

**CITY OF TONTITOWN, ARKANSAS**

# **PURCHASING MANUAL**

**Proposed 2027 Revision**

**DRAFT FOR CITY ATTORNEY REVIEW**

Prepared for review in advance of the 2027 budget and purchasing cycle

## DRAFTING NOTE FOR CITY ATTORNEY REVIEW

This proposed revision reorganizes the City's purchasing procedures around the actual administrative structure of Tontitown. References in the July 2025 manual to a nonexistent Director of Finance have been removed. Administrative purchasing responsibility is assigned to the Mayor, while accounting, budget reporting, payment processing, and statutory financial responsibilities remain with the Clerk-Treasurer and designated accounting personnel.

This draft also adds budget verification, monthly departmental budget-to-actual reporting, clearer quotation procedures, anti-splitting language, emergency purchasing, sole-source documentation, receiving controls, segregation of duties, contract review, record retention, and a one-page purchasing matrix.

Local-vendor preference requires specific legal review. Existing Tontitown Code § 32.02(I) contains local-vendor language and a separate five-percent Arkansas-resident preference. Prior legal-review work indicates that the present codified wording may not clearly create a five-percent preference for a Tontitown firm competing against another Arkansas firm. Arkansas Code Annotated § 14-58-105 permits a municipality, by ordinance, to grant a preference of up to five percent to a qualifying firm resident in the municipality. Accordingly, Chapter 15 below preserves and recognizes Tontitown's local-vendor preference policy but expressly asks the City Attorney to confirm the current ordinance language and recommend any conforming amendment necessary to implement a true five-percent in-city preference.

## PROPOSED PURCHASING MATRIX - QUICK REFERENCE

| Purchase Amount               | Budget Verification | Quotes / Bids                                 | Department Head         | Mayor                 | City Council |
|-------------------------------|---------------------|-----------------------------------------------|-------------------------|-----------------------|--------------|
| \$0-\$1,500                   | Required            | Reasonable pricing                            | Supervisor / Dept. Head | —                     | —            |
| \$1,501-\$2,000               | Required            | Reasonable pricing                            | Required                | —                     | —            |
| \$2,001-\$4,999               | Required            | As appropriate                                | Required                | Required              | —            |
| \$5,000-\$19,999              | Required            | Written competitive quotes                    | Required                | Required              | —            |
| \$20,000 and above            | Required            | As applicable                                 | Required                | Administrative review | Required     |
| State bid threshold and above | Required            | Statutory bid process unless lawful exception | Required                | Required              | Required     |

**No purchase** may be split to avoid a threshold.

**Budget approval** does not constitute purchasing approval.

**Purchasing approval** does not establish that sufficient budget funds remain available.

**Use of a City credit card** does not bypass any purchasing requirement.

## **CHAPTER 1 - PURPOSE, AUTHORITY, AND RESPONSIBILITY**

### **A. Purpose and Statement of Policy**

The purpose of this Purchasing Manual is to establish uniform procedures governing the acquisition of goods, equipment, materials, supplies, professional services, construction services, and other services by the City of Tontitown.

City purchasing shall be conducted in a manner designed to:

1. Protect public funds.
2. Obtain needed goods and services efficiently and economically.
3. Encourage fair and reasonable competition.
4. Maintain an adequate and retrievable audit trail.
5. Ensure purchases are made within lawfully adopted budget appropriations.
6. Prevent unauthorized commitments of City funds.
7. Maintain accountability among City officials and employees.
8. Comply with Arkansas law, City ordinances, resolutions, and policies.

This Manual applies to all City departments, officers, and employees unless a particular purchase is governed by controlling state or federal law, grant requirements, emergency provisions, or another legally applicable procedure.

### **B. Administrative Responsibility**

The Mayor shall serve as the City's chief administrative purchasing authority and shall be responsible for general administration and enforcement of this Purchasing Manual, subject to the legislative and appropriation authority of the City Council and the statutory responsibilities of the Clerk-Treasurer.

