



Legislation Details (With Text)

**File #:** 18-0560      **Version:** 1      **Name:** Resolution No. 2018-24, a resolution adopting a revised Purchasing Policy

**Type:** Resolution      **Status:** Passed

**File created:** 5/22/2018      **In control:** Board of Mayor & Aldermen

**On agenda:** 6/26/2018      **Final action:** 6/26/2018

**Title:** Consideration Of Resolution No. 2018-24, A Resolution Adopting A Revised Purchasing Policy For City Of Franklin Procurements Not Pertaining To New Construction (6/14/18 Finance 3-0).

**Sponsors:** Brian Wilcox

**Indexes:**

**Code sections:**

**Attachments:** 1. Res. No. 2018-24 for Purchasing Policy with Exhibit A.Law Approved, 2. Exhibit A to Res. No. 2018-24 for Purchasing Policy 2018.05.23 redlined

Date	Ver.	Action By	Action	Result
6/26/2018	1	Board of Mayor & Aldermen	approved	Pass
6/14/2018	1	Budget & Finance Committee	referred as a Consent Item	Pass

**DATE:** May 25, 2018

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Kristine Tallent, Assistant City Administrator / CFO  
Brian Wilcox, Purchasing Manager

**SUBJECT:**  
Consideration Of Resolution No. 2018-24, A Resolution Adopting A Revised Purchasing Policy For City Of Franklin Procurements Not Pertaining To New Construction (6/14/18 Finance 3-0).

**Purpose**

The purpose of this memorandum is to present Resolution No. 2018-24, a resolution that would adopt a revised Purchasing Policy for City of Franklin procurements not pertaining to new construction.

**Background**

Staff recommends that the Purchasing Policy for City of Franklin procurements not pertaining to new construction be revised in the following ways:

1. to clarify City policy on repetitive purchases of like products and services;
2. to indicate that competitive pricing is not required for fees paid by the City for products and services provided to the City by the State of Tennessee, other units of local government, and public utilities and utility districts;
3. to indicate that the criteria listed for determining whether a vendor competing for City business pursuant to the City’s own competitive process is responsible and responsive are advisory rather than

prescriptive;

4. to indicate that the emergency and sole-source bases for pricing are to be used only if necessary;
5. to clarify that vendor payments made by purchasing card are to comply not only with the City's purchasing policy and procedures but also with the City's disbursements policy and procedures;
6. to clarify how requests to inspect and/or obtain either complete or partial copies of purchasing-related records are to be handled; and
7. to otherwise update the City's policy.

Resolution No. 2018-24 as proposed, including the revised policy as proposed, is attached. Also attached is a red-lined version of the revised policy as proposed. This red-lined version has marked all recommended changes to the text of the policy.

### **Financial Impact**

Staff is not aware of any financial impact of these proposed policy changes.

### **Options**

As an option to the proposed revisions, the Board of Mayor and Aldermen could choose to direct staff to make alterations to and then re-present proposed revisions.

### **Recommendation**

Staff recommends the Board of Mayor and Aldermen approve Resolution No. 2018-24, a resolution adopting a revised Purchasing Policy for City of Franklin procurements not pertaining to new construction.