



Wylie City Council

AGENDA REPORT

Department: Purchasing
Prepared By: Christopher Rodriguez

Account Code: _____

Subject

Consider, and act upon, the approval of the 2026 Procurement Manual.

Recommendation

Motion to approve the 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:

Competitive Thresholds

- Formal competitive procurement threshold increased from \$50,000 to \$100,000.
- Updated to align with Texas Local Government Code §252.021, which requires municipalities to use formal competitive procurement methods for contracts exceeding \$100,000.

Local Purchasing Encouragement

- Added language encouraging the use of local businesses for purchases under \$3,000, including supplies, food, and other non-professional services, whenever practical and permissible by law, to support and strengthen the Wylie economy.
- This language does not establish a local preference but reinforces the City's commitment to supporting local businesses while maintaining compliance with state law.

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.

Staff recommends approval of the 2026 Procurement Manual.