



**TITLE:** Consider/Discuss/Act on a Resolution Adopting a Purchasing Policy and Procedures Manual

**MEETING DATE:** September 18, 2012

**DEPARTMENT:** Purchasing Department

**CONTACT:** Debbie Nye, Purchasing Manager

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of the attached Resolution.

**ITEM SUMMARY:**

Revisions to the existing policy were drafted to insure compliance with legally mandated federal, state and local statutes, ordinances and codes as well as provide uniformity with generally accepted purchasing practices. The new policy includes comprehensive policies, procedures, and definitions in a clear easy-to-read format and incorporates tables for quick reference. Notable inclusions are as follows:

- Clear Professional Services Chapter including a \$50,000 solicitation threshold;
- New tiered purchase thresholds;
- Elimination of Computer Check-out Program;
- City Manager delegated signature authority (to Purchasing Manager) for tax exemption forms and credit applications;
- Change orders to all purchase orders will be initiated through the requisition process to insure funds are budgeted;
- Contract change orders in excess of \$50,000 must be approved by City Council;
- Inclusion of procedures for electronic bidding and reverse auctions; and
- Inclusion of references to Cardholder/Supervisor Guides and the Cardholder Agreement in the Procurement Card Policy.

**BACKGROUND INFORMATION:**

- Policy Attached
- Proposed policy has been reviewed by legal counsel

**FINANCIAL SUMMARY:**

- N/A

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A