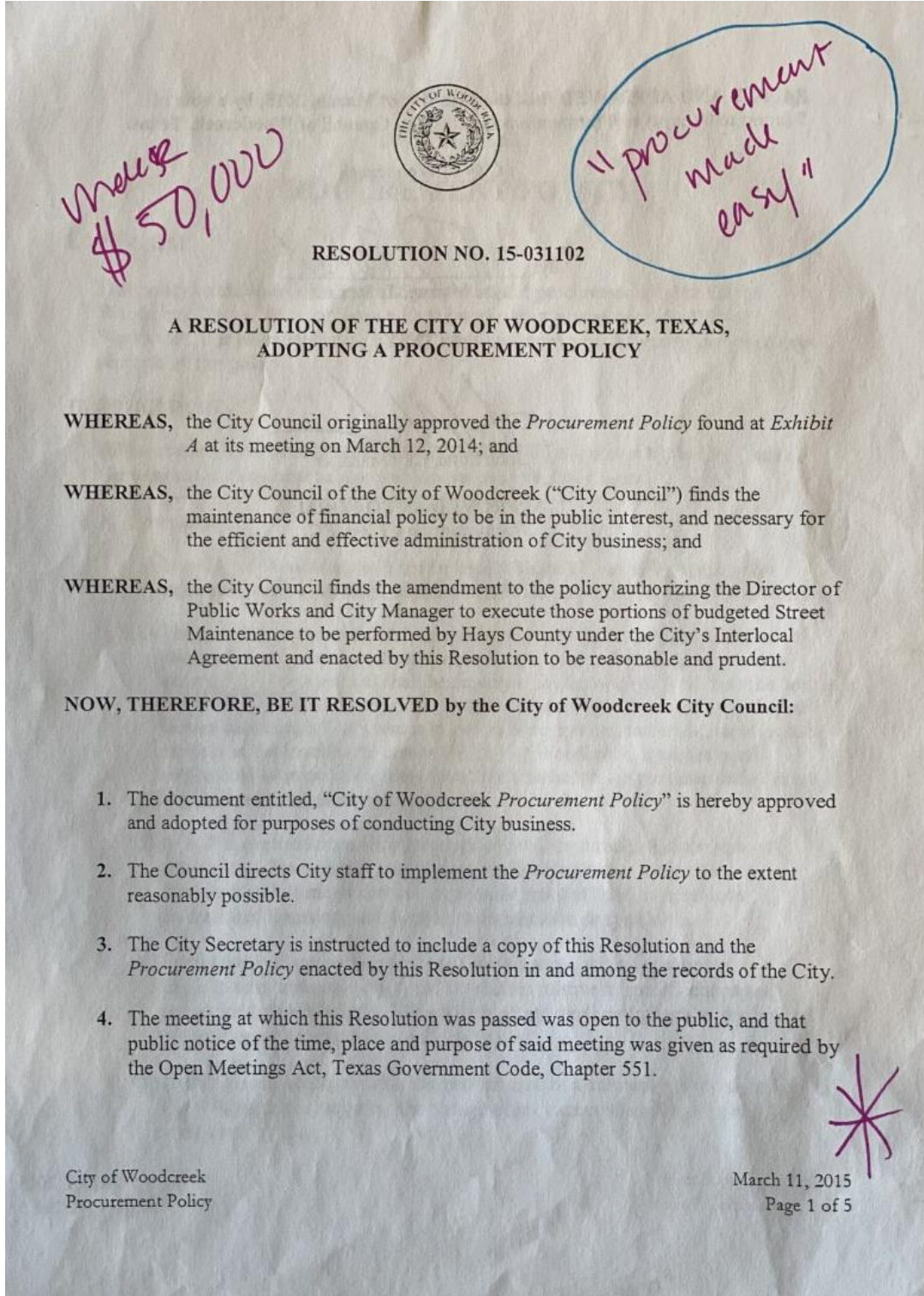


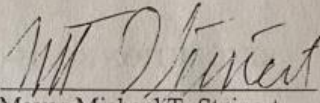
EXISTING PROCUREMENT POLICY

Handwritten notes by Councilmember Hines made in a meeting in early 2022 with City Manager Brenton Lewis and Councilmember Grummert

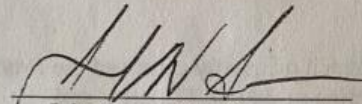


PASSED AND APPROVED this, the 11th day of March, 2015, by a vote of
5 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Woodcreek, Texas.