The Mayor may establish reasonable administrative procedures consistent with this Manual but may not waive requirements imposed by Arkansas law or ordinance except where expressly authorized.

### **C. Department Head Responsibility**

Each Department Head shall:

- determine the operational need for a proposed purchase;
- identify the proper departmental and general-ledger account;
- review the current departmental budget and available balance;
- obtain quotations or bids required by this Manual;
- submit purchase requests for required approval before making commitments;
- monitor departmental expenditures;
- review monthly departmental budget reports; and
- report anticipated shortages, coding errors, or material budget issues.

### **D. Clerk-Treasurer and Accounting Responsibility**

The Clerk-Treasurer and designated accounting personnel shall perform the financial-recordkeeping, reporting, payment-processing, and other accounting responsibilities assigned by law and City policy.

For purchasing-control purposes, the accounting function shall, to the extent reasonably practicable, provide information necessary to determine the available balance within the applicable budget account. Nothing in this Manual shall transfer or diminish any statutory responsibility assigned to the elected Clerk-Treasurer.

### **E. City Council Responsibility**

The City Council retains legislative authority over municipal finances and appropriations. The Council shall approve purchases and contracts exceeding \$20,000, confirm claims exceeding the maximum established by ordinance, approve budget amendments, adopt any resolution waiving competitive bidding, and take other action required by Arkansas law, ordinance, resolution, or this Manual. City Council approval of a purchase does not transfer the Mayor's statutory responsibility to conduct the procurement and award a bid where Ark. Code Ann. § 14-58-303 applies.

## CHAPTER 2 - ETHICS AND GENERAL PURCHASING STANDARDS

### A. Ethical Conduct

City purchasing shall be conducted impartially and in the public interest. No City official or employee shall:

- use City purchasing authority for personal benefit;
- solicit or accept improper gifts, gratuities, favors, or financial benefits from vendors;
- disclose confidential procurement information for private advantage;
- participate in a transaction in which the official or employee has a prohibited financial interest; or
- structure a procurement for the purpose of favoring a particular vendor contrary to applicable purchasing requirements.

Ordinary promotional items or customary business courtesies of nominal value may be accepted only when permitted by applicable law and City ethics policies. Questions concerning potential conflicts shall be referred to the Mayor and, when appropriate, the City Attorney.

### B. No Purchase Splitting

No purchase, project, contract, or reasonably related series of purchases shall be divided or structured into smaller transactions for the purpose of avoiding quotation requirements, competitive bidding, Mayor approval, City Council approval, or any other purchasing requirement. Related transactions shall be evaluated according to their reasonably anticipated total cost.

### C. City Credit Cards

Use of a City credit card is a method of payment only. A credit-card transaction remains subject to the same budget requirements, purchasing thresholds, approval requirements, quotation requirements, documentation requirements, and restrictions that would apply if the purchase were paid by check or other means.

## CHAPTER 3 - BUDGET VERIFICATION AND ADVANCE APPROVAL

### A. Budget Availability Required

No purchase shall be initiated or approved unless the appropriate fund, department, and general-ledger account have been identified. Before City funds are committed, reasonable steps shall be taken to verify that sufficient funds remain available within the applicable appropriation.

For internal management purposes, the available balance should be determined as follows:

$$\text{Adopted or Amended Budget} - \text{Year-to-Date Expenditures} - \text{Outstanding Purchase Orders and Known Commitments} = \text{Available Balance}$$

An adopted budget amount does not, by itself, establish that the entire original appropriation remains available.

### B. Monthly Departmental Budget Reports

The Clerk-Treasurer or designated accounting personnel shall provide each Department Head a monthly departmental budget-to-actual report showing, where reasonably available:

- account number and account description;
- adopted or amended budget;
- year-to-date expenditures;
- outstanding purchase orders or known commitments;
- available balance; and
- percentage expended or committed.

