

Texas Department of Housing and Community Affairs
Colonia Self Help Center Program



Procurement Form

This form is for counties procuring goods and services for every purchase. Homeowner name and address is required for construction activities. County governments must comply with 24 CFR Part 85, Local Government Code Chapter 262, and any additional local requirements as adopted by commissioners' court and the county's approved Housing Activities Guidelines.

County: _____ Contract Number: _____
 Homeowner: _____
 Address: _____
 Activity: _____

Small Purchase Procurement (goods or services less than \$50,000 in the aggregate)

Scope of Service/Item Description: _____

Firm/Supplier 1: _____ Date Contacted: _____

Person Contacted: _____ Quoted Price: _____

Firm/Supplier 2: _____ Date Contacted: _____

Person Contacted: _____ Quoted Price: _____

Firm/Supplier 3: _____ Date Contacted: _____

Person Contacted: _____ Quoted Price: _____

Bids for Construction Activities

	Builder & Bid	Builder & Bid	Builder & Bid	Builder & Bid	Builder & Bid	Builder & Bid
Cost Estimate						

Certification

Based on the contacts made or bids received or scored concerning the above-referenced activity or scope of service/item description, I authorize the following firm/supplier to begin work or to supply the item(s) for the quoted price:

Firm/Supplier: _____ Date: _____

Signature of Authorized Person: _____ Date: _____

Printed Name of Authorized Person: _____

All procurement documentation must be on file, available for review, and may be requested to approve draw requests.

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.