

State of Georgia
County of Clayton
City of Jonesboro

ORDINANCE NO. 2026- _____

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF JONESBORO, GEORGI ADOPTING A COMPREHENSIVE PROCUREMENT POLICY AND AMENDING AND REPLACING EXISTING CITY CODE SECTIONS 2-153 through 2-157; TO ESTABLISH A CONSOLIDATED PROCUREMENT AND CONTRACTING ARTICLE; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; AND FOR OTHER LAWFUL PURPOSES RELATED THERETO.

WHEREAS, the City Council of the City of Jonesboro has determined that the City’s existing procurement ordinances were adopted decades ago and no longer reflect modern public-sector procurement practices, fiscal controls, or audit standards; and

WHEREAS, the City Council desires to ensure transparency, competition, accountability, and best-value purchasing in the expenditure of public funds; and

WHEREAS, the City Council has reviewed and considered a comprehensive Procurement Policy, Version 5, dated September 24, 2025, establishing standardized procurement methods, purchasing thresholds, approval authority, ethical safeguards, and administrative controls (“the Policy”); and **WHEREAS**, the City Council finds that adoption of the Procurement Policy requires corresponding amendments to City Code Sections 2-153 through 2-157 to ensure that these ordinances implement and are consistent with the Policy; and

WHEREAS, the City Council desires to repeal and replace existing City Code Sections 2-153 through 2-157 related to purchasing and contracting with a single, consolidated Article governing procurement and contracting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jonesboro as follows:

1. Adoption of Procurement Policy.

The City Council hereby adopts the City of Jonesboro Procurement Policy (Version 5, September 24, 2025), as presented, which shall govern all City procurement and contracting activities unless otherwise required by law.

2. Adoption of Consolidated Procurement Article.

The City Council hereby adopts a consolidated Procurement and Contracting Article, replacing former City Code Sections 2-153 through 2-157 in their entirety, to implement and give full legal effect to the adopted Procurement Policy as reflected on **Exhibit “A”** attached hereto.

3. Repeal of Inconsistent Provisions.

All ordinances or parts of ordinances inconsistent with the adopted Procurement Policy or the consolidated Procurement and Contracting Article are repealed to the extent of such inconsistency.

4. Authority to Implement.

The City Manager, as Chief Procurement Officer, is authorized to implement the Procurement Policy, issue administrative procedures consistent with the policy and ordinance, and take all actions reasonably necessary to carry out the intent of this Ordinance. In the absence of a City Manager, the Mayor will serve as Chief Procurement Officer.

5. Effective Date.

This Ordinance shall become effective immediately upon adoption.

This ____ day of **February, 2026.**

BY: _____
Dr. Donya L. Sartor, Mayor

ATTEST:

Shandrella Jewett, City Clerk

APPROVED AS TO FORM:

LaTonya Nix Wiley, Esq.

EXHIBIT “A”

ARTICLE III. – PROCUREMENT AND CONTRACTING

Sec. 2-153. Purpose; authority; adoption of procurement policy.

(a) Purpose.

This Article establishes a comprehensive, modern procurement framework to ensure transparency, competition, fiscal responsibility, ethical conduct, and legal compliance in the expenditure of City funds.

(b) Authority.

This Article is adopted pursuant to the City Charter, O.C.G.A. Title 36, and other applicable state and federal law.

(c) Procurement Policy Incorporated.

The City Council hereby adopts a Procurement Policy, as amended from time to time by Council, which shall govern the planning, solicitation, award, execution, and administration of all City procurements and contracts.

All City purchases and contracts shall be conducted in accordance with this Article and the adopted Procurement Policy.

(d) Controlling effect.

The Procurement Policy is hereby given full force and effect. Any procurement or contract not conducted in compliance with this Article and the Procurement Policy shall be void and non-binding on the City.

Sec. 2-154. Chief Procurement Officer; administrative responsibilities.

(a) Chief Procurement Officer.

The City Manager is designated as the City's Chief Procurement Officer and shall have overall responsibility for the administration, integrity, and enforcement of the City's procurement system. If the City Manager position is vacant, the Mayor shall serve in this capacity.

(b) City Manager authority.

The City Manager is authorized to:

1. Approve procurement methods consistent with the Procurement Policy;
2. Execute contracts and approve purchases within delegated thresholds;
3. Approve contract amendments, change orders, and purchase order increases as provided in this Article and the Procurement Policy;
4. Authorize emergency procurements when required to protect life, health, safety, property, or essential operations;
5. Issue administrative procedures consistent with this Article and the Procurement Policy.

