

# MITCHELL & MITCHELL, P.C.

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(1923 – 1984)  
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(1944 – 2006)

June 5, 2019

Cindy Jackson  
Chief Financial Officer  
City of Dalton

RE: Review of and Changes to Purchasing Policy

Dear Cindy:

The following constitutes the recommended changes to City of Dalton Purchasing Policy:

- 1.) Section C – Procurement Thresholds – replace “question” with “review and approve” in last sentence of first paragraph.
- 2.) Section C – Procurement Thresholds – replace “falling under” with “deemed to be” in Requirements for \$100,000 or greater.
- 3.) Section C – Procurement Thresholds – replace “bill” with “statute” in Requirements for \$100,000 or greater.
- 4.) Section C – Procurement Thresholds – move “(100 percent) after “payment” and before “bonds.”
- 5.) Section F – Invitation To Bid – 1.c.2.2 – replace “and” with “nor”.
- 6.) Section G – Preference For Georgia Products – add a sentence at the end to read “Any contract which exceeds \$100,000 shall comply with the requirements of O.C.G.A. §36-84-1(c).
- 7.) Section H – Local Vendor Allowance – delete the comma after “If the local vendors bid” in the second sentence.
- 8.) Section J – Sole Source Vendor – insert “vendor” after “A sole source” in the first sentence.
- 9.) Section J – Sole Source Vendor – replace the comma with a colon after “files containing” in the last sentence.
- 10.) Section K – Emergency Purchase – replace “sign off” with “review and approve” in the third sentence.
- 11.) Section K – Emergency Purchase – add a sentence at the end to read “The nature of the emergency shall be described in the minutes of the Mayor and Council meeting.

Please note that I have reviewed all references to applicable Georgia statutes and the references are correct and there have been no changes to the statutes that would require an amendment to the Purchasing Policy except as provided herein. You had previously amended the Policy to comply

with O.C.G.A. §36-0-27 to increase the threshold from \$10,000 to \$100,000 in regards to the Georgia Procurement Registry.

I do recommend that you consider the requirement to advertise and/or post at City Hall or upon the City website non-public works construction contracts over a certain dollar threshold (e.g. \$20,000) be included in the Policy. The suggestion is for transparency purposes only and is permissive but not required by statute.

Sincerely,

MITCHELL & MITCHELL, P.C.

A handwritten signature in black ink, appearing to read "G. Gargandi Vaughn". The signature is written in a cursive, flowing style.

G. Gargandi Vaughn

GGV:jh

Cc: Jason Parker