

City Council Agenda Item Memo

From: Bonnie Foster, City Clerk

Council Meeting: January 13, 2026

Subject: Resolution 26-003: Designation of Purchase Authorities

Person(s) Responsible: Bonnie Foster, City Clerk

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.

Approval of the proposed resolution will authorize staff to utilize designated purchase authorities for the procurement of budgeted expenditures during the Fiscal Year 2026 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:

None.

Strategic Plan Consideration:

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

Financial Consideration:

None.

Supporting Documentation:

Resolution Flowchart