NOTICE:

ROMULUS CITY COUNCIL
SPECIAL MEETING – STUDY SESSION
Monday, August 24, 2026

The Romulus City Council will hold a Special Meeting – Study Session on **Monday, August 24, 2026, at 6:30 p.m**. in the Romulus City Hall Council Chambers located at 11111 Wayne Road, Romulus, MI 48174, for the purpose of discussing the proposed amendments to the Purchasing Ordinance.

The Special Meeting-Study Session Agenda is as follows:

1. **Roll Call**
2. **Agenda**
3. **Discussion: Proposed Amendments to Purchasing Ordinance**
4. **Public Comment**
5. **Adjournment**

Ellen L. Craig-Bragg

Ellen L. Craig-Bragg, City Clerk
City of Romulus

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCL 15.263a et. seq., and the Americans with Disabilities Act. (ADA).

THIS IS AN OPEN-SESSION MEETING

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to participate in the meeting effectively should contact the City Clerk or send an email by 12:00 p.m. the day of the meeting to request assistance at:
Ellen L. Craig-Bragg, City Clerk, 11111 Wayne Rd., Romulus, MI 48174, (734) 942-7540, clerk@romulusgov.com

A copy of this notice will be posted to the city's website at www.romulusgov.com Posted: 8/20/2026

City Council Special Meeting

Study Session Agenda

August 24, 2026
6:30 PM

1. **Roll Call**
2. **Agenda - Motion to accept Study Session Agenda as presented**
3. **Discussion: Proposed Amendments to Purchasing Ordinance**
4. **Public Comment**
5. **Adjournment - Motion to adjourn the Special Meeting**

MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy City Clerk

Date: August 20, 2026

Re: Special Meetings

There is one (1) special meeting scheduled for Monday, August 24, 2026:

1. **6:30pm Study Session Proposed Amendments – Purchasing Ord.**

Memorandum

To: Ellen Craig-Bragg, City Clerk

From: Christina Parker, Purchasing Director

Date: August 6, 2026

Re: Review of Proposed Purchasing Ordinance Amendments - Study Session

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I would like respectfully to request a 45-minute study session with the City Council to discuss proposed amendments to the Purchasing Ordinance on Monday, August 24, at 6:30 P.M. until 7:15 P.M.

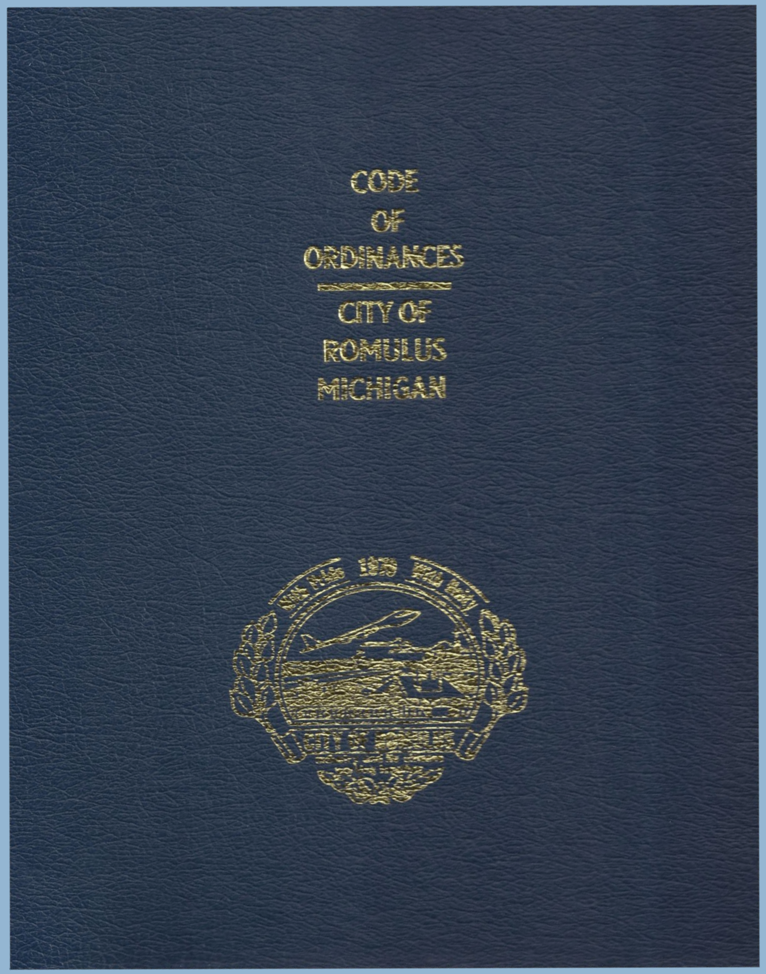
If you have any questions or need additional information, please contact me.

