



# LAWRENCEVILLE

## GEORGIA

### AGENDA REPORT

MEETING: WORK SESSION, APRIL 1, 2026

AGENDA CATEGORY: GENERAL CITY BUSINESS

<b>Item:</b>	Presentation of an Ordinance Amending Article IX – Procurement
<b>Department:</b>	Finance
<b>Date of Meeting:</b>	Wednesday, April 1, 2026
<b>Fiscal Impact:</b>	N/A
<b>Presented By:</b>	Keith Lee, Chief Financial Officer
<b>Action Requested:</b>	Review the proposed ordinance and presentation and have a follow-up presentation at the May Work Session with a May Regular Meeting adoption.

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**Summary:** The purpose of this agenda item is to present a proposed amendment to Article IX – Procurement of the City Code of Ordinances and to request City Council consideration of adoption of the ordinance.

The proposed ordinance establishes a modernized procurement framework designed to improve transparency, strengthen internal controls, promote best-value purchasing, and align the City’s procurement practices with nationally recognized standards, including those recommended by the Government Finance Officers Association (GFOA) and the National Institute of Governmental Purchasing (NIGP).

This ordinance serves as the legal foundation for the City’s updated procurement governance structure and is a key component of a broader procurement modernization initiative currently underway.

**Background:** In 2025, the City engaged Mauldin & Jenkins to conduct a comprehensive operational assessment of the City’s procurement function. The assessment evaluated the City’s purchasing practices, governance structure, internal controls, and documentation processes.

The assessment identified several areas where improvements could enhance operational consistency, transparency, and compliance with leading public procurement practices. Key observations included:

- Inconsistent procurement practices across departments
- Limited documentation of procurement workflows
- Decentralized interpretation of procurement thresholds and methods
- Limited vendor oversight and performance management
- Insufficient internal control and ethics frameworks

These issues were not unique to Lawrenceville and are common in growing municipalities where procurement practices evolve over time without a unified governance structure.

In response to the assessment, the City began developing a procurement modernization initiative designed to strengthen governance, clarify roles and responsibilities, and implement standardized processes across all departments.

The proposed ordinance represents the first and most important step in that modernization effort.

Major elements of the proposed ordinance include:

#### Procurement Thresholds

The ordinance establishes clear procurement thresholds to determine the level of competition required:

- Micro-Purchases: \$0 – \$2,500
- Informal Procurement: \$2,500.01 – \$125,000
- Formal Procurement: Above \$125,000

Formal procurements require competitive sealed bids or proposals unless a documented exception is authorized.

The ordinance formally authorizes Best Value procurement, allowing the City to evaluate proposals based on multiple factors beyond price, including:

- Quality
- Experience
- Technical capability
- Delivery and service
- Risk considerations

This approach ensures that the City selects vendors that provide the greatest overall value to taxpayers.

The ordinance strengthens procurement integrity by establishing requirements for:

- Conflict-of-interest disclosure
- Ethical conduct standards

- Vendor communication protocols
- Confidentiality during solicitations
- Prohibition of bid splitting or steering work to preferred vendors

Violations may result in disciplinary action or vendor disqualification.

**Fiscal Impact:** N/A

**Attachments/Exhibits:**

- Update on Proposed Ordinance.pptx
- Current Ordinance – Redline.docx
- Proposed Purchasing Ordinance – Clean.docx