

City Council Agenda Item Memo

From: John R. Thompson, Public Works Director
Council Meeting: January 14, 2025
Subject: Resolution 25-006: Designation of Purchase Authorities
Person(s) Responsible: John R. Thompson, Public Works Director

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution designating purchase authorities which may be used by staff to expedite the procurement of budgeted expenditures, while maintaining compliance with state law.

Item Details:

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 12 months.

On January 23, 2024 City Council approved Resolution 24-006 for Fiscal Year 2024. For 2025, one additional cooperative purchasing program, *The Interlocal Purchasing System (TIPS)*, has been added to the list. TIPS is a national cooperative purchasing program for use by member schools, colleges, universities, cities, counties and other governmental entities in all 50 states, as authorized by each entity's jurisdictional legal requirements. South Dakota State Statute shows TIPS is in compliance with competitive bidding requirements.

Approval of the proposed resolution will authorize staff to utilize designated purchase authorities for the procurement of budgeted expenditures during the Fiscal Year 2025 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, placed on the consent agenda, at the beginning of each Fiscal Year to designate the purchasing authorities for the calendar year.

Legal Consideration:

The City Attorney has reviewed the proposed Resolution.

Strategic Plan Consideration:

Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.

Financial Consideration:

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

Supporting Documentation:

Resolution

Flowchart