CP

PURCHASING ORDINANCE RECOMMENDED AMENDMENTS SECTION 39

COUNCIL STUDY SESSION

AUGUST 24, 2026



PURPOSE OF DISCUSSION

Objectives	Review proposed updates to Chapter 39 – Purchasing Ordinance	Discuss recommendations for improving purchasing efficiency and clarity	Address Council feedback and concerns	Obtain direction before preparing final ordinance amendments
Goal	Create a purchasing process that is:	Efficient	Transparent	Accountable
		Consistent with best practices		

WHY UPDATES ARE BEING PROPOSED

- **Current Challenges**
  - Certain purchasing thresholds and procedures are outdated
  - Existing ordinance language does not clearly define roles and responsibilities
  - Administrative processes can create delays after approvals have been completed
  - Procurement practices have evolved since the last ordinance update
- **Proposed Updates Will:**

✓ Clarify authority and responsibilities
✓ Improve efficiency
✓ Maintain appropriate controls
✓ Align with procurement best practices

PURCHASING ORDINANCE & THRESHOLD REVIEW CYCLE

Recommended Review Process

Purchasing Department Shall:

- Review purchasing thresholds, ordinance provisions, and related procedures during the **second year of each Council term.**

Review Considerations:

- CPI/inflationary impacts
- Procurement best practices
- Operational needs
- Regulatory changes
- Effectiveness of current procedures

Outcome:

- Purchasing provides recommendations to Council
- Council considers and approves any ordinance changes

Category	Current Threshold		Recommended Threshold	Purpose / Benefit
Small Purchases(Blanket POs & Credit Cards)	**< $1,500**	→	**< $2,500**	Streamline routine purchases
Purchases Not on Blanket PO or Credit Card	**< $3,000**	→	**< $6,000**	Reduce administrative burden for lower-value purchases
Written Quotations (combines previous documented verbal inquiries and formal RFQs)*	**$3,000 – $6,000** (multiple quote processes)	→	**$6,000 – $16,000** (written quotes required)	Simplify quote process while maintaining competition and documentation
Formal Competitive Solicitation(ITB/RFP)	≥ **$12,000**	→	≥ **$16,000**	Align competitive requirements with updated thresholds
Public Works / Improvement Projects	≥ **$30,000**	→	≥ **$40,000**	Reflect increased construction costs
Replacement of Failed or Failing Equipment	≥ **$20,000**	→	≥ **$30,000**	Allow timely replacement of critical equipment
Piggyback Purchasing	**< $6,000**	→	**Budgeted purchases allowed when appropriate**	Recognize cooperative purchasing opportunities
City Council Approval	**>$12,000**	→	**$16,000**	Updates an outdated threshold and reduce administrative burden

***Quote Process** - Eliminates the distinction between informal documented inquiries and formal Request for Quote (RFQ) processes.
Requires written quotations when applicable based on purchase value and procurement procedures.
Maintains competition and documentation while reducing unnecessary administrative steps for lower-dollar purchases.

BASIS FOR RECOMMENDED THRESHOLD ADJUSTMENT

Purchasing Recommendation Methodology

To evaluate appropriate purchasing threshold adjustments, the Purchasing Department reviewed historical inflationary impacts using the **Consumer Price Index (CPI) for the Detroit–Warren–Dearborn Metropolitan Area** published by the U.S. Bureau of Labor Statistics.

The Detroit metropolitan CPI is commonly used by local governments in the region when evaluating contract escalations and cost adjustments.

Purchasing Recommendation

Based on approximately **32% cumulative inflationary growth since 2016**, Purchasing recommends updating thresholds by approximately **32%** to maintain the purchasing power of existing approval levels and reflect current market conditions.

Important Note

CPI was used as a reference point for evaluating threshold adjustments. Recommended changes remain subject to Council review and approval.

Detroit Metropolitan Area CPI Impact (2016–2025)

Year	Annual CPI Increase
2016	2.1%
2017	2.2%
2018	2.3%
2019	2.0%
2020	1.4%
2021	6.1%
2022	6.2%
2023	4.5%
2024	2.8%
2025	2.1%
Total Increase	**31.7%**

PROPOSED ORDINANCE REVISIONS & ADDITIONS

Supporting Documentation Provided

A detailed summary of proposed ordinance revisions, including:

- Current language
- Recommended revised language
- Rationale for each change
- Best practice considerations

Summary of Recommended Changes

Ordinance Section	Revision / Addition
Sec. 39-1(b)11 – Purpose	Added language regarding City Charter
Sec. 39-2 – Definitions	Update definitions related to purchasing thresholds, quotations, solicitations, and procurement procedures
Sec. 39-4(6) – Purchasing Principles	Added principle for Purchasing Department review during the second year of each Council term and presentation of recommendations to Council
Sec. 39-5 – Execution of documents.	Clarify authority to execute approved contracts and role of Clerk certification/attestation when required
Sec. 39-6 Permitted Purchasing Methods	Revised language
Sec. 39-7(b) – Conflict of Interest	Add language addressing vendor participation in solicitation development and potential unfair competitive advantage
Sec. 39-9 (2) – Contracts; approval of contract; review; appropriation	Added language for Additional quantities under existing contracts
Sec. 39-11 – Purchasing Procedures	Revise purchasing thresholds and update quotation requirements
Sec. 39-13 – Procurement policy for state and federal grant awards	Revised purchasing thresholds
Sec. 39-14 – Competitive Bidding / Local Preference Provisions	Revise competitive solicitation thresholds and quote requirements and added language for grant funded projects

Chapter 39 - PURCHASING
August 24, 2026
Study Session – Recommended Ordinance Changes – OLD vs. NEW