Department Heads shall use these reports in managing expenditures and initiating purchases. These departmental management reports supplement, and do not replace, financial reports otherwise required by Arkansas law.

### C. Advance Approval Thresholds

| Dollar Limit       | Required Advance Approval     |
|--------------------|-------------------------------|
| \$0-\$1,500        | Supervisor or Department Head |
| \$1,501-\$2,000    | Department Head               |
| \$2,001-\$19,999   | Department Head and Mayor     |
| \$20,000 and above | City Council                  |

Approval shall be obtained before the purchase, contract, order, or other commitment is made. Approval authority does not eliminate quotation, bidding, budget, contracting, or other requirements applicable to the transaction.

## CHAPTER 4 - QUOTATIONS AND INFORMAL PURCHASING

### A. Purchases Below \$20,000

For purchases of \$5,000 through \$20,000, the Department Head shall obtain at least three written competitive quotations based upon substantially the same description or scope before approval, unless obtaining three quotations is impracticable. Purchases exceeding \$20,000 and below the applicable statutory competitive-bidding threshold are subject to the same quotation requirement and require advance City Council approval.

When three quotations cannot reasonably be obtained, the Department Head shall document the vendors contacted, responses received, why fewer quotations were available, the basis for recommending the selected vendor, and the reason the price is fair and reasonable. The Mayor must approve the documented exception. If the purchase exceeds \$20,000, the documentation shall also be included with the request for City Council approval.

### C. Written Scope

When quotations involve services, repairs, construction, or work whose scope may vary materially among vendors, all prospective vendors should receive substantially the same written description of the requested work.

## CHAPTER 5 – STATUTORY COMPETITIVE BIDDING

### A. Statutory Competitive Bidding

Purchases and contracts exceeding the then-current competitive-bidding threshold under Ark. Code Ann. § 14-58-303 shall be advertised and competitively bid unless an exemption in Ark. Code Ann. § 14-58-104 applies or the City Council adopts a resolution waiving competitive bidding in an exceptional situation in which bidding is not feasible or practical. The threshold is adjusted by law at five-year intervals. Public-improvement and construction procurements must also comply with Ark. Code Ann. § 22-9-203 and other applicable public-works laws.

**B. City Council Approval Distinguished From Formal Bidding**

Under Tontitown Municipal Code § 32.02, the Mayor may make purchases and contracts that do not exceed \$20,000. A purchase or contract exceeding \$20,000 requires advance City Council approval. This local approval threshold is separate from the competitive-bidding thresholds established by Arkansas law. Council approval alone does not waive competitive bidding. Any waiver must be authorized by a separately stated Council resolution or other action that satisfies the controlling statute under the Arkansas Code Annotated.

**C. Bid Documentation**

Formal procurement files shall contain, as applicable:

- written specifications or scope;
- notice or solicitation;
- vendor responses;

- bid tabulation;
- evaluation documentation;
- recommendation of award;
- Council authorization;
- executed agreement;
- insurance or bonding documentation; and
- other required records.

## CHAPTER 6 - SOLE-SOURCE PROCUREMENT

Sole-source procurement may be used only when goods or services are available from a single source and the requirements of Ark. Code Ann. § 14-58-104(21) and Tontitown Code § 32.02 are satisfied. Circumstances that may support a sole-source determination include 1. Equipment or products available from only one source.

2. Regulated or monopoly services.
3. Proprietary replacement parts available only from the manufacturer or authorized provider.
4. Compatibility requirements for existing systems.
5. Specialized software or technology.
6. Other circumstances in which only one reasonably capable source exists.

### Written Sole-Source Justification

A sole-source purchase shall be supported by documentation establishing the exclusivity of the source and a written proclamation from the Mayor, filed with the Clerk-Treasurer, stating the basis for the single-source procurement. The procurement file shall also identify the item or service, estimated cost, proposed vendor, basis for determining that the price is fair and reasonable, and applicable budget account.

