



CITY OF JONESBORO, GA PROCUREMENT POLICIES

As Adopted February 9, 2026

Table of Contents

OBJECTIVE

The City of Jonesboro is funded by tax dollars. As such, the City's procurement policies and procedures have been established to ensure that tax dollars are spent in the most judicious and economical way. The City uses competitive means for the procurement of goods and services and is committed to fair, inclusive, and transparent competition.

This procurement manual establishes a comprehensive, legally compliant framework for planning, sourcing, awarding, and administering purchases and contracts for the City of Jonesboro, Georgia ("City"). The policies and procedures outlined herein apply to all City departments, offices, boards, commissions, and authorized agents using City funds, including procurements using state or federal grant funds. When funding sources impose stricter requirements than those outlined in this manual, the more restrictive standard shall govern such procurement activities.

The purchasing levels in this policy are subject to periodic review and may be changed with City Council approval based on inflation and other factors.

1. AUTHORITY, SCOPE, AND GUIDING PRINCIPLES

1.1 Legal Authority

The City's procurement authority derives from multiple sources that provide the foundation for all purchasing activities. The Jonesboro City Charter authorizes the City Council to establish centralized purchasing procedures that ensure proper stewardship of public resources. Georgia State Law provides additional regulatory framework through various statutes, including O.C.G.A. Title 36, Chapter 91, which governs Local Government Public Works Construction Law, and O.C.G.A. § 13-10-91, which establishes E-Verify requirements for public contractors. The state's Open Records Act under O.C.G.A. Title 50, Chapter 18, and the Open Meetings Act under O.C.G.A. Title 50, Chapter 14, ensure transparency in procurement processes.

When the City utilizes federal funding sources, additional regulations become applicable, including 2 CFR Part 200, which establishes Uniform Administrative Requirements for federal grants, and grantor-specific requirements from agencies such as HUD, FEMA, and EPA. These federal regulations often impose more stringent competition requirements and documentation standards that supersede local policies.

1.2 COMPLIANCE WITH CODE OF ORDINANCES

All procurement activity must be compliant with the following City of Jonesboro Code of Ordinances, which are currently contained in Section 2-155, which requires competitive bidding, Section 2-156, requiring cooperative purchasing, and Section 2-157, relating to city contracts and procedures.

Once Council has reviewed this the processes and suggestions in this documents, Council's policy decisions will be codified in an updated package of Ordinances.

1.3 Scope of Application

The procurement policies established in this manual encompass all purchases of goods, services, and construction using City funds, regardless of the ultimate funding source. This includes traditional City-funded procurements as well as those funded through federal, state, or private grants. The policies also govern participation in cooperative purchasing agreements with other governmental entities and the conduct of emergency procurements when immediate action is necessary to protect public health, safety, or welfare.

While the vast majority of City purchases fall under these comprehensive policies, limited exemptions exist for specific circumstances that still require appropriate documentation. These exemptions include sole-source utilities with regulated rates where competition is not feasible, intergovernmental agreements conducted under O.C.G.A. § 36-34-2, professional services procured under qualifications-based selection processes, where permitted by law, and certain emergency procurements that require immediate action but must be properly justified and documented after the fact. Generally, contracts for professional services involving particular knowledge, such as those engaging the services of attorneys, auditors, or architects, are not subject to bidding requirements.

This policy and the provisions herein are solely for the fiscal responsibility and benefit of the City of Jonesboro, and confer no rights, duties or entitlements to any bidders or proposers.

1.4 Ethics and Conflict of Interest Standards

The City maintains strict ethical standards that prohibit any activities that could compromise the integrity of the procurement process or create an unfair advantage for particular vendors. City employees and officials are absolutely prohibited from soliciting or accepting gifts, favors, or anything of value from vendors or potential vendors, regardless of the perceived value or intent. Similarly, the use of confidential procurement information for personal gain is strictly forbidden, as is participation in procurement decisions where financial conflicts of interest exist.

The prohibition against bid rigging, collusion, and other anti-competitive practices extends to both City personnel and vendors participating in City procurements. To ensure compliance with these standards, the City has established mandatory disclosure requirements that require all potential conflicts to be disclosed in writing to both the City Manager and City Attorney within 24 hours of discovery. Key procurement personnel must complete annual financial interest disclosure forms, and all evaluation committee members must sign conflict of interest certifications before participating in vendor selection processes.

Vendors participating in City procurements must provide anti-collusion certifications and verify their good standing through debarment and suspension checks via SAM.gov. All contractors must demonstrate compliance with local, state, and federal anti-discrimination laws as a condition of contract award and performance.

1.5 Guiding Principles

The City's procurement activities are governed by six fundamental principles that guide all purchasing decisions and procedures: *fair and open competition, fiscal responsibility, transparency and accountability, supplier diversity, legal compliance, and best value determination.*

Fair and open competition ensures that maximum practical competition is achieved to secure the best value for taxpayers through transparent, unbiased selection processes. Fiscal responsibility demands prudent stewardship of public resources through careful market analysis, cost comparison, and lifecycle cost consideration.

Transparency and accountability require that all procurement processes be conducted openly with clear documentation that can withstand public scrutiny and audit review. The City is committed to supplier diversity through meaningful inclusion of small, local, minority-, women-, and veteran-owned businesses in procurement opportunities. Legal compliance ensures full adherence to all applicable laws and regulations at the local, state, and federal levels.

Finally, best value determination recognizes that the lowest initial price may not always represent the best value to the City when considering factors such as total cost of ownership, quality, reliability, vendor experience, and long-term maintenance requirements.

2. DEFINITIONS

Capital Asset - Property, including durable goods, equipment, buildings, installations, and land valued at \$5,000 or more, and having a useful life greater than one year.