OLD	NEW
Sec. 39-1. - Purpose. (a) The general purpose of this purchasing ordinance is to establish standards for the City of Romulus' purchase of goods and services in a manner that provides for the efficient operation of the city and involves the exercise of responsible stewardship of city funds, generally promoting public welfare. (b) The policies and procedures set forth in this purchasing ordinance of the city are specifically intended: (1) To comply and interact harmoniously with the Charter of the City of Romulus; (2) To comply with all applicable laws of the State of Michigan; (3) To permit the continued enhancement of procurement procedures and practices; (4) To increase public confidence in public procurement; (5) To ensure the fair and equitable treatment of all persons who deal with the procurement system of this city; (6) To foster effective broad-based competition with the free enterprise system; (7) To maintain a procurement system of quality and integrity; (8) To obtain the supplies, services, and construction required by the city in a cost-effective and responsible manner; (9) To establish procedures for the acquisition of goods and services via P-cards; (10) To establish procedures for participation in cooperative purchasing with other public purchasing agencies	Sec. 39-1. - Purpose. (a) The general purpose of this purchasing ordinance is to establish standards for the City of Romulus' purchase of goods and services in a manner that provides for the efficient operation of the city and involves the exercise of responsible stewardship of city funds, generally promoting public welfare. (b) The policies and procedures set forth in this purchasing ordinance of the city are specifically intended: (1) To comply and interact harmoniously with the Charter of the City of Romulus; (2) To comply with all applicable laws of the State of Michigan; (3) To permit the continued enhancement of procurement procedures and practices; (4) To increase public confidence in public procurement; (5) To ensure the fair and equitable treatment of all persons who deal with the procurement system of this city; (6) To foster effective broad-based competition with the free enterprise system; (7) To maintain a procurement system of quality and integrity; (8) To obtain the supplies, services, and construction required by the city in a cost-effective and responsible manner; (9) To establish procedures for the acquisition of goods and services via P-cards; (10) To establish procedures for participation in cooperative purchasing with other public purchasing agencies **(11)** Nothing in this chapter shall be construed to authorize any procurement method, contract award, or purchasing procedure inconsistent with Chapter XIII of the City Charter."
Sec. 39-2. - Definitions. *Blanket purchase order* means a purchase order issued by which departments can purchase small items required for their daily operation. All purchases made on blanket purchase orders must be under $500.00. **Sec. 39-2. Definitions -** 1. Quotes shall be required when the acquisition of a single item or purchase shall equal $3,000.00 but is less than $6,000. (Replaced Documented verbal inquiry) Formal Quotes (Request for Formal Quotes a.k.a. RFQ) shall refer to a written solicitation sent to suppliers/consultants for services or material/goods purchases by posting on the purchasing network being utilized by the City and shall refer to the procedure to be followed when the acquisition cost of a single item or purchase shall equal or exceed the applicable threshold (≥$6,000.00 but < $12,000.00). Quotes are awarded based on lowest price and meeting specifications. All responses to an RFQ Formal Quotes obtained by a department head or other individual designated by department head must be submitted to the purchasing director with a recommendation on the vendor to be selected. (Replaced - Documented request for quotes) Threshold means, as the context implies (1) *Purchasing thresholds.* a. Quotes shall be required when the acquisition of a single item or purchase shall equal $3,000.00 but is less than $6,000.00	**Sec. 39-2. - Definitions. – Revised Threshold** *Blanket purchase order* means a purchase order issued by which departments can purchase small items required for their daily operation. All purchases made on blanket purchase orders must be under $2,000.00. **Sec. 39-2. Definitions – Revised definitions & thresholds** 1. Quotes shall be required when the acquisition of a single item or purchase shall equal $6,000.00 but is less than $16,000. *Written Quotations* shall refer to written price quotations obtained for the purchase of goods, materials, or services when the acquisition cost of a single item or purchase equals or exceeds the applicable threshold (≥ $6,000.00 but < $16,000.00). Written quotations shall be submitted through BS&A, the City's purchase order system, for review and approval in accordance with established purchasing procedures. Threshold means, as the context implies (1) *Purchasing thresholds.* a. Quotes shall be required when the acquisition of a single item or purchase shall equal $6,000.00 but is less than $16,000.00 b. Written Quotes shall be required when the acquisition of a single item or purchase shall equal $6,000.00 but is less than $16,000.00 and would require written quotations to be submitted through the City's purchase order system for review

