

City Council Agenda Item Memo

From: John R. Thompson, Public Works Director

Council Meeting: January 23, 2024

Subject: Resolution 24-006: Designation of Purchase Authorities

Person(s) Responsible: John R. Thompson, Public Works Director

Summary:

The proposed resolution will expedite the procurement of budgeted expenditures, while maintaining compliance with state law. Staff recommends approval.

Background:

The City of Brookings is required to comply with South Dakota Codified Laws associated with Public Agency Procurement (SDCL 5-18A-1 through 5-18A-53). SDCL 5-18A-22 allows the City to contract for supplies or services, other than professional services, awarded by any governmental entity by competitive sealed bids or competitive sealed proposals from any contract competitively solicited and awarded within the previous twelve months.

Staff currently submits a consent agenda item to City Council requesting the approval of a resolution authorizing staff to utilize an existing state bid or cooperative bid. This process delays the ability for staff to commit to quotes and has led to instances where the equipment quoted is no longer available for immediate purchase. The proposed resolution will expedite the procurement of equipment and services, while maintaining compliance with state law and internal procurement controls.

Item Details:

Approval of the proposed resolution will authorize staff to utilize designated purchase authorities for the procurement of budgeted expenditures during the Fiscal Year 2024 and direct staff to solicit local businesses, if such exist, that are in the business of providing the services or supplies being procured off active contracts.

If approved, staff will submit an agenda item, on consent, at the beginning of each Fiscal Year to designate the purchasing authorities for that year.

Legal Consideration:

The City Attorney has reviewed the proposed resolution.

Strategic Plan Consideration:

Fiscal Responsibility -- Expediting the procurement process will reduce time staff associated with the procurement of budgeted expenditures.

Financial Consideration:

There is no cost or revenue associated with the recommended action.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a work session
5. Discuss / take no action / table

Staff recommends approval.

Supporting Documentation:

Resolution

Flowchart