Capital Improvement Projects – Any project to build, alter, repair, maintain or replace necessary public buildings, streets and alleys, public parks and facilities, municipal utilities, sidewalks, highways, parks or public grounds. Capital Improvement Projects are included in the City's five-year Capital Improvement Plan ("CIP").

Capital Outlay – Expenditures which result in the acquisition of or addition to capital assets (\$5,000 or more).

Competitive Bid Process – A formal procurement method where an organization invites multiple vendors to submit offers for goods or services, with the contract ultimately awarded to the vendor who provides the "best value" based on predefined criteria like price, quality, and technical capability.

Cost of Operations – Expenditures categorized as wages, benefits, supplies or contractual services; non-capital.

Emergency Conditions - A situation in which any department's operations may be severely hampered or a situation in which the preservation of life, health, safety or property may be at risk as determined by the Department Director and the City Manager.

Encumbrances – A reserved commitment of funds for future expenses, like those from a purchase order, to prevent overspending and track available budget

E-Verify- is an Internet-based system that helps employers confirm the employment eligibility of new hires in the U.S. by electronically matching information from the employee's Form I-9 against records from the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

Evaluation Committee: A group of qualified individuals appointed to objectively and fairly review and assess bids and written proposals submitted in response to a solicitation (Invitation to Bid, Request for Proposals, Requests for Qualifications). The committee's goal is to select the offeror that provides the best value and solution for the organization's needs, based on predetermined criteria, and to provide a recommendation for a contract award. The Evaluation Committee shall include the Mayor, the City Manager, and the Department Director

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

Independent Contractor – a self-employed person or entity that performs services for the City for specific work as defined in the contract's scope of work.

Invitation to Bid – A bidding process appropriate when specifications are clear and complete, award will be based primarily on price, there is limited need for vendor expertise or innovation, and standard goods or services have established specifications.

The evaluation process includes mathematical verification and correction procedures, responsiveness determination through material deviation identification, responsibility assessment covering financial, technical, and legal capacity, and selection of the lowest responsive, responsible bidder.

Over Budget Expenditures - Expenditures which have exceeded the total amount of budget by line item, department, or fund.

Professional Services – Those services within the scope of the practice of architecture, engineering, professional land surveying, industrial hygiene, legal counsel, financial advisers, accountants/auditors, business consultants, recruiters, lobbyists, and banks.

Purchase Order (PO) – A formal document issued by authorized personnel, detailing a specific order for approved goods or services, including quantities, prices, terms, and delivery information.

Request for Proposal (RFP) – The RFP process is used when qualitative factors are important to the selection decision, innovation and technical approach evaluation is

needed, best value determination requires multiple criteria, or complex services require detailed methodology evaluation.

Request for Qualifications (RFQ)/ Statement of Qualifications (SOQ) – The RFQ/SOQ process applies to Architect/Engineer services under Qualifications-Based Requirements (QBS) professional services, in compliance with the *Brooks Act (Public Law 92-582) for Architectural and Engineering Services*, requiring specialized expertise, multi-step procurements with qualifications shortlisting, and prequalification for major construction projects.

Retainage – A portion or percentage of payments due for work completed on a contract that is held back until the entire job (or some lesser defined portion thereof) is completed satisfactorily.

SAVE- is the federal Systematic Alien Verification for Entitlement Program that is used to verify the eligibility of anyone applying to the City for a public benefit, which includes contracts.

Services – The furnishing of a contractor’s labor, time or effort not involving the delivery of a specific end product other than reports and other defined deliverables, which are a result of the required performance. The term does not include professional services as previously defined.

Sole Source Purchase – A non-competitive purchasing method for procuring goods or services from only one source, without soliciting bids from multiple sources, because no other source can fulfill the requirement, often due to unique proprietary features, compatibility needs, or a lack of alternatives after sufficient market research.

Surplus Property – Materials and equipment which are no longer necessary to City operations, are obsolete, or are deemed excessively expensive to maintain.

Unbudgeted expenditures – Expenditures for which no funds have been budgeted.

Written Bid Process – Term used to encompass bidding, request for proposals, or request for qualifications when trying to get the best price or contractor for a project.

3. ADMINISTRATIVE STRUCTURE & AUTHORITIES

The Mayor serves as the chief executive of the City of Jonesboro. The Mayor possess all of the executive and administrative power granted to the city under the constitution and laws of the State of Georgia, and all the executive and administrative powers contained in the City of Jonesboro Charter (Sec. 2.26). The Mayor ensures that all laws and ordinances of the city are faithfully executed. The Mayor exercises supervision over all executive and administrative work of the city and provides for the coordination of administrative activities. In the absence of a City Manager, the Mayor has the authority to delegate the duties of the role.

The City Manager shall serve as the Chief Procurement Officer with overall responsibility for procurement system integrity and compliance. This role includes

authority to sign contracts within Council-delegated limits (include dollar limit once ordinance amended to coincide with the amount that requires Council approval) and the power to issue administrative procedures and emergency procurement authorizations. The City Manager approves sole source justifications and change orders while ensuring that all staff comply with established policies and legal requirements.

The City Manager responsibilities include management of the competitive solicitation process, maintaining the procurement calendar, standardized templates, and document repository. This role includes responsibility for posting notices to the Georgia Procurement Registry and other required venues, handling protest procedures and vendor inquiries, and coordinating with legal counsel on complex procurements.

The Finance Director maintains fiscal oversight through encumbrance controls and administration of the Purchasing Card program and vendor registration system. This position includes responsibility for verifying fund availability before solicitation issuance, processing payments, maintaining financial records, and conducting procurement audits and compliance reviews to ensure financial accountability.

