

HOW TO DO BUSINESS

Montgomery County and the Purchasing Department welcome you. This page has been created to inform and instruct the interested public of our organization and procedures to purchase needed products and services.

Montgomery County operates a centralized purchasing program which gives Vendors and the business community a single and central link to government procurement. Public Purchasing has many goals such as purchasing the proper goods and services, ensuring that goods and services are available where and when needed, facilitating a continuous supply of needed goods and services and ensuring that responsible bidders are given a fair opportunity to compete for the Government business. The purchasing office and its personnel accumulate a solid foundation of knowledge and experience of purchasing, marketing trends, prices and vendors. This knowledge and expertise can and will save the Government time and money for a more efficient and effective purchasing process.

Bidding is the process by which competitive pricing is obtained. Bids can be via telephone, facsimile, informal written quotations or formal sealed bids. The determination of which procedure is utilized for each request under \$50,000 is made by the buying staff in accordance with the policies and procedures established by the Purchasing Agent and approved by the Commissioners' Court. All expenditures in excess of \$50,000 must be handled by the formal sealed bid process in accordance with the State of Texas County Purchasing Act, excluding exemptions, as defined by the State of Texas, Attorney General's Office and interlocal agreements. Our office welcomes all responses to our bids and quotations and any input regarding our specifications and procedures.

The County advertises bids and RFP/Q's in local newspapers and on the County's web site www.mctx.org.

Vendors are requested to submit invoices to the attention of:

MONTGOMERY COUNTY AUDITOR
P O BOX 539
CONROE, TX 77305-0539

A purchase order number shall be noted on all invoices.

If you are interested in being placed on our vendor list, please visit the Vendor Information link on our home page.