b. Formal quotes shall be required when the acquisition of a single item or purchase shall equal $6,000.00 but is less than $12,000.00 and would require a request for formal quotes to be posted on the purchasing network being utilized by the city. c. Material purchases and purchases of goods that are anticipated to be equal to or exceed $12,000.00 are required to first be advertised for sealed bids in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the bid threshold; or d. Public works or improvements projects that are anticipated to be equal to or exceed $30,000.00, are required to first be advertised for sealed proposals in accordance with the requirements of the City Charter section 13.2. Such procurements shall not be artificially divided so as to avoid the proposal threshold; or e. Purchases of services and/or goods in combination with services (other than professional services or public works or improvements) that are anticipated to be equal to or exceed $12,000.00, are required to first be advertised for sealed proposals in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the council threshold. (2) *Contract approval threshold.* Contract approval threshold: proposed contract for any public work or improvement or for any purchase of a material or other good or service, the cost of which shall exceed $12,000.00, shall not be entered into unless the same has been approved by a majority of the city council elect or by the respective component unit. If after the contract is approved by council or the respective component unit and there are any changes to the cost of the work to be performed under the contract, such change orders shall also be approved by council or the respective component unit. If additional work is decided upon that is not part of the work to be performed under the contract, the approval for the new work will be dependent upon the cost therefore and the requirements of this chapter or the department head may bring the proposed additional work to council or the respective component unit for approval as an amendment to the existing contract.	and approval in accordance with established purchasing procedures. c. Material purchases and purchases of goods that are anticipated to be equal to or exceed $16,000.00 are required to first be advertised for sealed bids in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the bid threshold; or d. Public works or improvements projects that are anticipated to be equal to or exceed **$40,000.00,** are required to first be advertised for sealed proposals in accordance with the requirements of the City Charter section 13.2. Such procurements shall not be artificially divided so as to avoid the proposal threshold; or e. Purchases of services and/or goods in combination with services (other than professional services or public works or improvements) that are anticipated to be equal to or exceed $16,000.00, are required to first be advertised for sealed proposals in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the council threshold. (2) *Contract approval threshold.* Contract approval threshold: proposed contract for any public work or improvement or for any purchase of a material or other good or service, the cost of which shall exceed $16,000.00, shall not be entered into unless the same has been approved by a majority of the city council elect or by the respective component unit. If after the contract is approved by council or the respective component unit and there are any changes to the cost of the work to be performed under the contract, such change orders shall also be approved by council or the respective component unit. If additional work is decided upon that is not part of the work to be performed under the contract, the approval for the new work will be dependent upon the cost therefore and the requirements of this chapter or the department head may bring the proposed additional work to council or the respective component unit for approval as an amendment to the existing contract.
Sec. 39-4. - Purchasing principles. Sec. 39-4. - Purchasing principles. The following principles shall govern the city in all of its purchasing decisions: (1) Purchases shall reflect a comparison of available prices to facilitate the city obtaining the most competitive price and best value in its expenditures, and shall represent equal opportunities for competing vendors, subject to the local preference provision of section 39-14; (2) Where the interest of the city and the public good are best served, the city may elect to purchase from other than the lowest bidder. The approving authority for each purchase shall reflect in the official purchasing record the basis for any procurement not made from the lowest bidder; (3) The city may reject any or all bids on a proposed purchase as determined to be in the best interest of the city; (4) The city may elect, at its sole discretion, not to proceed with any proposed purchase for which it has sought bids, whether through public advertisement or otherwise; and (5) All purchases must be approved by a designated city authority before the city becomes obligated to a vendor by written contract, purchase order, or otherwise.	**Sec. 39-4. - Purchasing principles. Sec. 39-4. - Purchasing principles.** Added Principle (6) The following principles shall govern the city in all of its purchasing decisions: (1) Purchases shall reflect a comparison of available prices to facilitate the city obtaining the most competitive price and best value in its expenditures, and shall represent equal opportunities for competing vendors, subject to the local preference provision of section 39-14; (2) Where the interest of the city and the public good are best served, the city may elect to purchase from other than the lowest bidder. The approving authority for each purchase shall reflect in the official purchasing record the basis for any procurement not made from the lowest bidder; (3) The city may reject any or all bids on a proposed purchase as determined to be in the best interest of the city; (4) The city may elect, at its sole discretion, not to proceed with any proposed purchase for which it has sought bids, whether through public advertisement or otherwise; and (5) All purchases must be approved by a designated city authority before the city becomes obligated to a vendor by written contract, purchase order, or otherwise. (6) The Purchasing Department shall periodically review the City's purchasing thresholds, procurement procedures, and related requirements. Such review shall occur during the second year of each City Council term. The Purchasing Director shall

	present recommendations to City Council for consideration and approval based on the review. The review shall consider factors including, but not limited to, the Consumer Price Index (CPI), market conditions, procurement trends, operational needs, applicable laws and regulations, and generally accepted public procurement practices. Any revisions to purchasing thresholds or procurement requirements shall be approved in accordance Charter sections 13.1, 13.2 and 13.4, not less than s two-thirds (2/3) vote of the Council-elect.
Sec. 39-5. - Execution of documents. The purchasing director or their designee must sign all purchase orders. The mayor and the city clerk must sign all other written contracts on behalf of the city. except in the case of contracts for component units which upon the approval of both the respective boards and city council may be signed by their board chairs and respective directors.	Sec. 39-5. - Execution of documents. – Clarification of Contract Execution Roles The Purchasing Director or their designee shall sign all purchase orders. The Mayor, or the Mayor's authorized designee, shall execute all other written contracts on behalf of the City after all required approvals have been obtained. The City Clerk shall certify, attest, or otherwise execute documents when required by the City Charter, applicable law, or City policy. Contracts for component units may, upon approval of both the respective board and the City Council, be executed by the board chair and the respective director.
Sec. 39-6. - Permitted purchasing methods. All city procurements shall be obtained through one of the following methods: (1) *Formal, competitive sealed bidding.* Material purchases and purchases of goods exceeding the bid threshold are subject to sealed, competitive bidding, as set forth in chapter 13 of the City Charter. a. *Bidding process.* The purchasing director shall provide for the procurement of competitive, sealed bids as follows: 11. No contract proposed to be awarded to the lowest responsible and responsive bidder shall become operative until approved as to legality and form by the city's corporation counsel and until it has received city council approval if it exceeds $12,000.00.	Sec. 39-6. - Permitted purchasing methods. All city procurements shall be obtained through one of the following methods: (1) Invitation to Bid (a.k.a. ITB) Material purchases, public works or public improvement, and purchases of goods or services exceeding the bid threshold are subject to formal sealed, competitive bidding, as set forth in this ordinance. a. Bidding process. The purchasing director shall provide for the procurement of competitive, sealed bids as follows: 11. No contract proposed to be awarded to the lowest responsible and responsive bidder shall become operative until approved as to legality and form by the city's corporation counsel and until it has received city council or the respective component unit's approval if it exceeds $16,000.00.

