

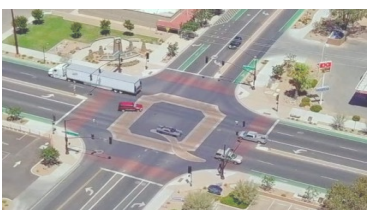
FINANCE DEPARTMENT POLICIES & PROCEDURES

Temporarily Modifying the Purchasing Policy to
Address Supply Chain Issues

Town Council Meeting
November 17, 2021

BACKGROUND

- Extended lead times – 6 to 24 months
- Increasing Costs – due to product shortages and shipping costs
- Vendors unwilling to hold quoted prices and quantities
- Departments Most Affected:
 - Police
 - Fire and Medical
 - Information Technology
 - Streets and Traffic Maintenance
 - Water Utility Operations



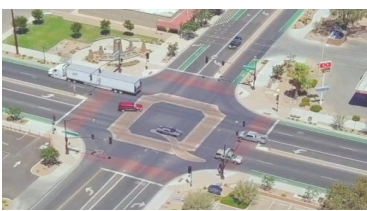
RECOMMENDATION

- Temporarily Modify Section 2-104 Town Council
 - Increase the Town Council approval amount to \$50,000
 - Allow the Town Manager and Department Directors to be the awarding and signature authority for contracts and agreements up to \$50,000
- Temporarily Suspend Section 3-101 Informal Competitive Bids or Proposals
 - Three quotes not required
 - Staff will seek more than one quote wherever possible



RECOMMENDATION (CONCLUDED)

- Applies to critical infrastructure components and public safety supplies only.
- Effective through June 30, 2022.
- Emergency clause – becomes effective immediately.
- Staff will provide Council a monthly summary report that will list the item purchased, dollar amount and method of procurement.



PROPOSED MOTION

- Motion to approve Resolution 1431-21 temporarily modifying the Town's Purchasing Policy Section 2-104, Town Council, by authorizing the Town Manager and Department Directors to be the awarding authority for procurements that are \$50,000 or less; temporarily suspending the Town's Purchasing Policy Section 3-101, Informal Competitive Bids or Proposals, to address supply chain issues; and declaring an emergency.

