



Wylie City Council

AGENDA REPORT

Department: Purchasing
Prepared By: Glenna Hayes

Account Code: 100-5154

Subject

Consider, and act upon, the approval of the 2023 Procurement Manual.

Recommendation

Motion to approve Item as presented.

Discussion

The purpose of the Procurement Manual is to provide the City with the requisite parameters for purchasing goods and services. The policies are based on Texas statutory provisions as found in the Texas Government Code, Texas Local Government Code, Texas Insurance Code, Texas Labor Code, the City Charter, and support the Finance Policies.

Updates:

Chapter 4 – Authority Limits/Paragraph C (Requisition Authority Limits)

Changed from:

\$0.01 - \$500.00 Division
\$500.01 - \$1,000.00 Director
\$1,000.01 - \$7,500.00 Purchasing & Finance Director
\$7,500.01 + City Manager (including all over budget)

Changed to:

Up to \$1,000.00 Division
\$1,000.01 - \$3,000.00 Director
\$3,000.01 - \$10,000.00 Purchasing
\$10,000.01 - \$15,000.00 Finance Director
\$15,000.01 + City Manager (including all over budget)

Staff recommends the approval of the 2023 Procurement Manual as amended. The policies are intended to:

- Simplify and clarify the laws governing purchasing by the City
- Permit the continued development of purchasing policies and practices
- Provide consistency in the purchasing practices of the City
- Increase public confidence in public purchasing
- Ensure the fair and equitable treatment of all persons who participate in the purchasing process
- Provide increased economy and efficiency in purchasing activities by avoiding unnecessary, unwarranted, and duplicative purchases.