The Department Head shall sign the justification. Because Tontitown Code § 32.02 requires the City Council to determine that products or services are provided by a unique vendor, the sole-source determination shall be submitted to the City Council before the City becomes contractually obligated. City Council approval is also required when the total obligation exceeds \$20,000. No sole-source designation may be used merely because a preferred vendor is familiar, convenient, or has previously provided the goods or services.

## CHAPTER 7 - STATE, COOPERATIVE, AND JOINT PURCHASING

The City may purchase through Arkansas State Procurement contracts, authorized cooperative purchasing programs, contracts of other governmental entities where legally permissible, or other joint-purchasing arrangements authorized by law.

When an existing governmental contract offers pricing and terms advantageous to Tontitown, competitive procedures otherwise applicable may be satisfied or avoided only to the extent permitted by law.

Administrative questions concerning cooperative or joint purchasing shall be directed to the Mayor. Accounting and budget-availability questions shall be directed to the Clerk-Treasurer or designated accounting personnel.

For administrative assistance in locating Arkansas State Procurement and cooperative purchasing contracts, department personnel should use Appendix A - Arkansas Cooperative Purchasing Research Guide. Appendix A is procedural guidance only and does not expand or waive any requirement of Arkansas law, City ordinance, grant condition, contract term, or this Manual.

## CHAPTER 8 - PROFESSIONAL SERVICES

The City shall not use competitive bidding to procure legal, financial-advisory, architectural, engineering, construction-management, or land-surveying professional consultant services. These services shall be procured

through qualifications-based procedures under Ark. Code Ann. §§ 19-11-801 through 19-11-805. The City Council may elect not to use competitive bidding for another defined professional service only by a two-thirds vote as provided by law.

For services subject to qualifications-based selection, the City shall :

1. Solicit statements of qualifications.
2. Evaluate qualified firms.
3. Rank firms.
4. Select the best-qualified firm.
5. Negotiate a fair and reasonable contract.
6. Proceed to another qualified firm if satisfactory terms cannot be reached.

Price shall not be requested or used to rank firms for a service that state law requires to be selected on qualifications. After ranking qualified firms, the City shall negotiate a fair and reasonable contract with the best-qualified firm and, if agreement cannot be reached, terminate negotiations and proceed to the next-ranked firm. Any locally designated category of other professional services must be supported by the two-thirds Council vote required by Ark. Code Ann. § 19-11-801.

## **CHAPTER 9 - EMERGENCY PURCHASES**

### **A. Definition**

An emergency purchase may be made when an unforeseen circumstance threatens public health or safety, continuity of essential City services, City property or infrastructure, substantial additional financial loss, or otherwise requires immediate action that makes ordinary purchasing procedures impracticable.

### **B. Authorization**

The Mayor may authorize an emergency purchase within authority provided by law. Where possible, the affected Department Head shall consult with the Mayor before making the purchase.

### **C. Documentation**

Emergency purchasing shall not eliminate documentation. As soon as practicable, a written record shall state the nature of the emergency, goods or services purchased, vendor selected, amount, reason ordinary purchasing procedures could not reasonably be followed, and budget account charged. Any emergency transaction requiring Council action by law shall be presented to the Council promptly. The Mayor shall report the expenditure to the City Council and certify in writing the facts constituting the emergency no later than the next regular Council meeting or a special meeting called for that purpose as required by Tontitown Municipal Code § 32.02(D)(5).

## **CHAPTER 10 - PURCHASE ORDERS AND COMMITMENTS**

### **A. Purchase Order Required**

A purchase order shall be issued before City funds are committed whenever required by the dollar amount established in the Mayor's written directive to department heads under Tontitown Code § 32.02(H). Below that amount, a purchase order or other written purchasing authorization should be used when reasonably practicable. No exception in this Chapter waives an approval, quotation, bidding, budget, or documentation requirement imposed elsewhere.