Department Directors play a crucial role by initiating procurement requests with detailed specifications based on their operational expertise. They participate in evaluation committees within their areas of expertise and manage contract performance and deliverable acceptance once contracts are awarded. Department Directors also monitor contractor compliance and performance while identifying procurement needs during the annual planning process.

The Department Directors responsibilities include day-to-day contract administration and vendor relations, monitoring deliverable schedules, quality standards, and performance metrics. They process change orders and payment approvals within their authority limits while maintaining comprehensive project documentation and correspondence files.

The City Attorney provides essential legal oversight by reviewing solicitation documents for legal sufficiency and advising on protest resolution and ethics matters. This role includes reviewing insurance, bonding, and indemnification requirements and providing guidance on compliance with applicable laws and regulations.

4. PURCHASING LEVELS AND PROCESSES

	< \$2,500.00	\$2,500.00 - \$9,999.99	\$10,000.00 - \$49,999.99	\$50,000 & > all purchases
Bid/ Proposals & Forms	No Purchase Order is necessary; can use procurement card (p-card) or City's vendor account for transaction and turn in receipt along with any invoice received	1. Purchase Order 2. State Contract Purchase or minimum of three (3) written bids/quotes/proposals 3. Purchase agreement approved by Department Director	1.State Contract Purchase or minimum of three (3) written bids/quotes/ proposals 2.Contract as appropriate and approved by City Manager 3.Purchase Order	1. Competitive Sealed Bid Process or as otherwise defined 2. Contract approved by City Manager & City Council 3. Purchase Order 4. City Manager notifies City Council of expenditure approval.
			City Council approval required if project not in the annual budget except as provided for below.	
Approvals	Department Head/Director	Department Director & City Manager	Department Director, City Manager & City Council	Department Director, City Manager & City Council
Amendments & Change Orders			Increases greater than 5% or \$2,500 (excluding any contingency) require additional approval of Council	

1. All bids/quotes/proposals are public information and are subject to the provisions of the Georgia Open Records Act (O.G.A. 50-18-90 et seq.).
2. Retain all bids/quotes/proposals for a minimum of three (3) years after the contract's expiration date, consistent with the Georgia Open Records Act. The Purchasing Agent should retain the original of all competitive sealed bids/proposals/qualifications as required by the retention schedule.
3. One original signed contract must be submitted to the City Manager and City Clerk for the record.
4. Projects and purchases shall not be divided to avoid higher approval levels.
5. Purchases of up to \$2,500 do **not** require a City purchase order but do require the approval of the relevant Department Director and must be coded with the corresponding expenditure charge account number. These purchases can be handled in the most effective way deemed appropriate by the Department Head. Alternative price quotations are strongly encouraged but are not mandatory.

6. Procurement Card (P-Card) purchase receipts or invoices must be submitted in accordance with the *City of Jonesboro's Procurement Card Policy*.
7. Supplies required for the operation of municipal offices and departments shall be purchased as required. If purchase is charged to City's vendor account with no payment at time of purchase, an invoice shall be submitted to the Finance Department to be processed by accounts payable. P-Card holder should not return and make any payment on City's account to prevent duplicate payments to the Vendor.
8. Procurement of all services and consulting of \$2,500.00 or more requires the Vendor to provide an E-Verify Contractor's Affidavit or SAVE document, completed, signed and notarized, with the original sent to Purchasing.
9. The City Manager is authorized to manage and approve unbudgeted non-capital purchases from the City's non-capital accounts so long as purchases do not result in a deficit balance.
10. Unbudgeted capital purchases of any amount shall require a purchase order and must have Council approval regardless of cost, except as provided for below:

The City Manager shall have the authority to approve unbudgeted capital expenditures or capital expenditures that exceed the line-item budget, up to \$2,500, so long as the funds can be covered by cost savings on another purchase. Any unbudgeted capital purchases must be authorized by the City Manager and must be presented to the City Council for approval.

11. All purchases shall demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost consistent with the quality and service needed to maintain efficient operations of the City. Within these parameters, it is expected that purchases of goods and services will be made from local suppliers. It is understood that there may be a premium on the cost of purchasing local and Department Heads must use their administrative discretion to make the appropriate purchase.
12. The City shall ensure that awards are not made to any party that is listed on the Federal or State of Georgia Excluded Parties Listing (barred from doing business) or is otherwise excluded from or ineligible for participation in federal assistance programs when federal funds are utilized for a project.
13. The City maintains the right to reject any and all bids and proposals that are not in the best interest of the City.
14. It is the responsibility of the employee, using any City funds, to make all efforts to use the City's tax-exempt form or number and present it at the time of purchase. Sales tax on purchases will not be paid or reimbursed. Employees who fail to ensure that sales tax is not applied will be responsible for having the vendor removed and/or reimburse the sales tax.

5. PETTY CASH REQUISITIONS

The petty cash fund may be used to pay for small obligations which do not exceed \$50.00. Petty cash receipts are submitted to the Finance Director or Accounting Coordinator and will be honored only with appropriate departmental supervisor/department head approval. Petty cash requisitions will be granted under the following circumstances:

- An employee is requesting a cash advance for expenditure relating to City business and the employee is not a procurement card or credit card holder (sales receipt must be returned to the Finance Director or Accounting Coordinator within two business days);
- An employee is requesting a reimbursement for expenditure relating to City business and the employee is not a procurement card or credit card holder (sales receipts must be attached to the requisition).

It is the responsibility of the employee using the petty cash fund to make all efforts to use the City's tax-exempt number and present it at the time of purchase. Sales tax on purchases will not be reimbursed.

6. PURCHASE ORDERS (PO)

A Purchase Order shall be used to initiate the purchase of all materials or services over \$2,500. POs will be granted under the following circumstances:

- The requesting department shall be responsible for ensuring budget availability, obtaining prices, designating Vendors, and preparing a PO far enough in advance of the required date;
- All POs must be approved by the Department Director, and the City Manager and, if over \$10,000, also approved by the Mayor.
- A PO number must be obtained prior to placing orders with Vendors.

