



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Logan Hickey,
Procurement/Contracts
Administrator

MEETING DATE: September 1, 2022

AGENDA SECTION: CONSENT

DEPARTMENT: Finance

TITLE OF ITEM: Purchasing and Contracting Policy Updates – Logan Hickey,
Procurement/Contracts Administrator

SUGGESTED MOTION(S):

I move City Council to adopt the *Resolution by the City Of Hendersonville City Council Authorizing Certain Actions With Regards to Purchasing and Contracting* as presented.

SUMMARY:

Staff is requesting that City Council adopt a Resolution to update certain purchasing and contracting policies previously adopted by City Council to streamline the City's purchasing and contracting processes. Specifically, the Resolution does the following:

- 1) Adopts a policy to clearly delineate purchasing and contracting authority within City government;
- 2) Removes the informal quote range of \$2500-\$4,999 so that additional competitive quotes and purchase requisitions are no longer required in this range of pricing;
- 3) Designates Department Directors as deputy finance officers for the purposes of pre-auditing all contracts in an amount of less than \$5,000;
- 4) Designates the Assistant Finance Director as a deputy finance officer for the purpose of pre-auditing all contracts, regardless of amount;
- 5) Authorizes the City Manager to making modifications to the Purchasing Policy Manual and to implement other administrative policies regarding purchasing and contracting provided they meet or exceed policies, resolutions or actions previously adopted by City Council

We greatly appreciate your time and consideration for these consent agenda topics.

ATTACHMENTS:

Resolution with attached Contracts Policy