CITY OF POQUOSON

FINANCE DEPARTMENT 500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

June 27, 2016

TO: City Council

FROM: Theresa Owens, Finance Director

THROUGH: Randy Wheeler, City Manager

SUBJECT: Purchasing Manual Revision

The blacklined revision to the City's adopted purchasing manual was sent to each Council member in early June. The City adopted the manual in May 1999 and it has been revised four times since. The last revision was adopted effective July 2007. Since that time the state has made various provisions to the Virginia Public Procurement Act and various standard operating procedures needed to be revised or expanded. With the help of the summer intern from last year and the yearlong process of editing and reviewing, we have worked through the revision of the manual. It has been reviewed by Finance, another locality's purchasing department's director, the City Manager and the City Attorney.

The state allows for each locality to specify their own dollar limits and process for obtaining quotes and making small purchases. The most notable change in the manual is the limits of authority for purchasing goods and services. The current purchasing procedures manual has those limits at $30,000 for goods and nonprofessional services and $20,000 for professional services. The revised purchasing manual has those limits set at $50,000 for all goods, professional and nonprofessional services, with all contracts greater than $100,000 needing approval from City Council.

The state requires localities to prepare a formal solicitation for all goods and nonprofessional services for any purchase greater than $100,000 and for professional services that limit is $60,000.

Attached for consideration is a resolution adopting the revised manual.

RESOLUTION NO. _____

RESOLUTION ADOPTING REVISIONS TO THE CITY OF POQUOSON'S PURCHASING PROCEDURES MANUAL

WHEREAS, the City of Poquoson adopted a Purchasing Procedures Manual (Manual) May 1999; and

WHEREAS, the Manual has been revised four times, the latest being July 2007; and

WHEREAS, the State of Virginia has made various changes to the Virginia Public Procurement Act; and

WHEREAS, the Virginia Public Procurement Act allows each locality to specify their own dollar limits and processes for making small purchases; and

WHEREAS, staff recommends increasing the current limits for small purchases to be closer to the state maximum limits.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the revisions to the City of Poquoson's Purchasing Procedures Manual are approved.

Section 2: That this resolution shall be in effect as of July 1, 2016.

ADOPTED: _____

TESTE: _____
City Clerk