Sec. 39-6. - Permitted purchasing methods. (2) Request for proposals (a.k.a. RFP). Used to acquire services, and/or goods in combination with services that exceed the applicable purchasing threshold. Qualified vendors may be determined (when needed) through the request for information (RFI) process. Generally accepted negotiation methodologies may be conducted with responsive and responsible proposers who submit proposals in the competitive range when defined in the RFP, based on evaluation criteria set forth in the RFP. a. It shall be the responsibility of the concerned department's director to obtain written verification of the availability of funds from the finance director prior to submitting the request for the solicitation to the purchasing department; b. The purchasing director along with a representative(s) of the implementing department will work together to create the qualifications and proposal document. The implementing department submits the qualification statement and the details of the specific service or project to the purchasing director for inclusion in the proposal document. The implementing department shall define the evaluation criteria that will be used to evaluate proposals and for the purchasing director to include in the proposal document. c. The implementing department may appoint a "review team" for the purpose of reviewing the proposals. After reviewing the responses, the team will determine which proposal is in the best interest of the city. The cost portion of the RFP will then be reviewed and the local preference provision of section 39-14 shall be applied. If necessary, the city will enter into contract negotiations with the vendor. If a satisfactory contract cannot be negotiated with the respondent of the first choice proposal, negotiations will commence with the respondent of the second choice proposal, etc., until a contract is reached. d. Cancellations. A request for proposals or other solicitation may be canceled, or any or all proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is for good cause and in the best interest of the city. The reason shall be made part of the contract file and shall be available for inspection in the purchasing department from the purchasing director. A cancellation notice or notice of rejection will be sent to the responding vendors by the purchasing director. e. The purchasing department shall obtain written verification of the availability of funds from the finance director prior to submitting request to award a bid to the mayor's office; (3) Purchase Orders obtained in accordance with the purchasing ordinance (4) City credit card purchases made in accordance with the purchasing ordinance. (5) Approved Emergency Purchases made in accordance with the requirements of the Charter and the purchasing ordinance	Sec. 39-6. - Permitted purchasing methods. -Revised Language (2) Request for proposals (a.k.a. RFP). Used to acquire services, and/or goods in combination with services that exceed the applicable competitive solicitation threshold. Qualified vendors may be determined (when needed) through the request for information (RFI) process. Generally accepted negotiation methodologies may be conducted with responsive and responsible proposers who submit proposals in the competitive range when defined in the RFP, based on evaluation criteria set forth in the RFP. a. It shall be the responsibility of the concerned department's director to obtain written verification of the availability of funds from the finance director prior to submitting the request for the solicitation to the purchasing department; b. The purchasing director along with a representative(s) of the implementing department will work together to create the qualifications and proposal document. The implementing department submits the qualification statement and the details of the specific service or project to the purchasing director for inclusion in the proposal document. The implementing department shall define the evaluation criteria that will be used to evaluate proposals and for the purchasing director to include in the proposal document. c. The implementing department may appoint a "review team" for the purpose of reviewing the proposals. After reviewing the responses, the team will determine which proposal is in the best interest of the city. The cost portion of the RFP will then be reviewed and the local preference provision of section 39-14 shall be applied. If necessary, the city will enter into contract negotiations with the vendor. If a satisfactory contract cannot be negotiated with the respondent of the first choice proposal, negotiations will commence with the respondent of the second choice proposal, etc., until a contract is reached. d. Cancellations. A request for proposals or other solicitation may be canceled, or any or all proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is for good cause and in the best interest of the city. The reason shall be made part of the contract file and shall **be maintained in the procurement file by the Purchasing Department.** cancellation notice or notice of rejection will be sent to the responding vendors by the purchasing director. e. The purchasing department shall obtain written verification of the availability of funds from the finance director prior to submitting request to award a bid to the mayor's office; (3) Purchase Orders obtained in accordance with the purchasing ordinance (4) City credit card purchases made in accordance with the purchasing ordinance. (5) Approved Emergency Purchases made in accordance with the requirements of the Charter and the purchasing ordinance
Sec. 39-7. - Additional restrictions and prohibitions for purchasing. (b) Conflict of interest: All city employees and agents participating in review teams or in other decision-making processes must disclose any conflict of interest as it relates to the award of a contract. No person or entity, or anyone who has financial ties, direct or indirect, to such a person or entity, who participates significantly in the development of specifications may compete or otherwise be considered for award of the applicable contract. All provisions of the City Charter pertaining to conflicts of interest shall be adhered to.	Sec. 39-7. - Additional restrictions and prohibitions for purchasing. Clarification of Vendor Participation b) **Conflict of Interest**: All City employees, officials, and agents participating in procurement activities shall disclose any actual, potential, or perceived conflict of interest. All provisions of the City Charter and applicable law relating to conflicts of interest shall be followed. 1. A person or entity that provides information, technical assistance, industry expertise, demonstrations, budgetary information, or other assistance during the development of specifications, scope of work, technical requirements,

