on the project scope and dollar amount, procurements may involve informal quotes, use of purchasing cooperatives, or formal requests for information, proposals, or sealed bids.

- PURCHASES: \$1,500 to \$3,000
 - Obtain at least 3 informal quotes
 - Internal approval
- PURCHASES: \$3,000 - \$99,999
 - Obtain at least 3 written quotes
 - Internal approval
 - Board approval
- PURCHASES: \$100,000 +
 - Requires a formal public bid or proposal process
- PURCHASES: CAPITAL EXPENDITURES
 - Obtain at least 3 written quotes
 - Internal approval
 - Board approval
 - May require a formal public bid or proposal process
- PURCHASES: PURCHASING COOPERATIVE
 - Utilize when available and advantageous to the District
 - Quotes not required for like merchandise or services

Vendors are encouraged to monitor posted bid opportunities and submit complete, timely responses that meet all specifications and requirements. All major contracts and capital purchases are reviewed and considered for approval by the ESD 1 Board of Commissioners during public meetings.

The District fiscal year is from October 1st through September 30th.

The District publishes bid opportunities in the Bryan Eagle and the District’s website page: www.brazoscountyesd1.org/purchasing.

Open bids and solicitations

Click on the link to access the document

- [RFI 26-01. Sales Tax and Property Tax Revenue Management Services](#)

Doing business with Brazos County ESD 1

To ensure timely and accurate payment, vendors doing business with the District must submit the required tax and payment forms before payment can be processed. Click on the link to access the form.

- [RS Form W-9 \(Request for Taxpayer Information Number\)](#)
- [ACH Authorization Form \(Direct Deposit\)](#)

Helpful Information

- Brazos County Emergency Services District No. 1
P.O. Box 696, Millican, Texas, 77866
Phone: 979-703-1202
Email: gm@brazoscountyesd1.org
- Tx. Health and Safety Code Chapter 775.084: COMPETITIVE BIDS
- Tx. Local Government Code Chapter 271: PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS
- Tx. Local Government Code, Title 7, Chapter 791: INTERLOCAL COOPERATION CONTRACTS
- Tx. Government Code 2254: PROFESSIONAL AND CONSULTING SERVICES
- Tx. Government Code 2269: CONTRACTING AND DELIVERY PROCEDURES FOR CONSTRUCTION PROJECTS