City of Woodcreek

by: 
Mayor Michael T. Steinert

ATTEST:


John Sone, City Manager

APPROVED AS TO FORM:
Borjorquez Law Firm, PC

City of Woodcreek

PROCUREMENT POLICY

I. PURPOSE

This policy establishes guidelines and procedures for procurement for the City of Woodcreek, Texas. In accordance with the public trust placed upon the City of Woodcreek, it is essential that all City officials and employees adhere to the procedures set forth by this policy.

II. PROCEDURE

All expenditures must be in accordance with an annual budget approved by the City Council. Unbudgeted purchases must be approved in advance by the City Council.

A. Contracting

- (1) The City of Woodcreek will not be legally bound by verbal agreements for materials, parts, equipment, supplies or services without a written purchase order.
- (2) The procurement process shall be competitive and the solicitation of **three** proposals is required for all contract work, the value of which is expected to exceed \$750.00. Approval shall be requested for the one received from the lowest and best responsible source-price, quoted delivery, vendor reliability and other factors considered. The intent is to purchase equipment, materials, supplies and services at the lowest total cost to the City of Woodcreek, from the best responsible sources. All quotes should be attached to the purchase order. Faxes, emails or written quotes are acceptable.
- (3) A W-9 is required from all contractors and will be furnished at the time of contracting. Payment may not be processed without one. Other items to be furnished at the time of contracting include proof of liability insurance, professional licensing, and worker's compensation as applicable.
- (4) Employees will coordinate with the City Manager, when appropriate, participation in negotiations with contractors relative to specifications and contractual responsibilities. This will facilitate the thorough understanding and preparation of contract terms and conditions.
- (5) If changes are necessary after the performance of a contract has commenced, the City Manager must approve the change order, except when City Council approval is required by law.

(6) City Council approval is required on all unbudgeted work orders over \$750.00.

~~*~~ (7) When estimates are received from Hays County Transportation Services, found to be fair and reasonable by the Director of Public Works, found to be within budgeted amounts by the City Manager, the City's procurement agent may approve the expenditure not to exceed \$8,000.00.

B. Local Purchases

(1) There shall be a preference in the City's procurement activities to buy local, to the extent reasonably possible and fiscally prudent, and within the confines of state law.

(2) With the authorization of the City Manager, authorized employees may make local purchases, not exceeding \$100.00 without the use of a purchase order. For purposes of this Policy, "local purchases" are those made in the city limits of Woodcreek or Wimberley.

(3) An invoice or charge slip must be obtained for all purchases and returned to the City Treasurer.

(4) No payment will be made for this type of purchase without the City Manager's approval.

C. Equipment Purchases

Equipment procurement requires a minimum of **three** quotes for all purchases over \$750.00.

D. Other purchases

Purchases for Daily Operations such as Office and Janitorial supplies will be bought in bulk. An exception to this policy for immediate need requires authorization from the City Manager.

E. Purchase Orders

(1) No Purchase orders will be processed without appropriate approvals. The requisitioner is responsible for verifying that all quotes accurately describe the materials, equipment, supplies or services to be purchased.

(2) Purchase orders will be numbered. The records should indicate the reason for any voided purchase order.

(a) After final approval, the original top copy should be maintained until work is completed and then final invoice attached and turned into the Financial Coordinator for payment.

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(b) A copy will be provided to the vendor.

F. Contract Change Orders

While every attempt is to be made to establish an exact expenditure from the initiation of the contract, a need to alter the original contract may arise. Every effort should be made during the work process to limit Change Orders, but if changes are necessary the City Manager must approve.

G. Sales Taxes

As a municipal corporation, the City is exempt from paying sales taxes. Those persons making purchases on behalf of the City are obligated to make stores and vendors aware of this exemption.

H. Means of Purchase

To the extent possible, purchases shall be made utilizing the following hierarchy, with the preferred means listed first below:

- (1) Direct bill to the City.
- (2) City-issued credit card.
- (3) Check drawn on City's bank account.

III. GUIDANCE DOCUMENT

This Policy shall be utilized as a guidance document, only. Failure to comply with the mandates of this Policy shall not be considered illegal, per se, or the violation of law. However, the City Council reserves the right to consider disregard of this Policy grounds for disciplinary action in employment situations.

IV. STATE LAW

Nothing in this Policy shall be construed as waiving or altering the mandates of state law.