A standard PO is to be used for all purchases **excluding** the following areas (*Capital improvement projects cannot be exempt*):

EXEMPT ITEMS

- Council Approved Professional Services Contracts;
- Debt Service;
- Grants, Contributions, and Intergovernmental Agreement Obligations;
- Insurance;
- Investment Transactions;
- Land Acquisition;
- Lease Payments;
- Maintenance and Support Licensing Agreements (associated with an

- approved contract);
- Payroll (checks, taxes, and deductions);
- Professional Services as defined; and
- Utilities

6.1 PURCHASE ORDER AMENDMENTS

The City Manager has the authority to pay an invoice:

- that exceeds the PO by less than 5% or \$2,500 (whichever is less).
- when the actual expenditure exceeds the PO amount by 5% or \$2,500 (whichever is less).

7.SOLE SOURCE PURCHASES

It is the policy of the City of Jonesboro to recognize and solicit quotes. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one Vendor who can provide the good or service. These purchases should be used if in the best interest of the City, and the following procedures shall apply:

7.1. PURCHASE IN THE AMOUNT OF \$10,000 OR MORE

Bidding procedures may be waived by the City Manager when it has been demonstrated that the requested goods or services are a sole source purchase. If the sole source purchase is not approved by the City Manager, the department shall obtain additional bids or quotes in compliance with this Policy. After approval by the City Manager, the sole source purchase shall be submitted to Council for approval.

8. INFORMAL BIDS/COMPETITIVE BID/REQUEST FOR PROPOSALS (RFPs)/REQUEST FOR QUALIFICATIONS (RFQ)

Bidding procedures are used to provide Vendors the opportunity to bid, to elicit greater Vendor response, to meet City Charter and City Code requirements, to meet Georgia statutory requirements applicable to the City, and to promote competitive prices from Vendors for the purchase of capital equipment and other items of significant monetary value. Department Directors reserve the right to call for competitive bids without regard to amount. As used herein, “bidding” shall include requests for bids, requests for proposals, requests for qualifications, and/or statements of qualifications. The responsible Department Director shall determine when bidding procedures shall utilize a request for bids, request for proposals, request for qualifications/statement of qualifications, as appropriate.

All purchases of goods or acquisition of services above \$50,000 and all purchases

of heavy equipment shall require competitive bidding procedures unless otherwise required by the City Charter, City Code or state statute applicable to the City. Competitive/formal bidding” includes invitations to bid, requests for proposals (RFP), requests for qualifications (RFQ), and statements of qualifications (SOQ).

- All requests for competitive bids shall be published at least two (2) times in a newspaper of general circulation in the City. The last publication shall not be more than twenty (20) days or fewer than fourteen (14) days prior to the date set for the opening of bids. Such notice may also be published in other publications of limited circulation or trade journals. In addition to publication, the formal bid must be posted on the City’s website and may be posted on other websites.
- Notices, general instructions, conditions and specifications are not required to be published and may be mailed or emailed to identified Vendors and may be posted on the City’s web site.

Exemptions to this policy are bids obtained through the specific processes listed below in “State and Other Allowed Bids” and “Sole Source Purchases.”

8.1. INFORMAL BIDS FOR PROJECTS UNDER \$50,000

All purchases within the financial parameters of \$2,500 to \$50,000 shall require informal bidding procedures.

- For purchases between \$2,500 and \$10,000, the requesting department shall obtain and document a minimum of three (3) written quotations. If three (3) quotations are not obtained, valid justification must be provided with the Purchase Order and approved by the Department Director and City Manager.
- For purchases between \$10,000 and \$50,000, the requesting department shall request a minimum of three (3) written quotations. If three (3) written quotations are not obtained, valid written justification must be provided and approved by the City Manager.
- Notwithstanding the above requirements, Department Directors or the City Manager may require a competitive bid process for any project regardless of the amount.

Informal Bid Process: (unless otherwise stated, the responsibility and supervision for these steps falls on the requesting department head/director)

- a) Develop specifications/information. Upon finalization of the specifications, prepare any documents required by the informal bid;
- b) Mail a copy of specifications to identified Vendors;
- c) Use the RFP/RFQ/SOQ process if Department Director determines it appropriate for the project;
- d) Post a copy of specifications/RFP/RFQ/SOQ to the City’s official

- website and send to any other appropriate websites;
- e) Evaluate the bid/proposal results and determine which bid/proposal serves the City's best interests;
 - f) Use the City-approved Contract form (Appendix G);
 - g) Submit the Purchase Order and quotes to the City Manager. If the recommended Vendor has not submitted the low bid, ensure that there is adequate justification for the higher bid; and
 - h) The Deputy Clerk issues the Purchase Order.

8.2. COMPETITIVE BIDS FOR PROJECTS OVER \$50,000

Competitive Bid Process: (unless otherwise stated, the responsibility and supervision for completing these steps falls on the requesting department head/director)

- a) Develop specifications. Upon finalization of the specifications, determine any special requirements, such as bid, performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below;
- b) Prepare all bid documents required by the formal bid and public notice. All bid documents are subject to the provisions of the Georgia Open Records Act. Bid documents shall contain the following information:
 - Where the bidder can obtain bid documents;
 - Any costs of bid documents;
 - Bid submittal deadline;
 - Date, time and location of bid openings;
 - Any bond or insurance requirements;
 - Any special requirements;
 - A statement to the effect that the City reserves the right to reject any and all bids, and to accept an offer from a responsible bidder, deemed best value to the City ;
 - General conditions;
 - Minimum specifications;
 - Bid proposal form;
 - Delivery date or completion date;
 - Period of bid validity; and
 - Bidder/proposer must sign the Prohibition Against Employing Illegal Aliens at the time of submitting the bid and verify that bidder/proposer is lawfully present in the

United States, if applicable.

