



City of Killeen

Legislation Details (With Text)

File #: RS-16-115 **Version:** 1 **Name:** Update Purchasing Manual
Type: Resolution **Status:** Passed
File created: 9/2/2016 **In control:** City Council
On agenda: 9/27/2016 **Final action:** 9/27/2016
Title: Consider a memorandum/resolution approving an update to the City of Killeen Purchasing Manual.
Sponsors: Purchasing, Support Services Department
Indexes:
Code sections:
Attachments: 1. Council Memorandum, 2. Purchasing Manual - Updated

Date	Ver.	Action By	Action	Result
9/27/2016	1	City Council	Approved	Pass
9/20/2016	1	City Council Workshop		

Consider a memorandum/resolution approving an update to the City of Killeen Purchasing Manual.

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.