

City of Saginaw

Purchasing Checklist

Date _____

Name _____

Department _____

Description of Purchase _____

Purchase amount under \$3,000:

No competitive process needed. Purchase just needs to be approved by department head or designee.

Purchase amount between \$3,000.01 - \$9,999.99:

Dept received 3 quotes (2 must be from HUB vendors)

Vendor _____	Quote	\$ _____
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Vendor _____	Quote	\$ _____
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Vendor _____	Quote	\$ _____
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Dept Director or designee approved/signed purchase

Purchase amount between \$10,000 - \$49,999.99:

Dept received 3 FORMAL and written quotes (2 must be from HUB vendors)

Vendor _____	Quote	\$ _____
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Vendor _____	Quote	\$ _____
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Vendor _____	Quote	\$ _____
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If budgeted, dept director or designee approves contract/purchase.

If not budgeted, it will need approval by City Council.

Purchase amount of \$50,000 or more:

Formal bid completed and has been approved by Dept Director or designee

Contract has been taken to City Council and approved

Signature _____

Link to search for HUBs (copy and paste link below)

<https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do>

SEARCH FOR

☐ CMBL Only

☒ HUBs Only

☐ HUBs On CMBL

☐ All Vendors

 Expand All

▼ BUSINESS CATEGORY / VENDOR LOCATION SEARCH

Business Category

Select

County Location

Select

City Location

begins with

Zip Code Location

exact

**Highway District(s)
Location**

The link at the top of the page will take you directly to where you can search for certain HUBs. I have referenced some screenshots of the web page to make it easier to find what you're looking for.

The first screenshot shows that you will want to make sure you are searching for HUBs. The second screenshot shows the different selections to choose from including business category/vendor location, county location, etc.