(h) Only the mayor and the city clerk shall sign contracts for the purchase of goods and services except in the case of contracts for component units which upon the approval of both the respective boards and city council may be signed by the respective director's.	evaluation criteria, or other procurement documents shall not be automatically prohibited from competing for the resulting solicitation. 2. The City may permit such participation when it determines the assistance did not create an unfair competitive advantage or that any potential advantage has been reasonably mitigated through the solicitation process. The City shall retain sole responsibility for all final procurement documents and shall ensure they are not written to unduly restrict competition or favor a particular vendor except where operationally justified. 3. Departments utilizing vendor assistance shall disclose such participation to the Purchasing Director prior to issuance of the solicitation, and any vendor that participated shall disclose the nature of its involvement in its bid or proposal. The Purchasing Director shall document whether participation created an unfair advantage and maintain such documentation in the procurement file. Any information affecting the solicitation requirements shall be made available to all prospective bidders or proposers. 4. A vendor shall not be permitted to compete if its participation created an unfair advantage that cannot reasonably be mitigated. Factors the Purchasing Director may consider include whether the vendor: i) Prepared or substantially drafted procurement documents; ii) Influenced requirements or evaluation criteria to favor its own products, services, or qualifications; iii) Received confidential or non-public procurement information unavailable to other vendors; iv) Participated in developing evaluation or scoring criteria while intending to compete; or v) Otherwise compromised the fairness of the competitive process. 5. Providing general product information, responding to requests for information, participating in demonstrations, providing budgetary estimates, or responding to market research requests shall not, by themselves, constitute a conflict of interest. 6. For solicitations requiring City Council award, the recommendation for award shall disclose any vendor participation in developing the procurement documents and include the Purchasing Director's determination that the procurement remains fair and competitive. (h) Contracts for the purchase of goods and services shall be executed on behalf of the City by the Mayor, or the Mayor's authorized designee, after all required approvals have been obtained in accordance with the City Charter, this chapter, and established purchasing procedures. The City Clerk shall certify, attest, or execute contracts and other written instruments when required by the City Charter, applicable law, or City policy. Contracts of component units shall be executed by the authorized officers, directors, or agents of the component unit in accordance with applicable law, governing documents, approved budgets, and approvals required by the respective governing board.
Sec. 39-9. - Contracts; approval of contract; review; appropriation. (c) *Other provisions pertaining to all contracts.* (1) *Contract change orders.* No service or purchase shall be commenced outside of the terms made under a contract until a written modification to a contract shall be approved by the director of the authorizing department and the purchasing director, in the form of a change order, which increases or decreases the	Sec. 39-9. - Contracts; approval of contract; review; appropriation. – Added Subsection (2) Clarification Additional Purchases Under Existing Contracts (1) *Contract change orders.* No service or purchase shall be commenced outside of the terms made under a contract until a written modification to a contract shall be approved by the director of the authorizing department and the purchasing director, in the form of a change order, which increases or decreases the

contract cost, modifies the work to be performed, quantities ordered, or duration of the contract, or changes any other material term. The original purchase order shall be amended to reflect any additional cost and council approval must be sought if the amount of the change order exceeds the amount previously approved by the city council. In no instance shall any change order be issued as a means to circumvent a bid or proposal threshold.	contract cost, modifies the work to be performed, quantities ordered, or duration of the contract, or changes any other material term. The original purchase order shall be amended to reflect any additional cost and council approval must be sought if the amount of the change order exceeds the amount previously approved by the city council. In no instance shall any change order be issued as a means to circumvent a bid or proposal threshold. (2) *Additional Quantities Under Existing Contracts.* When expressly provided for in the original solicitation and contract documents, the City may purchase additional quantities of the same goods, materials, equipment, or services at the unit prices established in the awarded contract, provided that: (a) The additional quantities are within the scope and intent of the original solicitation and contract; (b) The unit prices, terms, and conditions of the original contract remain unchanged; (c) Sufficient appropriated funds are available; (d) The additional quantities do not materially alter the nature of the original procurement or create a new procurement requiring separate competitive solicitation; and (e) Any approval required under this Ordinance, including City Council approval when applicable, is obtained prior to purchase. (f) Purchases made pursuant to this section shall not be considered a contract change order when the additional quantities were contemplated in the original solicitation and are purchased under the existing contract terms. Any modification to the scope of work, contract terms, pricing, or duration shall be processed as a contract change order in accordance with Section 39-9(c)1.
Sec. 39-11. - Additional prerequisites and requirements for purchasing. (c) *Requisition approval levels:* These are not purchasing thresholds but rather the individuals required for approval on a requisition. Provided budgeted funds are available and to ensure appropriate general ledger accounts are used, requisitions may be entered as follows: (1) Requisitions for purchases under \$500.00 are made at the authority of the applicable department head prior to being processed by the purchasing director or their designee (2) Requisitions for purchases equal to or over \$500.00 but under \$1,500.00 must be approved by both the finance director and the applicable department head or their designees prior to being processed by the purchasing director or their designee; (3) Requisitions for purchases equal to or over \$1,500 but under \$12,000.00 must be approved by the applicable department head, the finance director and the mayor or their designees prior to being processed by the purchasing director or their designee. (4) Requisitions for purchases equal to or over \$12,000.00 must be approved by council and signed by the purchasing director if a purchase order is used or by the mayor and clerk where a formal contract is prepared prior to being processed by the purchasing director or their designee. The resolution number for the approval of city council must be entered on the requisition.	Sec. 39-11. - Additional prerequisites and requirements for purchasing. – Revised Thresholds (a(c) *Requisition approval levels:* These are not purchasing thresholds but rather the individuals required for approval on a requisition. Provided budgeted funds are available and to ensure appropriate general ledger accounts are used, requisitions may be entered as follows: (1) Requisitions for purchases under \$1,000 are made at the authority of the applicable department head prior to being processed by the purchasing director or their designee (2) Requisitions for purchases equal to or over \$1,000.00 but under \$2,500.00 must be approved by both the finance director and the applicable department head or their designees prior to being processed by the purchasing director or their designee; (3) Requisitions for purchases equal to or over \$2,500.00 but under \$16,000.00 must be approved by the applicable department head, the finance director and the mayor or their designees prior to being processed by the purchasing director or their designee. (4) Requisitions for purchases equal to or over \$16,000.00 must be approved by council and signed by the purchasing director if a purchase order is used or by the mayor and clerk where a formal contract is prepared prior to being processed by the purchasing director or their designee. The resolution number for the approval of city council must be entered on the requisition.