- c) Departments will be responsible for obtaining at least three (3) bids/proposals if available. If three (3) bids/proposals are not obtained, valid justification must be provided and approved by the City Manager;
- d) Conduct the public bid opening per the advertised bid opening date (if required). Any bids received after the specified time will be returned to the bidder. These bids may need to be opened in order to process a return of the bid;
- e) Evaluate the bid results and determine which bid serves the City's best interests. If the recommended Vendor has not submitted the low bid, provide justification for the higher bid;
- f) Reports:
 - If over \$50,000 (or a project that is not in the approved annual budget), advise the City Manager's Office that the item needs to go on the City Council agenda and prepare a City Council item listing the preferred Vendor and justification.
- g) Use City Attorney approved contracts and insurance and bond requirements;
- h) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;
- i) Obtain signatures on all contracts;
- j) Complete Purchase Order and forward to the City Manager.
- k) Deputy Clerk issues a Purchase Order;

8.3 REQUEST FOR PROPOSAL (RFP)

The RFP process is used when qualitative factors are important to the selection decision, innovation and technical approach evaluation is needed, best value determination requires multiple criteria, or complex services require detailed methodology evaluation.

The evaluation structure requires pre-published evaluation criteria and weights, independent evaluation by qualified committee members, scored evaluation forms with narrative justification, competitive range determination and discussions when beneficial, and Best and Final Offer (BAFO) processes when announced in the original solicitation.

Request for Proposal Process: (unless otherwise stated, the responsibility and supervision for completing these steps falls on the requesting department head/director)

- a) Develop project information, determine any special

requirements, such as performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below;

- b) Prepare the request for proposal. All documents are subject to the provisions of the Georgia Open Records Act. Request for Proposals shall contain the following information:
- Where the bidder can obtain information;
 - Proposal submittal deadline;
 - Date, time and location of RFP openings (only a list of the proposals will be made available until such time as all proposals can be evaluated);
 - Any bond or insurance requirement;
 - Any special requirements;
 - A statement to the effect that the City reserves the right to reject any and all proposals, and to accept the proposal deemed to be the lowest cost and a reliable and responsible proposal;
 - General conditions;
 - Minimum specifications;
 - Bid proposal form (if there is one);
 - Delivery date or completion date;
 - Period of bid validity; and
 - Bidder/proposer must sign the Prohibition Against Employing Illegal Aliens at the time of submitting the bid and verify that bidder/proposer is lawfully present in the United States, if applicable.
- c) Departments will be responsible for obtaining at least three (3) proposals if available. If three (3) proposals are not obtained, valid justification must be provided and approved by the City Manager.
- d) The RFP may be mailed or emailed to identified Vendors and shall be posted on the City's website;
- e) Conduct the public RFP opening per the advertised opening date. Any proposals received after the specified time will be returned to the bidder. These proposals may need to be opened in order to process the return (only a list of the proposals will be made available until such time as all proposals can be evaluated);
- f) Evaluate the proposals and determine which proposal serves the City's best interests. If the recommended Vendor has not

- submitted the low bid, provide justification for the higher bid;
- g) Use City Attorney approved contracts and insurance and bond requirements;
 - h) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;
 - i) Obtain signatures on all contracts;
 - j) Complete Purchase Order and forward to the City Manager; and
 - k) City Manager issues a Purchase Order.

8.4. REQUEST FOR QUALIFICATIONS (RFQ) / STATEMENT OF QUALIFICATION (SOQ)

The RFQ process applies to Architect/Engineer services and must be in compliance with the *Brooks Act (Public Law 92-582)* Qualification-Based Selection (QBS) requirements, requiring specialized expertise, multi-step procurements with qualifications shortlisting, and prequalification for major construction projects.

Process elements include qualifications-based evaluation and ranking, shortlist determination typically involving 3-5 firms, scope development and fee negotiation with the top-ranked firm, and contract award or proceeding to the next-ranked firm if negotiations fail.

Request for Qualifications Process: (unless otherwise stated, the responsibility and supervision for completing these steps falls on the requesting department head/director).

- a) Develop minimum qualifications for project. Upon finalization of the specifications, determine any special requirements the Vendor must have. See bonding and insurance requirements listed below;
- b) The RFQ may be mailed or emailed to identified Vendors and shall be posted on the City's website;
- c) Prepare the request for qualifications. All documents received in response to the RFQ become public information upon completion of the RFQ, except that the City may determine not to disclose trade secrets or other confidential commercial, financial or personal information;
- d) Once all RFQ's are evaluated and the list of qualified Vendors is determined, a bid request or RFP for the specific project can be prepared and the above steps shall be followed with those specific Vendors.

9. ANNUAL CONTRACTS

All service contracts must specifically state the term of the contract and the options for renewing the contract (if applicable) beyond the original term. In no case shall any service contract have an indefinite term. Contracts should begin and end within the current fiscal year. It must also be expressly stated in any multi-year service contract—which is any contract with a term extending beyond the current fiscal year—that all financial obligations of the City beyond the current fiscal year are subject to annual appropriation. Standard language for this purpose is as follows: “Contractor acknowledges that any potential expenditure for this Agreement outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure, and nothing in this Agreement constitutes a debt or direct or indirect multiple fiscal year financial obligation of the City.”

10. PURCHASING DURING EMERGENCY OR DISASTER CONDITIONS

An emergency shall be defined as a situation in which any department’s operations may be severely hampered or a situation in which the preservation of life, health, safety or property may be at risk as determined by the Department Director and City Manager.

