

CITY COUNCIL MEMORANDUM

AGENDA ITEM

Approval of the City of Killeen Purchasing Manual

ORIGINATING DEPARTMENT

Support Services

BACKGROUND INFORMATION

The City of Killeen Purchasing Manual ensures that the City staff complies with requirements listed in the Texas Local Government Code and the City Charter. Staff published the current Purchasing Policy in October 2014. Support Services requested and consolidated feedback from City departments and generated an updated Purchasing Manual dated October 2016.

DISCUSSION/CONCLUSION

The attached updates and clarifies processes in the following areas:

- Obtaining Goods and Services
- Legal Requirements
- Purchasing Thresholds
- Competitive Procurement Process
- Professional Services
- Emergency Purchases
- Accountability of Fixed Assets
- Disposal of Equipment
- Procurement Card (P-Card) Program
- Sam's Club
- Historically Underutilized Businesses (HUB)
- Three-quote Exemptions
- Sole/Single Source Justification
- State Cooperative Purchasing Procedures

FISCAL IMPACT

There is no direct fiscal impact as a result of publishing the updated Purchasing Manual.

RECOMMENDATION

Staff recommends that the City Council approve the updated Purchasing Manual dated October 2016.