



20-0854

TITLE: 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

SUPPORTING MATERIALS:

[Resolution](#)

[Procurement Policy Redline Version](#)

[Procurement Policy Proposed Final](#)