The required purchasing procedures stipulated in the Purchasing Levels Section and other areas of this policy shall be waived for emergency purchases. A summary of all emergency purchases shall be prepared by the City Manager and submitted for review and ratification by Mayor and City Council at the earliest City Council meeting possible.

When the need for an emergency purchase occurs during normal working hours, the Department Director will request approval from the City Manager or their designee, who will provide written approval to the requesting department. The user department or City Manager will note the emergency on the check request form, sales ticket or invoice.

During a partial or full activation of the Clayton County Emergency Operations Center (EOC) that requires the presence of a City Manager representative on site, the approval authority as set forth in the Purchasing Levels Section is hereby revised to read as follows:

- Department Director and Mayor – Approval of emergency purchase up to \$50,000.
- City Manager – Approval of emergency purchase over \$100,000.

11. LOCAL VENDOR PREFERENCE

To encourage purchasing within the City of Jonesboro, it is the policy of the City to recognize and solicit quotes/bids/proposals from local Vendors. Whenever such local sources exist and are competitive, purchases shall be made from local Vendors; however, all purchasing ordinances and policies as well as any other City award factors still apply. To be considered within this policy, local Vendors must have a current valid business registration or sales tax license on file with the City of Jonesboro.

As deemed appropriate solely within the discretion of the City, bids may be awarded to local Vendors providing the proposal or quote is within 5% or \$1000 (whichever is less) of the lowest bid. The next preference would be given to bidders in the same county as the city, using the same criteria.

In an event where it may be prohibited as a condition of any grant, or violation of law, the local Vendor preference shall not be applied.

Implementation requirements include preference provisions in solicitation documents, local business certification verification, application of preference in evaluation process documentation, and monitoring of program effectiveness and small business participation.

12. BIDDER LIST AND BID EVALUATION

A Bidder's List may be established and maintained by individual Departments and approved by the Department Director or City Manager in an effort to promote competitive bidding from qualified Vendors and to establish a source of supplier.

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- The bidder's ability, capacity and skill to perform within the specified time limits;
- The bidder's experience, reputation, efficiency, judgment, and integrity;
- The quality, availability, and adaptability of the supplies or materials bid;
- Bidder's past performance;
- Sufficiency of bidder's financial resources to fulfill the contract;
- Bidder's ability to provide future maintenance or service;
- Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing facilities, equipment or hardware);

If a bid other than low bid is recommended, the requesting department must demonstrate how the higher bid serves the best interests of the City.

13. BONDING REQUIREMENT

Bonds shall be executed on forms prescribed or approved by the City Manager based on review by the City Attorney, as to form, and State of Georgia law. Normally, bonding should be used only on critical, or complex purchasing actions and must be used for Public Works Construction Projects over \$100,000. The City may declare the purchasing of any standard items of commerce and services from standard trades and professions, which are not altered or customized to unique City specifications, to be exempt from bonding requirements.

13.1 Examples of Bonds

BID BONDS: The bid bond requirement may be satisfied by receipt of a certified bank check, cashier's check, or an irrevocable letter of credit. The bid security is submitted as guarantee that the bid will be maintained in full force and effect for a period of thirty (30) calendar days after the opening of bids or as specified in the solicitation documents. If the supplier/contractor fails to provide the bid security with the bid, the bid shall be deemed non-responsive. The bid bond shall be at least 10% of the Vendor's bid price if the bid is over \$100,000 and at least 5% of the Vendor's bid if under \$100,000.

PERFORMANCE BONDS: A performance bond, satisfactory to the City, may be required for any contract and will be used for all contracts for public roads and buildings, works or improvements awarded that exceed \$100,000. The performance bond shall be in amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchasing department to be in the best interest of the City.

PAYMENT BONDS: A payment bond for the protection of all persons supplying labor and material to the contractor or its subcontractors may be required for all public works contracts awarded in excess of \$100,000 and can also be required for public works construction contracts that are estimated at \$100,000.00 or less. The payment bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchasing department to be in the best interest of the City.

14. INSURANCE REQUIREMENT

All contractors are required to provide certificates of insurance with the City named as additional insured, for the following insurance coverages and amounts (except as waived by the City Manager):

Comprehensive General Liability

\$1,000,000 each occurrence

\$2,000,000 general aggregate

Automobile Liability

\$150,000 combined single limit – bodily injury & property damage/per person

\$600,000 combined single limit – bodily injury & property damage/two or more persons in any one occurrence

\$50,000 auto physical damage

Workers' Compensation

Statutory limits

Employers' Liability Insurance

\$100,000/ each accident

\$500,000/ disease - policy limit

\$100,000/ disease - each employee

Professional Liability (for licensed professional services)

\$1,000,000 each occurrence

\$2,000,000 general aggregate

15. CONTRACT FORMATION & ADMINISTRATION

15.1 ETHICS IN CITY CONTRACTING

City officers, employees and public body members may not have an interest in a contract with the City, unless the interest is disclosed and that person is recused from participating in the decision process. Further, city officers, employees or public body members with an interest in a contract may not attempt to influence any City employee or decision maker who has influence or decision-making power over the contract.

15.2 Contract Types and Selection

Fixed-price (FP) contracts include lump sum arrangements for well-defined deliverables and unit price structures for quantity-based work. These contracts are appropriate when scope and specifications are clear and place performance risk primarily with the vendor.

Time and Materials (T&M) contracts utilize hourly rates with materials at cost and require not-to-exceed ceiling amounts. These contracts are appropriate for professional services and maintenance work but require enhanced oversight for cost control.

Labor Hour (LH) contracts utilize hourly rates, at not-to-exceed hours, with no materials. These contracts are appropriate for consultants and professional services.