### **B. Purchase Order Exceptions**

Purchase orders may be unnecessary for:

- regular recurring utility bills;
- telephone and communications charges;

- debt payments;
- payroll and related obligations;
- approved employee reimbursements;
- credit-card statement payment, provided the underlying transactions were separately authorized;
- emergencies where prior issuance was impracticable; and
- other transactions specifically approved by the Mayor and consistent with law.

## **CHAPTER 11 - RECEIVING GOODS AND SERVICES**

Payment shall not ordinarily be authorized merely because an invoice has been received. Before payment, the responsible City employee or Department Head shall verify that:

- goods were received;
- services were satisfactorily performed;
- quantities and prices correspond with the authorized purchase;
- material discrepancies have been resolved; and
- appropriate receiving documentation exists.

The person approving receipt should, when reasonably practicable, be someone with actual knowledge that the goods or services were received.

## **CHAPTER 12 - ACCOUNTS PAYABLE AND PAYMENT CONTROL**

Before payment is issued, accounting personnel should verify that the purchasing file contains documentation appropriate to the transaction, which may include:

1. Approved purchase request.
2. Budget account and budget verification.
3. Required quotations or bids.
4. Purchase order.
5. Contract.
6. Receiving documentation.
7. Vendor invoice.
8. Required approvals.
9. Documentation of exceptions, if any.

The City's check-signing and payment procedures shall be governed by applicable ordinance and law. No after-the-fact signature shall be used merely to create the appearance that advance approval occurred when it did not.

## **CHAPTER 13 - SEGREGATION OF DUTIES**

The City shall maintain reasonable separation among requesting a purchase, approving the purchase, receiving goods or services, processing the invoice, and authorizing payment.

Because Tontitown is a relatively small municipality, complete segregation may not always be practical. Where one employee necessarily performs multiple functions, an independent review by another authorized official or employee should be used as a compensating control.

## **CHAPTER 14 - CONTRACTS AND RECURRING OBLIGATIONS**

Purchasing and approval thresholds for contracts shall be evaluated according to the reasonably anticipated total City obligation over the initial term, including required fees and non-optional charges, rather than merely an

individual monthly or annual payment. Renewal options shall be considered when necessary to prevent structuring a transaction to avoid a threshold.

Before entering a contract, the responsible Department Head and Mayor should identify:

- total contract value;
- contract term;
- renewal provisions;
- termination provisions;
- funding source;
- insurance requirements;
- indemnification provisions where applicable;
- ownership of work product where relevant;
- budget impact in future fiscal years; and
- Council approval requirements.

Multi-year contracts shall be reviewed for compliance with applicable law and appropriation requirements. Every multi-year contract, automatic-renewal contract, lease-purchase agreement, and contract purporting to obligate future fiscal-year revenues shall be reviewed by the City Attorney before execution. When legally appropriate, the contract shall state that obligations in future fiscal years are subject to lawful appropriation and availability of funds and shall provide the City a workable right to terminate for non-appropriation of funding. No employee or official may represent that a future Council will make an appropriation.

## **CHAPTER 15 - LOCAL-VENDOR AND ARKANSAS-RESIDENT PREFERENCES**

### **A. Policy**

The City shall administer local-vendor and Arkansas-resident bid preferences in accordance with Tontitown Municipal Code § 32.02(I), Ark. Code Ann. § 14-58-105, Ark. Code Ann. § 19-61-515, and any other applicable state or federal law.

