

CITY OF TEXICO

RESOLUTION 2026-07

June 9, 2026

AMENDMENT TO PURCHASING PROCUREMENT GUIDELINES

WHEREAS, the governing body of the City of Texico, New Mexico has developed guidelines for the purchasing procurement regulations, and;

WHEREAS, the governing body of the City of Texico has complied with the State Procurement Code of having a Certified Purchasing Officer;

WHEREAS, the governing body of the City of Texico hereby adopts the State Procurement guidelines with guidelines established for the City of Texico;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THIS MUNICIPALITY, MEETING IN REGULAR SESSION HEREBY ADOPTS THE ATTACHED AMENDED PURCHASING GUIDELINES.

PASSED, APPROVED AND ADOPTED THIS 9th DAY OF JUNE, 2026


DEBORAH AUTREY, MAYOR


AUSTEN MCMULLEN, CITY CLERK

**PURCHASING PROCUREMENT REGULATIONS
EFFECTIVE DATE OF May 26, 2025**

Purchases under \$20,000.00

All purchases under \$5,000.00 shall be made at the best obtainable prices. All purchases will be made with a purchase order obtained from the Chief Procurement Officer. The purchasing officer without council consent can approve purchases up to and including \$5,000.00. However, the purchasing officer can approve purchases up to \$20,000.00 for safety sensitive items or emergencies, these items would include but not limited to tires, batteries, windshields, and pumps for water wells. For Non-Emergency and Non-Safety Sensitive items that are over \$5000.00 and up to \$20,000.00 Council Approval is necessary to purchase these items.

Purchases \$20,000.00 to \$60,000.00

All purchases between \$20,000.00 and \$60,000.00 shall be made by oral telephone, fax, or written bids from no fewer than three businesses and required Council approval. The bids must be recorded and placed in the procurement file. This requirement for bids does not apply to professional services. A professional service contract under \$60,000.00, exclusive of tax, does not require bids but can be made to the professional service supplier deemed most advantageous to the City. All procurements between \$20,000.00 and \$60,000.00, including professional services procurements, must have the approval of the Council and the Chief Procurement Officer's authorization.

Purchases over \$60,000.00

All purchases over \$60,000.00 will have to go through the formal process of RFP, RFQ or IFB and will have the City Council and Chief Procurement Officer's approval.

General

- a. Prior to award, the contents of any quotation shall not be disclosed to any other business from which a quotation is solicited.
- b. Quotations from local businesses may be obtained by the department and shall be attached to the purchase request submitted to the Chief Procurement Officer.

Chief Procurement Officer

Must be registered with the New Mexico General Services Department State Purchasing

CDBG PROCUREMENT POLICY CODE OF CONDUCT

No employees, officer or agent of the grantee shall participate in the selection or in the award or administration of the contract supported by CDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer, or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above has a financial or interest in the firm selected for the award.

No officer, employee or agent of the grantee shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violation of these standards of conduct shall be referred to the District Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to; dismissal or transfer; when violation or infraction appear to be substantial in nature, the matter may be referred to appropriate officials for criminal investigation and possible prosecution.

Procurement Procedures

The grantee designated purchasing officer is responsible for procurement of services, supplies, equipment, or construction obtained with CDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the grantee, an analysis to determine which approach would be the most economical shall be undertaken. Procurement requirements, however, may not be divided so as to constitute a small purchase.

The purchasing officer shall take affirmative steps to assure that small and minority firms, and women's business enterprises, are solicited whenever they are potential qualified sources. The purchasing officer shall also consider the feasibility of dividing total requirements into smaller tasks or qualities so as to permit maximum participation by small and minority firms and women's business enterprises. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses. Where possible, evaluation criteria will include a factor with an appropriate consideration for the above-mentioned firms.