



Purchasing Policy Amendment Recommendations 02.14.22

Proposed Amendment			Proposed Language
Staff/Financial Oversight Committee Recommendations	Section		
Removal of Purchasing Card Policy from Purchasing Policy	Appendix B		Remove Procurement Card Policy
Removal of language associated with the procurement card	Section III - Purchasing Agent A. 23		Remove "Administer the use of the purchasing cards in compliance with the Purchasing Card policy which is attached as Appendix B hereto and incorporated herein by reference. The use of all city issued purchasing cards shall be governed by the Purchasing Card Policy".
Increase to the amendment/change order amount from \$2,500 to \$25,000	Section IV - Procurement Process B. Purchase Orders and Contracts 7. (1) Purchasing Thresholds Matrix		"If a quoted price of a change order is more than \$25,000, it shall require additional requisition and approval from all necessary parties pursuant to the Purchasing Thresholds.
Addition of approval of Computer hardware/software purchases, marketing/media content to be approved by the Communications/IT Director	Section IV - Procurement Process. (1) Purchasing Threshold Matrix Appendix B: Purchase Requisition		Add "**** ALL COMPUTER SOFTWARE/HARDWARE AND MARKETING/MEDIA CONTENT MUST BE APPROVED BY THE COMMUNICATIONS/IT DIRECTOR". Add signature approval Communications/IT Director on Purchase Requisition
Clarification of language regarding completion of due diligence items prior to requesting a resolution from the City Council.	Section B.		"Prior to requesting a resolution from the City Council authorizing the City Manager to execute any and all closing documents to complete the purchase of the property.
Revisions to Table of Contents, revision to definition language for clarity	Table of Contents, definitions		renumbering, revised definition terms
Addition of Evaluator Conflict of Interest Criteria	Section II - Ethics in Procurement H.		Add "See Appendix D for Sample City Evaluator Conflict of Interest Disclosure"
Addition of Evaluator Conflict of Interest Disclosure	Appendix D: Sample Evaluator Conflict of Interest Declaration Form		Add Evaluator Conflict of Interest Disclosure
Addition of City Employee/Official Conflict of Interest Disclosure	Appendix C: Sample City Employee/Official Conflict of Interest Declaration Form		Add City Employee/Official Conflict of Interest Disclosure
Addition of language regarding City employee/Official Conflict of Interest	Section II - Ethics in Procurement A. 3		Add "See Appendix C for Sample City Employee/Official Conflict of Interest Disclosure"
Addition of language regarding City DBE program goal and objectives	Appendix E: Sample DBE Objectives and Goals		Add Sample DBE Objectives and Goals
Addition of language regarding Example of DBE goals	Appendix F: Example of DBE Goals		Add Sample DBE Goals