### **B. Tontitown-Resident Firm Preference**

1. When the City procures commodities or services through competitive bidding, the City shall grant a five-percent preference to a qualifying firm resident in the City, subject to Tontitown Municipal Code § 32.02(I) and Ark. Code Ann. § 14-58-105.
2. A firm qualifies as a firm resident in the City only if the firm:
  - a. maintains at least one staffed place of business within the corporate limits of Tontitown; and
  - b. has paid taxes to Washington County on real or personal property used in the operation of the business for not fewer than two successive years immediately preceding submission of the bid, with a portion of those taxes benefiting the City of Tontitown.
3. The preference applies only when at least one qualified Tontitown-resident firm is competing against at least one qualified firm that is not resident in Tontitown. The preference does not apply when all qualified bidders are Tontitown-resident firms.
4. For bid-evaluation purposes, the City shall deduct five percent from the bid submitted by each qualified Tontitown-resident firm that timely claimed the preference. If the resulting evaluated bid of a claiming Tontitown-resident firm is lower than the lowest qualified bid submitted by a non-Tontitown firm, the City shall award the contract to the Tontitown-resident firm that submitted the lowest qualified bid, whether or not that particular resident firm claimed the preference.

5. The preference is used only to determine the successful bidder. The amount payable under the contract remains the amount actually bid by the successful bidder.
6. Subject to applicable law, the preference may apply to public works, capital improvements, commodities, materials, equipment, and services. It does not apply to professional services required by law to be procured through a qualifications-based selection process.

### **C. Arkansas-Resident Preference**

1. When Ark. Code Ann. § 19-61-515 applies, the City shall grant the Arkansas-resident preference required by that statute.
2. The Arkansas-resident preference applies only to the purchase of materials and equipment used in the construction of public works projects designed to provide utility needs of the City.
3. The preference applies only when at least one qualified Arkansas-resident firm is competing against at least one qualified nonresident firm. It does not apply when all qualified bidders are Arkansas-resident firms.
4. If at least one qualified Arkansas-resident firm timely claims the preference, the City shall accept the lowest qualified bid submitted by an Arkansas-resident firm when that bid does not exceed the lowest qualified nonresident bid by more than five percent.
5. For evaluation purposes, the City shall deduct five percent from the bid of each qualified Arkansas-resident firm that timely claimed the preference. If the resulting evaluated bid is lower than the lowest qualified nonresident bid, the City shall award the contract to the Arkansas-resident firm that submitted the lowest qualified bid, whether or not that particular Arkansas-resident firm claimed the preference.
6. The preference is used only to determine the successful bidder. The amount payable under the contract remains the amount actually bid by the successful bidder.

### **D. Funding and Legal Limitations**

No local or Arkansas-resident preference shall be applied when prohibited or modified by controlling state or federal law, a grant condition, funding requirement, cooperative purchasing contract, or other binding restriction.

### **E. Claim and Documentation Requirements:**

1. A bidder seeking either preference shall submit a written claim with its bid and before the bid-submission deadline.
2. The claim must include the sworn certification and supporting documentation required by the invitation for bids and Tontitown Municipal Code § 32.02(I).
3. A late or incomplete claim shall not be considered.
4. Each invitation for bids to which a preference may apply shall identify:
  - a. the available preference or preferences;
  - b. the applicable provisions of the Tontitown Municipal Code and Arkansas law;
  - c. the documentation required to establish eligibility; and
  - d. the deadline and method for submitting the claim.
5. The Mayor or the Mayor's designee may request additional information reasonably necessary to verify eligibility before the contract is awarded.

### **F. Application of Both Preferences**

When the requirements of both Ark. Code Ann. § 14-58-105 and Ark. Code Ann. § 19-61-515 are satisfied, the City shall apply both preferences as required by law. The proposed evaluation and award shall be submitted to the City Attorney for review before the contract is awarded.

G. Limitations:

1. A preference shall not be applied when prohibited or limited by:
  - a. federal law;
  - b. state law;
  - c. grant requirements;
  - d. bond covenants;
  - e. interlocal agreements; or
  - f. other controlling funding requirements.
2. A preference does not waive any requirement that a bidder be qualified, responsible, responsive, properly licensed, or otherwise eligible for the contract.
3. