



Responsible Office: Procurement Operations
Administering Official: Executive Director, Procurement Operations
Effective Date: July 22, 2025
Applicable Policy: Procurement Guidelines - Surplus Property Purchase –
Federal or State Grant Funds

Procurement Guidelines are issued by the Executive Director under Article 1 of the Houston City College Procurement Operations Procedures Manual.

Procurement Operations Guidelines for Surplus Property Purchase – Federal or State Grant Funds

PURPOSE AND SCOPE

The Procurement Operations Department, which includes Sourcing, Contract Administration, and Small Business Development, is responsible for all procurement activities on behalf of the entire Houston City College System (HCC). This guideline supplements applicable Texas state laws, HCC policies, and resolutions, including those governing sole-source procurements

GUIDELINES

1. Use of Surplus Property

When procuring goods with Federal or State Grant funds, departments should consider HCC, State, or Federal surplus property as a cost-effective and feasible alternative to purchasing new items, provided it meets all program requirements.

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3. Evaluation of Goods

The Buyer must ensure the surplus item meets the department's technical and operational needs. Each good should be reviewed for:

- a. Type of good
- b. Age
- c. Current condition
- d. Maintenance records
- e. Existing warranty
- f. Fitness for purpose
- g. Required ancillary devices, peripherals, or software.

4. Cost and Value Review

The Buyer should evaluate total ownership costs, including transportation, installation, certification or calibration, maintenance, and other relevant expenses to ensure best value to HCC.\

5. Department Coordination

The requesting department and Procurement must jointly confirm that the surplus good satisfies operational needs before a purchase is finalized.

6. Written Determination

Each purchase must include a written determination summarizing due diligence, evaluation results, and justification for selection, consistent with Section 44.031 of the Texas Education Code.

7. Compliance Statement

All surplus property purchases made under this guideline must include the statement:
"This award is being made based upon State of Texas Education Code 44.031 (b)."

Report any suspected ethical violations or conflicts of interest related to procurement, contracting, or vendor relationships immediately to the HCC Office of the General Counsel at (713) 718-7514.