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(d) *Exceptions to competition.*

(1) Appropriate documentation of due diligence must be obtained by city departments when making purchases.

a. Written Quotations shall be obtained from a minimum of three vendors, when practicable, when the acquisition cost of a single item or purchase equals or exceeds $3,000.00 but is less than the applicable competitive solicitation threshold. The Purchasing Department or applicable department shall obtain written quotations in accordance with established purchasing procedures. All written quotations received shall be submitted with the requisition and maintained in the City's financial accounting system. The purchase shall be made based upon the lowest qualified written quotation meeting the City's specifications and requirements. The applicable department director shall document in writing the justification for selecting a vendor other than the lowest qualified written quotation.

d. Cooperative purchasing. Purchases where the pricing is acquired under an existing cooperative purchasing contract. The contract name, the hosting entity, the contract number and expiration date shall be included in the requisition for the purchase and when applicable the resolution number of council's approving action.

(2) Small purchases:

a. Procurements to be acquired on a blanket purchase order from a vendor must be pre-approved by the department head in an amount less than $1,500.00;

b. Procurements in an amount less than $1,500.00 not being purchased on a blanket purchase order can be made utilizing the city's credit or P-cards or after a purchase order has been issued in accordance with the rules of this chapter.

(7) Purchases may be made off a public auction site for purchases up to $12,000.00 with prior written permission of the mayor, proof of availability of funds, authorized by the finance department and mayor, and a purchase order prior to submitting a bid.

(9) Purchases for replacement of failed or failing equipment that is readily available in the market place and installed without modification and/or services for the repair or replacement of such equipment where the amount is equal to or exceeds $3,000.00 but is less than $20,000.00 ($100,000 for lessees who are responsible for maintenance of the leased premises) may be made, provided that the department has performed the required due diligence to ensure best pricing and that a purchase order has been issued prior to the ordering of the equipment or service/repair. Qualifying purchases less than $20,000 shall not require approval of council.

(10) The City's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a State or Local Governmental Agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the Purchasing Director or their designee the procedure meets the intent of competitive sealed bidding undthis Ordinance.

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(d) *Exceptions to competition.* – **Revised Thresholds**

(1) Appropriate documentation of due diligence must be obtained by city departments when making purchases.

a. Written Quotations shall be obtained from a minimum of three vendors, when practicable, when the acquisition cost of a single item or purchase equals or exceeds **$6,000.00** but is less than the applicable competitive solicitation threshold. The Purchasing Department or applicable department shall obtain written quotations in accordance with established purchasing procedures. All written quotations received shall be submitted with the requisition and maintained in the City's financial accounting system. The purchase shall be made based upon the lowest qualified written quotation meeting the City's specifications and requirements. The applicable department director shall document in writing the justification for selecting a vendor other than the lowest qualified written quotation.

d. Cooperative purchasing. Purchases where the pricing is acquired under an existing cooperative purchasing contract. The contract name, the hosting entity, the contract number and expiration date shall be included in the requisition for the purchase and **when applicable** the resolution number of council's approving action.

(2) Small purchases:

a. Procurements to be acquired on a blanket purchase order from a vendor must be pre-approved by the department head in an amount less than **$2,000.00;**

b. Procurements in an amount less than **$2,000.00** not being purchased on a blanket purchase order can be made utilizing the city's credit or P-cards or after a purchase order has been issued in accordance with the rules of this chapter.

(7) Purchases may be made off a public auction site for purchases up to $**16,000.00** with prior written permission of the mayor, proof of availability of funds, authorized by the finance department and mayor, and a purchase order prior to submitting a bid.

