

# PROCUREMENT FLOWCHART for TxCDBG Construction Projects

**Construction cost is less than \$2000--**  
use Small Purchase Procurement Method

*Remember, small purchase procurement may be used until the dollar limit of \$25,000 (for Counties) or \$50,000 (for cities) has been reached. After the dollar limit is reached under the TxCDBG contract, then competitive bidding must be used.....*

**get three quotes / estimates**  
**--No wage rates are required --**

VERIFY that the prime and/or subs are not on the federal debarred list.  
(Call 512-936-7883).  
Submit "Contractor Eligibility Verification" form

**Construction cost is between \$2000 and \$25,000 (counties) & \$50,000 (cities)**  
use Small Purchase Procurement Method

*Remember, small purchase procurement may be used until the dollar limit of \$25,000 (for Counties) or \$50,000 (for cities) has been reached. After the dollar limit is reached under their TxCDBG contract, then competitive bidding must be used.....*

ORDER General Wage Decision ---  
(Remember— if the construction cost is under \$2000, then wage rates are not required)

Get three quotes / estimates

CONFIRM General Wage Decision before award of construction contract  
(Call 512-936-7883)

VERIFY that the prime and/or subs are not on the federal debarred list.  
(Call 512-936-7883).  
Submit "Contractor Eligibility Verification" form

SUBMIT "Start of Construction Notice"

**Construction cost is more than \$25,000 (counties) & \$50,000 (cities)**  
use Competitive Sealed Bid Procurement Method

*Remember, the competitive bidding method is used when the cost of construction is over \$25,000 (for Counties) or \$50,000 (for cities,*

ORDER General Wage Decision

ADVERTISE for bids

CONFIRM General Wage Decision 10 days before bid opening date (10-day call)  
Call 512-936-7883

OPEN bids - choose lowest & best bid

VERIFY that the prime and/or subs are not on the federal debarred list.  
( Call 512-936-7883).  
Submit "Contractor Eligibility Verification" form

AWARD construction contract

CONDUCT the pre-construction meeting

SUBMIT "Start of Construction Notice"