



# CITY OF MCKINNEY, TEXAS

## Legislation Details (With Text)

**File #:** 20-0854 **Name:** Procurement Policy and Procedures Manual  
**Type:** Agenda Item **Status:** Approved  
**In control:** City Council Regular Meeting  
**On agenda:** 10/6/2020 **Final action:** 10/6/2020  
**Title:** Consider/Discuss/Act on a Resolution Adopting the Procurement Policy and Procedures Manual  
**Indexes:**

**Attachments:** 1. Resolution, 2. Procurement Policy Redline Version, 3. Procurement Policy Proposed Final

Date	Ver.	Action By	Action	Result
10/6/2020	2	City Council Regular Meeting	Approved	Pass

Consider/Discuss/Act on a Resolution Adopting the Procurement Policy and Procedures Manual

**COUNCIL GOAL:** Operational Excellence  
(2C: Identify opportunities for internal efficiencies and continuous improvement to affect a high performing organizational culture)

**MEETING DATE:** October 6, 2020

**DEPARTMENT:** Procurement Services

**CONTACT:** Lisa Littrell, Procurement Services Manager

### RECOMMENDED CITY COUNCIL ACTION:

- Approve resolution adopting the Procurement Policy and Procedures Manual

### ITEM SUMMARY:

Revisions to the existing policy were drafted to allow for fluidity, compliance, and efficiency in our Procurement operations. Notable revisions are as follows:

- **Department Name Change** - To capture all aspects of services provided by the department, name change from Purchasing to Procurement Services Department.
- **Chapter 8 - Local Business Differential** - Chapter added to provide consideration of location for local businesses when awarding bids.
- **Chapter 12 - Purchases between \$3,000 - \$50,000:** Ceiling increased from \$25,000 to \$50,000. Procurement Services or User Department will solicit written price quotations from a minimum of three sources to assure fair and reasonable competition.
- **Chapter 13 - Purchases between 25,000 - \$50,000:** Removal of this Chapter resulting from ceiling increase in Chapter 12.
- **Chapter 18 - Procurement of Professional Services:**
  - Vendor Pools - removal of memo requirement for pre-qualified vendor pools.
  - Professional Service Contract informal process increase to \$100,000. Procurement of

professional services are not required to be procured through a competitive process therefore increasing to \$100K is not contradictory with City Charter.

- **Chapter 25 - Disposal of Surplus Items:** Added the ability to:
  - Evaluate options for surplus items that may be used for trade-in credit towards replacement or supplemental purchases

**BACKGROUND INFORMATION:**

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

**FINANCIAL SUMMARY:**

- N/A

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A