(9) Purchases for replacement of failed or failing equipment that is readily available in the market place and installed without modification and/or services for the repair or replacement of such equipment where the amount is equal to or exceeds **$6,000.00** but is less than **$30,000.00 ($120,000** for lessees who are responsible for maintenance of the leased premises) may be made, provided that the department has performed the required due diligence to ensure best pricing and that a purchase order has been issued prior to the ordering of the equipment or service/repair. Qualifying purchases less than **$30,000** shall not require approval of council.

(10) The City's procurement by competitive sealed bids shall be waived and the city may piggyback on an existing extendable contract, where the materials, services or goods in combination with services are purchased from a State or Local Governmental Agency's bid that has been sufficiently advertised and was the subject of sealed bids so that in the opinion of the Purchasing Director or their designee the procedure meets the intent of competitive sealed bidding under this Ordinance.

The City may also purchase vehicles, equipment, or other goods through an established manufacturer or authorized dealer government pricing program when:

a) the pricing is available only to governmental entities;

b) the Purchasing Director determines and documents that the pricing is fair and

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	reasonable through market research, price analysis, or comparison to similar procurements; and the purchase is otherwise approved in accordance with the purchasing authority established by this Ordinance
Sec. 39-13. - Procurement policy for state and federal grant awards. g) *Contract cost and price.* (1) A cost or price analysis shall be performed in connection with every procurement action in excess of the simplified acquisition threshold ($150,000.00) including contract modifications. Analysis of all purchases in excess of $12,000.00 for the acquisition of goods and services and $30,000.00 for public improvements shall be in compliance with the city's more restrictive practices for making such purchases. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids or proposals. (j) *Contract provisions.* Contracts and solicitations must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-federal Entity Contracts Under Federal Awards. (1) Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. In addition to other provisions required by the federal agency or non-federal entity, all contracts made by the non-federal entity under the federal award must contain provisions covering the following, as applicable. a. Contracts in excess of the City' bid thresholds, $12,000.00 for the acquisition of goods and services and $30,000.00 for public improvements must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide tor such sanctions and penalties as appropriate.	Sec. 39-13. - Procurement policy for state and federal grant awards . – Revised Thresholds g) *Contract cost and price.* (1) A cost or price analysis shall be performed in connection with every procurement action in excess of the simplified acquisition threshold ($150,000.00) including contract modifications. Analysis of all purchases in excess of $16,000.00 for the acquisition of goods and services and $40,000.00 for public improvements shall be in compliance with the city's more restrictive practices for making such purchases. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids or proposals. (j) *Contract provisions.* Contracts and solicitations must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-federal Entity Contracts Under Federal Awards. (1) Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. In addition to other provisions required by the federal agency or non-federal entity, all contracts made by the non-federal entity under the federal award must contain provisions covering the following, as applicable. a. Contracts in excess of the City' bid thresholds, $16,000.00 for the acquisition of goods and services and $40,000.00 for public improvements must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide tor such sanctions and penalties as appropriate.
Sec. 39-14. - Local preference provisions. (a) Purchases for goods and materials under $3,000.00 can be made, if monies are available in budget, with the permission of the department head. Preference shall be given to qualified vendors located within the city whenever possible. (b) Purchases for goods and materials ≥ $3,000.00 and < $6,000.00 requires three quotes (best effort shall be made) entered into the financial software system. Quotes received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (c) Purchases for goods and materials ≥ $6,000.00 and < $12,000.00 would require a request for formal quotes to be posted on the purchasing network being utilized by the city. Quotes received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified quote. (d) Purchases for goods and materials $12,000.00 and over would require formal bids. Bids received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (e) Contracts for public works projects under $3,000.00 can be made, if monies are available in budget, with the permission of the department head. Preference should be given to qualified vendors located within the city whenever possible. (f) Contracts for public works projects ≥ $3,000.00 and < $6,000.00 would require three quotes (best effort shall be made) entered into the financial software system. Quotes received from qualified	Sec. 39-14. - Local preference provisions. – Revised Thresholds (a) Purchases for goods and materials under $6,000.00 can be made, if monies are available in budget, with the permission of the department head. Preference shall be given to qualified vendors located within the city whenever possible. (b) Purchases for goods and materials ≥ $6,000.00 and < $16,000.00 requires three quotes (best effort shall be made) entered into the financial software system. Quotes received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (c) Purchases for goods and materials $16,000.00 and over would require formal bids. Bids received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (d) Contracts for public works projects under $6,000.00 can be made, if monies are available in budget, with the permission of the department head. Preference should be given to qualified vendors located within the city whenever possible. (e) Contracts for public works projects ≥ $6,000.00 and < $16,000.00 would require three quotes (best effort shall be made) entered into the financial software system. Quotes received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (f) Contracts for public works projects ≥ $6,000.00 and < $40,000 and over would require three written quotes three quotes (best effort shall be made) entered into the financial software system. Quotes

vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. (g) Contracts for public works projects ≥ \$6,000.00 and < \$30,000 and over would require a request for formal quotes to be posted on the purchasing network being utilized by the city. Quotes received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified quote. (h) Contracts for public works projects ≥ \$30,000.00 would require formal bids. Bids received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid.	received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified quote. (g) Contracts for public works projects **≥ \$40,000.00** would require formal bids. Bids received from qualified vendors located within the city who are within five percent of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. h) *Grant Funded Projects* Local preference provisions shall not apply when prohibited by applicable federal, state, or grant funding requirements.