



# **MEMORANDUM**

## **PUBLIC WORKS DEPARTMENT**

**To: Public Works Staff**

**From: Ray Silva-Reyes, Director of Public Works**

**Date: August 1, 2025**

**Subject: Purchasing Process Flowchart**

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This memo provides an internal overview of the construction bidding process followed by the City of Farmers Branch. It is intended to clarify staff roles, ensure compliance with applicable procurement laws, and support consistent project delivery across departments

### **Advertisement -**

Farmers Branch advertises projects over \$50,000.00 through the Dallas Morning newspaper in accordance with Texas Local Government Code Chapter 252 and per the City's procurement process. The advertisement for the project will run for a minimum of two consecutive weeks.

- The Public Works Department utilizes Civcast to manage the procurement process. CivCast is a robust online platform designed to streamline and manage the construction bidding process, particularly for construction projects. It acts as a central hub where the department can advertise bid notices, distribute plans and documents, manage communication with contractors, and submit electronic bids.
- CivCast is free for contractors to access bids and plans.

### **Bid Submission -**

- After 14 days of advertising, interested contractors will submit their bids electronically based on the project requirements.
- The project requirement often includes detailed information about their qualifications, experience, proposed approach, timeline, and cost.

### **Bid Evaluation -**

- City staff evaluate the submitted bids based on qualifications, experience with similar scope projects, references, successful completion of previous projects, and project cost.

- Staff will select the lowest qualified bidder based on the evaluation mentioned.

Council Approval -

- City Staff will present the lowest qualified bidder to the City Council for contract approval.