



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: **APPROVAL TO AMEND THE CITY'S PROCUREMENT POLICY**

ITEM BEFORE THE COMMISSION:

The item before the City Commission amends the City's procurement policy, approving the increase in the maximum amount the city manager is authorized to spend without sealed bids and prior city commission approval.

DISCUSSION:

The city's procurement policy currently authorizes the city manager to spend up to \$2,000 without city commission approval. Due to increased goods and services, the city manager requests to increase the limit to \$5,000. This increase will expedite city business operations and ensure timely procurement, enhancing efficiency. The items will be added to the monthly bill list for your approval at the next city commission meeting.

The MML's executive officer's listserv emails show that the administrative spending limit for a community of our size is between \$5,000 and \$7,500, which is in line with similar communities. This further validates our request for an increase to \$5,000.

RECOMMENDATION:

The City of Hartford amends the city's procurement policy, approving the increase in the maximum amount the city manager is authorized to spend without sealed bids and prior city commission approval.