Cost-reimbursable (CR) contracts are limited to federal grants with prior grantor

approval and require detailed cost accounting and audit provisions. These contracts are appropriate for research and development work but demand maximum oversight and documentation requirements.

15.3 Standard Contract Terms and Conditions

Essential contractual elements include scope of work/deliverables with performance standards, period of performance, contract price and payment terms, performance schedule with milestone dates, warranty and guarantee provisions, insurance and bonding requirements, indemnification and limitation of liability clauses, termination provisions for convenience and default, dispute resolution procedures, and applicable law and venue provisions.

Compliance clauses must address E-Verify participation and documentation, equal employment opportunity requirements, immigration law compliance certification, non-discrimination and fair employment practices, open records law compliance and confidentiality, and ethics and conflict of interest prohibitions.

15.4 Purchase Order System

Purchase orders are required for all commitments except P-Card micro-purchases and declared emergencies. Purchase orders must reference solicitation/contract numbers and applicable terms, include detailed descriptions of goods/services and delivery requirements, specify invoicing instructions and payment terms, and include applicable compliance certifications.

The three-way match process requires purchase order/contract authorization, receipt/inspection documentation, vendor invoice verification, and Finance approval before payment processing.

15.5 Change Order Management

Change orders are appropriate for scope changes within the general contract purpose, unforeseen site conditions or technical requirements, owner-requested modifications or enhancements, and regulatory requirement changes during performance. Department Directors/Heads are responsible for the oversight and approvals of change orders.

The approval process requires written change order requests with justification, cost and schedule impact analysis, funding availability verification, City Attorney review for significant legal term changes, and appropriate approval authority based on cumulative change value.

Documentation requirements include change order forms with sequential numbering, detailed cost breakdown and time impact analysis, updated contract amounts and completion schedules, contractor acceptance signatures, and project file updates with all change documentation.

15.6 Performance Management and Oversight

Contract administration responsibilities include designated project/contract manager assignment, pre-performance meetings with key stakeholders, regular progress monitoring and reporting, quality assurance and deliverable acceptance, safety compliance and site inspection for construction, and invoice review and payment authorization.

The performance evaluation process encompasses milestone achievement tracking, deliverable quality assessment, schedule adherence monitoring, budget performance analysis, contractor communication and responsiveness evaluation, and final performance rating for future reference.

15.7 Receiving Procedure and Payment Processing

It shall be the responsibility of the receiving department/division to ensure that shipped goods are received as ordered and in good condition. Upon receipt of merchandise, check quantity, quality, and any specifications such as model number, etc. to ensure that the goods have been received as indicated on the packing slip and as ordered on the Purchase Order.

- Receiving documents (Packing Slip or Receipt of Goods Form – Appendix C) must be signed and dated by the employee receiving the goods.
- If the goods are faulty or damaged, notify the Vendor and Accounts Payable immediately. If damage is concealed or not noticed at time of delivery, retain all boxes and packing lists and notify Vendor immediately upon discovery.

It shall be the responsibility of the receiving department/division to inform Accounts Payable of the delivery and acceptance of an order by submitting the receiving documents with the check request for payment.

Standard payment terms include up to Net 30 days for goods and services, progress payments for construction based on work completed, retainage per Georgia statute for public works up to 5%, and prompt payment compliance with state law requirements.

Payment processing requirements include invoice submission in approved formats, three-way match verification, sales tax exemption application, electronic payment preference through ACH or wire transfer, and payment dispute resolution procedures.

All invoices shall be emailed by the Vendor directly to the attention of Accounts Payable.

15.8 Contract Closeout Procedures

Closeout requirements include final deliverable acceptance and inspection, warranty documentation and training completion, as-built drawings and operation/maintenance manual submission, inventory tagging and asset recording,

lien and claim release documentation, performance evaluation completion, and final payment processing and record archiving.

Record retention encompasses complete contract file preservation, financial transaction documentation, correspondence and change order history, performance evaluation and lessons learned documentation, and compliance with state/federal retention schedules.

16. PURCHASING CARD PROGRAM

16.1 Program Structure and Governance

The P-Card program is administered by the Finance Director as Program Administrator, with departmental approvers designated for transaction oversight, quarterly program review and audit procedures, and annual cardholder training and recertification requirements.

Eligible purchases include micro-purchases of \$10,000 or less per transaction, emergency purchases with subsequent documentation, routine supplies and materials with established vendors, and training, travel, and conference expenses per established policies.

16.2 Cardholder Responsibilities and Controls

Transaction limits are established based on position and need, including individual transaction limits, monthly spending limits with automated controls, Merchant Category Code (MCC) restrictions, and geographic usage limitations with domestic preference.

Documentation requirements include detailed receipts for all transactions within 3 business days, monthly transaction reconciliation and approval, business purpose justification for each purchase, and compliance with applicable procurement policies.

Prohibited uses include personal purchases or cash advances, split purchases to avoid competition thresholds, purchases exceeding individual transaction authority, and gift cards, and entertainment, and alcohol purchases.

16.3 Monitoring and Compliance

Program auditing includes monthly transaction review by Finance Department, quarterly random audits of cardholders and approvers, annual comprehensive program evaluation, and exception reporting and corrective action procedures.

Disciplinary actions follow progressive enforcement with first violation resulting in written warning and additional training, second violation causing card suspension and management review, third violation leading to card cancellation and disciplinary

action, and fraud or intentional misuse resulting in immediate termination and referral for prosecution.

17. RECORDS MANAGEMENT, TRANSPARENCY, AND REPORTING

17.1 Record Keeping Requirements

Complete procurement files must contain original requisitions and needs assessments, market research and method selection documentation, solicitation documents and amendments, vendor communications and clarifications, bid/proposal submissions and evaluation materials, award documentation and contract execution, performance monitoring and payment records, change orders and modifications, and final closeout documentation and performance evaluations.

