

CITY OF HIGH POINT

AGENDA ITEM



Title: Procurement Manual Update

From: Bobby Fitzjohn, Financial Services Director
Erik Conti, Purchasing Manager

Meeting Date: November 4, 2019

Public Hearing: NA

**Advertising Date /
Advertised By:** NA

Attachments: November 2019 Procurement Manual
2019-20 Threshold Chart

PURPOSE:

The procurement manual required revisions due to changes with City threshold limits, Uniform Guidance requirements and Transportation procurement processes. This revision will decrease restrictions on City departments providing more discretionary decision making on smaller departmental projects in the micro spending threshold level.

BACKGROUND:

The procurement manual had not been revised since 2015 and many changes have been made since that last edition to include a revision of threshold spending limits that were more restrictive than statutory requirements which were previously approved by council on May 6, 2019. Uniform Guidance procurement requirements were also added to the manual as required for Federal funded procurements. This is an ever-changing document and the purchasing office will continue to update and revise as required based on City Policy, procedural process and Statutory requirements.

BUDGET IMPACT:

NA

RECOMMENDATION / ACTION REQUESTED:

Council is requested to approve the revised November 2019 Procurement Manual as submitted in preparation for City-Wide distribution.

Appendix A

City of High Point Quick Reference Guide Thresholds & Procedures for Commodity Procurement

Apparatus, Supplies, Materials, or Equipment				
Threshold	Approvals Required	Procedure	Form of Contract	Contract Signature Authority
Up to \$9,999	Department Director	<p>Department expected to seek best value/competition or use available state contract or cooperative purchasing entity</p> <p>No quotes required</p> <p>Department purchases with P-Card (up to p-card limit)</p> <p>Backup documentation provided as necessary</p> <p>Department enters Requisition if p-card is not or cannot be used</p>	<p>Procurement Card</p> <p>Purchase Order</p>	N/A
\$10,000 to \$29,999	<p>Department Director</p> <p>Purchasing Manager</p>	<p>Department gets minimum 3 quotes on vendor letterhead or use available state contract or cooperative purchasing entity</p> <p>Quotes/Award decision/Backup documentation scanned to Supporting Documents file</p> <p>Department enters requisition and submits written specifications to the Purchasing Division</p> <p>Department recommendation received from Department Head</p> <p>Purchasing Manager awards bid</p>	Purchase Order	N/A

<p>\$30,000 to \$89,999</p> <p>(Allow 2-3 Weeks Lead Time)</p>	<p>Department Director</p> <p>Purchasing Manager</p> <p>Financial Services Director</p>	<p>Department completes department bid information form, submits written specifications and one quote from vendor to the Purchasing Division for processing</p> <p>Purchasing Division required to obtain a minimum of one (1) INFORMAL BIDS</p> <p>Department Recommendation Form received from Department Head</p> <p>Financial Services Director awards bid</p>	<p>Purchase Order and/or City Standard Contract; with City Attorney Approval</p>	<p>City Manager, Deputy City Manager or Assistant City Mgr.</p>
<p>\$90,000 and over</p> <p>(Allow 4-6 Weeks Lead Time)</p>	<p>Department Director</p> <p>Purchasing Manager</p> <p>Financial Services Director</p> <p>City Council</p>	<p>Department submits written specifications to the Purchasing Division for processing</p> <p>Purchasing Division required to obtain a minimum of <u>one (1) FORMAL BID</u></p> <p>Department submits Council Recommendation Form to Purchasing</p> <p>Purchasing submits Council Recommendation Form to Financial Services Director</p> <p>Financial Services Director submits Council Recommendation form to City Manager or Assistant City Manager for presentation to City Council</p> <p>City Council awards bid</p> <p>Purchase Requisition entered by Department when Purchase of Apparatus, Supplies, Materials, or Equipment</p>	<p>Purchase Order and/or City Standard Contract; with City Attorney Approval</p>	<p>Mayor or City Manager (if authorized)</p>

City of High Point
Quick Reference Guide
Thresholds & Procedures for Construction & Renovation Procurement

Construction & Renovation				
Threshold	Approvals Required	Procedure	Form of Contract	Contract Signature Authority
Up to \$9,999	Department Director	<p>Department expected to seek best value/competition or use available state contract or cooperative purchasing entity</p> <p>No quotes required</p> <p>Department purchases with P-Card (up to p-card limit)</p> <p>Backup documentation provided as necessary</p> <p>Department enters Requisition if p-card is not or cannot be used</p>	<p>Procurement Card</p> <p>Purchase Order</p>	N/A
\$10,000 to \$29,999	<p>Department Director</p> <p>Purchasing Manager</p>	<p>Department gets <u>minimum 3 quotes</u> on vendor letterhead or use available state contract or cooperative purchasing entity</p> <p>Quotes/Award decision/Backup documentation scanned to Supporting Documents file</p> <p>Department enters requisition and submits written specifications to the Purchasing Division</p> <p>Department recommendation received from Department Head</p> <p>Purchasing Manager awards bid</p>	Purchase Order	N/A

<p>\$30,000 to \$499,999</p> <p>(Allow 2-3 Weeks Lead Time)</p> <p>Informal Range</p>	<p>Department Director</p> <p>Purchasing Manager</p> <p>Financial Services Director</p>	<p>Department completes department bid information form, submits written specifications and one quote from vendor to the Purchasing Division for processing</p> <p>Purchasing Division required to obtain a minimum of one (1) INFORMAL BIDS</p> <p>Department Recommendation Form received from Department Head</p> <p>Financial Services Director awards bid up to \$89,999</p> <p>City Council awards bid at \$90,000 and above.</p> <p>Purchase Requisition entered by Financial Services Dept when Construction, Repair and/or Renovation at/or over the amount of \$90,000</p>	<p>Purchase Order and/or City Standard Contract; with City Attorney Approval</p>	<p>City Manager, Deputy City Manager or Assistant City Mgr.</p>
<p>\$500,000 and over</p> <p>(Allow 4-6 Weeks Lead Time)</p> <p>Formal Range</p>	<p>Department Director</p> <p>Purchasing Manager</p> <p>Financial Services Director</p> <p>City Council</p>	<p>Department submits written specifications to the Purchasing Division for processing</p> <p>Purchasing Division required to obtain a minimum of <u>three (3) FORMAL BIDS</u></p> <p>Department submits Council Recommendation Form to Purchasing</p> <p>Purchasing submits Council Recommendation Form to Financial Services Director</p> <p>Financial Services Director submits Council Recommendation form to City Manager or Assistant City Manager for presentation to City Council</p> <p>City Council awards bid</p> <p>Purchase Requisition entered by Financial Services Dept when Construction, Repair and/or Renovation at/or over the amount of \$90,000</p>	<p>Purchase Order and/or City Standard Contract; with City Attorney Approval</p>	<p>Mayor or City Manager (if authorized)</p>