

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: December 8, 2025

FROM: Valesa Wells, Finance Director

SUBJECT: Resolution 2025-51 - A Resolution to Adopt Various Amendments to the Policy and Procedures Handbook for Purchasing and Materials Management

INTRODUCTION:

This agenda item is a request to approve various amendments to the Town of Collierville's (the "Town") Policy and Procedures Handbook for Purchasing and Materials Management, also referenced as the Procurement Policies and Procedures Manual.

BACKGROUND:

The Town Charter requires all purchases of goods and services by authorized officials of the Town, using or encumbering municipal funds, to be made in accordance with policies of the Board and the applicable laws of the state of Tennessee. To meet this requirement, the Board of Mayor and Aldermen (the "Board") adopted the Policy and Procedures Handbook for Purchasing and Materials Management by Resolution 2004-49 at its August 23, 2004 meeting. Subsequent revisions to the manual were adopted by the Board with Resolution 2018-21 (*adopted May 29, 2018*) and Resolution 2018-44 (*adopted October 22, 2018*).

DISCUSSION:

The Board has been asked to consider approval and adoption of Ordinance 2025-14, which increases the quote and bid thresholds for transactions less than \$50,000. Approval of the referenced ordinance requires revision and updates to the Procurement Policies and Procedures Manual.

The amendments to the Procurement Policies and Procedures Manual are included as Exhibit A to Resolution 2025-51 with revisions noted in blue text. A brief explanation of the revisions is provided below:

Organization of Authority – Includes updates related to the levels of authority required for the award of contracts related to the procurement of supplies, services, and equipment less than \$50,000.

Procurement Operation Organizational Chart (OR-030) – Updates General Services Director references to Finance Director.

Approval Authority (OR-050) - Includes updates related to approval authority for all purchase requisitions, purchase orders, check requests, and contracts less than \$50,000.

Bids, Quotations, Proposals (P-030) - Updates solicitation thresholds for transactions less than \$50,000.

Emergency Purchases (P-060) - Updates threshold approval for emergency purchases less than

\$50,000 and General Services Director references to Finance Director.

Sole Source Purchases (P-130) - Updates threshold approval for sole source purchases less than \$50,000 and General Services Director references to Finance Director.

Quote from Vendor Web Page (P-160) - Updates threshold approval for web-based vendor quotes less than \$50,000.

Contract Change Orders (P-170) – Includes updates related to approval requirements for contract change orders and amendments for Town Construction Contracts, Professional Services Agreements and Product and/or Services Contracts.

Purchase Order Audits (P-240) – Updates frequency of random audits and General Services Director references to Finance Director.

Contract Change Orders Process (PP-100) – Updates threshold references for contract change orders for construction projects.

Contract Change Amendments (PP-110) – Updates threshold references for contract change orders for Professional Service Agreements and Product and/or Service Contracts.

Electronic Signature Policy – Establishes standards for the acceptance, use, and management of electronic and digital signatures for official records and transactions and applies to ALL authorized signers of the Town of Collierville.

If approved, updates to this policy will become effective January 1, 2026.

BUDGET IMPACT:

There is no direct fiscal impact associated with this action.

ATTACHMENTS:

[Resolution 2025-51 - Purchasing Policies Manual Update 12-08-2028.pdf](#)

[Resolution 2025-51 Purchasing Policies Manual Update 12-08-2028 - EXHIBIT A.pdf](#)

PROPOSED MOTION:

To approve Resolution 2025-51 adopting various amendments to the Policy and Procedures Handbook for Purchasing and Materials Management.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						