

## **RESOLUTION TO CHANGE PROCUREMENT POLICY**

**WHEREAS**, the City desires to maintain efficient and effective procurement practices which provide for economical operations; and,

**WHEREAS**, the City desires to promote competitive procurement practices which provide equal access for all vendors to compete for business with the City; and,

**WHEREAS**, to promote effective, efficient, and competitive procurement practices City-wide, a City of High Point Procurement Policy and Procedures Manual was revised and adopted by the City Council on November 4, 2019; and,

### **NOW THEREFORE BE IT RESOLVED that:**

To ensure compliance with this policy and to promote efficient operations, the City Manager shall cause to be established and cause to be amended from time to time as required by Council action state or federal law, or operational efficiencies, to this Manual.

### **PROPOSED AMENDMENT TO THE PROCUREMENT POLICIES AND PROCEDURES MANUAL (IN RED)**

#### ***Authorized Signatures for Contracts***

There are only three authorities within City government that are authorized to sign formal contracts committing City funds for any purpose. **The authority is given to:**

- The **City Manager, when** authorized to do so by the High Point City Council in a public meeting for contracts including construction, services, or purchase contracts, excluding legal services, in the amount of \$90,000 or more. **The Mayor, Deputy City Manager, or Assistant City Manager may sign in the City Manager's absence or per his/her delegation. The City Manager may authorize contract modifications up to \$90,000 without further approval from City Council.**
- The City Manager of the City of High Point, as authorized by Resolution of the High Point City Council which formally delegated contractual authority for construction, service or purchase contracts in amounts less than \$90,000. The Deputy or Assistant City Manager may sign in the City Manager's absence or per his/her delegation.
- The Financial Services Director and Purchasing Manager are authorized to sign purchase orders when a formal contract is not required (or any authorized individual).

### ***Legal Approval of Contracts***

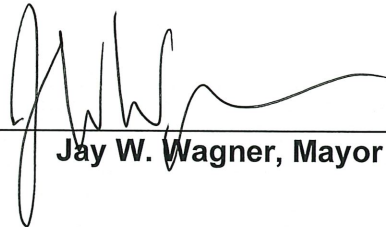
The City Attorney's Office must review and sign off on the legal form and sufficiency of a contract before the contract is valid.

The Local Government Budget and Fiscal Control Act requires the Financial Services Director or authorized Deputy Finance Officer to sign all contracts calling for the expenditure of City funds; certifying that sufficient funds are available (the preaudit certificate) and encumbered to cover the contract as required by G.S. 159-28.

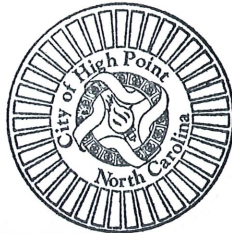
### ***Services***

Although services are not required statutorily to be bid, the City will bid such services if deemed biddable and the decision to bid or not will be left to the discretion of the purchasing manager depending on the service being pursued. **All contracts over \$10,000 will require a written contract if the vendor/contractor requires a signed agreement in lieu of a purchase order.**

This Resolution adopted this 21<sup>st</sup> day of February, 2022.



Jay W. Wagner, Mayor



**ATTEST:**



Lisa B. Vierling, City Clerk