



Legislation Text

File #: 18-0560, **Version:** 1

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.