(c) Department Directors.

Department Directors shall:

1. Initiate procurement requests and develop specifications;
2. Participate in evaluations as required;
3. Manage contract performance and vendor compliance;
4. Ensure compliance with the Procurement Policy.

Department Directors do not possess independent authority to bind the City except as expressly authorized by this Article and the Procurement Policy.

Sec. 2-155. Competitive procurement required; authorized methods; award standard.

(a) General rule.

All City purchases and contracts shall be obtained through competitive means to the maximum extent practicable, as defined by the Procurement Policy.

(b) Authorized procurement methods.

The City may utilize one or more of the following methods, as appropriate and as further defined by the Procurement Policy:

- Informal written quotations;
- Competitive sealed bids;
- Requests for Proposals (RFP);
- Requests for Qualifications (RFQ) or Statements of Qualifications (SOQ);
- Cooperative purchasing agreements;
- Purchases from state, federal, or other governmental contracts;
- Sole-source procurement; and
- Emergency procurement.

(c) Best value standard.

Awards shall be made to the responsive vendor whose offer represents the best value to the City, considering price, quality, experience, capacity, schedule, past performance, and other relevant factors stated in the solicitation or procurement record.

(d) Right to reject.

The City reserves the right to reject any and all bids or proposals when determined to be in the City's best interest. This right shall be exercised solely in the discretion of the City and shall be non-reviewable.

(e) No artificial division.

Purchases shall not be divided or structured to avoid competition or approval requirements.

Sec. 2-156. Purchasing levels; approvals; execution authority.

(a) Purchasing levels adopted.

The following purchasing levels are hereby adopted and shall be applied consistent with the Procurement Policy:

Level 1 – Under \$2,500.

No purchase order required. Department Director approval and required documentation.

Level 2 – \$2,500 to \$9,999.99.

Purchase order required. State contract purchase or minimum written quotations as required by policy. Approval as provided in the Procurement Policy, including City Council approval where required by policy.

Level 3 – \$10,000 to \$49,999.99.

Purchase order required. State contract purchase or minimum written bids/quotes/proposals. Approval by Department Director and City Manager. City Council notification as required by policy.

Level 4 – \$50,000 and above.

Formal competitive procurement required unless otherwise permitted by policy or law. Purchase order required. Approval by City Manager and City Council as provided in the Procurement Policy, including requirements for unbudgeted expenditures.

(b) Execution of contracts.

Contracts shall be executed by the Mayor or City Manager as authorized by this Article, the Procurement Policy, and City Council action.

Sec. 2-157. Cooperative purchasing; sole source; emergency procurement.

(a) Cooperative purchasing.

The City Manager or designee may participate in cooperative purchasing agreements with other governmental entities or recognized purchasing cooperatives when determined to serve the City's best interests and conducted in accordance with the Procurement Policy.

(b) Sole-source procurement.

Sole-source procurement may be utilized only when properly documented in accordance with the Procurement Policy.

Sole-source procurements meeting or exceeding thresholds requiring City Council approval shall be submitted to Council.

(c) Emergency procurement.

Emergency purchases may be made when life, health, safety, property, or essential operations are at risk. Standard procurement requirements may be temporarily waived only as permitted by the Procurement Policy.

All emergency procurements shall be documented and reported to City Council for review or ratification at the earliest practicable meeting.

Sec. 2-158. Contracts; form; records; change orders.

(a) Written contracts required.

All City contracts shall be in writing and approved as to form by the City Attorney prior to execution.

(b) Authentication and records.

The City Clerk shall authenticate all contracts and maintain a permanent indexed record of original contract documents.

(c) Change orders and amendments.

Contract amendments, change orders, and purchase order increases shall be approved as follows, consistent with the Procurement Policy:

The City Manager may approve changes less than five percent (5%) or \$2,500, whichever is less, excluding contingencies.

Increases exceeding those thresholds require City Council approval.

(d) Real estate.

No contract for the sale, lease, or purchase of real estate shall be valid without City Council approval by motion adopted by a majority of councilmembers present.

Sec. 2-159. Unauthorized procurements prohibited.

No City officer or employee shall order, purchase, or contract for goods or services except in compliance with this Article and the Procurement Policy.

Any unauthorized procurement or contract shall be void and shall not bind the City.