Document management standards prefer electronic document management systems with original signatures maintained in appropriate formats, backup and disaster recovery procedures, version control and document security measures.

17.2 Open Records Compliance

Procurement records are generally public after award, with sealed bids/proposals exempt until award or cancellation. Trade secrets and proprietary information receive appropriate protection, and timely response to open records requests within 3 business days is required.

The City's Open Records Officer, which is the City Clerk, maintains these responsibilities include centralized request processing and coordination, exemption determination and legal consultation, fee calculation and collection per statutory rates, and response tracking and compliance monitoring.

17.3 Public Posting and Transparency

Required postings include all formal solicitations on City website, Georgia Procurement Registry postings per statutory requirements, award announcements and contract information, and annual procurement activity summaries.

Website content management encompasses current procurement opportunities with submission requirements, vendor registration information and instructions, procurement policies and procedures accessibility, and contact information for procurement staff.

17.4 Performance Reporting and Analysis

Quarterly reports include procurement activity summaries by department and category, competition levels and vendor participation analysis, small business utilization tracking, emergency procurement summaries and justifications, and P-Card program compliance and exception reporting.

Annual comprehensive reports encompass total procurement volume and savings achievement, vendor diversity and participation statistics, policy compliance and audit findings, process improvement recommendations, and training completion and certification status.

18. VENDOR MANAGEMENT AND SUPPLIER DIVERSITY

18.1 Vendor Registration and Prequalification

Standard vendor requirements include business license verification and tax compliance, insurance certificates meeting City standards, E-Verify participation and documentation, W-9 tax forms and payment information, and references and past performance documentation.

Optional prequalification programs may include construction contractor prequalification with objective criteria, professional services qualification databases, emergency services vendor pre-agreements, and annual renewal and update requirements.

18.2 Supplier Diversity and Inclusion

Program objectives focus on meaningful participation by small, local, minority-, women-, and veteran-owned businesses, capacity building and technical assistance provision, mentor-protégé program development, and annual participation goal establishment and monitoring.

Outreach activities include vendor fairs and networking events, small business workshops and training programs, one-on-one technical assistance and counseling, partnership with economic development organizations, and targeted solicitation notifications.

18.3 Vendor Performance Management

The performance evaluation system utilizes standardized performance evaluation forms, regular assessment during contract performance, final performance ratings at contract completion, performance database maintenance for future reference, and recognition programs for exceptional performance.

Corrective action procedures include performance improvement plan development, enhanced monitoring and oversight, technical assistance and support provision, and contract modification or termination when necessary.

18.4 Suspension and Debarment

Grounds for suspension or debarment include conviction of criminal offenses related to public contracting, civil judgments for fraud or similar misconduct, serious

contract performance failures, ethics violations or conflicts of interest, and repeated minor performance issues that demonstrate a pattern of unreliability.

Due process requirements ensure fair treatment through written notice of proposed action with specific grounds, opportunity for hearing and response within 30 days, independent review by City Attorney, final decision by City Manager with appeal rights, and public notice and vendor notification procedures.

19. RISK MANAGEMENT AND INTERNAL CONTROLS

19.1 Segregation of Duties

Key control points include separation of requisition, approval, and receiving functions to prevent fraud and errors, independent verification of vendor performance and payments, dual approval requirements for high-value transactions, rotation of evaluation committee membership to prevent conflicts, and regular audit and compliance monitoring.

Authority limitations establish clear delegation of approval authority by dollar amount, prohibition on self-approval of purchases or payments, required supervisory review of subordinate transactions, conflict of interest disclosure and management, and exception reporting and escalation procedures.

The City Manager shall have the authority to implement processes and procedures to ensure compliance with this Section.

19.2 Financial Controls and Budget Management

The encumbrance system requires mandatory encumbrance before solicitation issuance, real-time budget availability verification, multi-year contract impact analysis, change order funding verification, and year-end commitment and rollover procedures.

Audit and compliance functions include internal audit with procurement expertise, external audit coordination and support, federal grant compliance monitoring, policy compliance testing and reporting, and corrective action tracking and implementation.

The City of Jonesboro's Finance Director will be responsible for processes implemented to comply with this Section.

19.3 Information Technology and Cybersecurity

IT procurement requirements include enhanced security requirements for IT services and equipment, data protection and privacy compliance verification, business continuity and disaster recovery capabilities, software licensing and intellectual property protection, and vendor background checks and security clearances when appropriate.

Cybersecurity standards encompass network security assessment requirements, data encryption and transmission protection, incident response and recovery procedures, regular security updates and patch management, and compliance with applicable cybersecurity frameworks and standards.

The City recognizes that technology procurement presents unique risks and opportunities that require specialized expertise and enhanced security considerations. All IT procurements must undergo security review by the head of IT for the City of Jonesboro to ensure compatibility with existing systems, adequate protection of sensitive data, and compliance with applicable privacy laws and regulations.

20. CONCLUSION

This comprehensive Procurement Policies Manual establishes the framework for efficient, transparent, and legally compliant procurement activities for the City of Jonesboro, Georgia. The policies outlined herein ensure that all procurement activities are conducted with appropriate competition, proper documentation, meaningful participation of small and diverse businesses, and adherence to applicable laws and regulations while achieving the best value for taxpayers.

Regular review and updates of these policies ensure continued effectiveness and compliance with changing legal requirements and best practices in public procurement. All City personnel involved in procurement activities are responsible for understanding and implementing these policies in their daily operations.

The success of the City's procurement program depends on the commitment of all stakeholders to maintain the highest standards of integrity, transparency, and fiscal responsibility while fostering meaningful opportunities for vendor participation and economic development within the community.

APPENDICES

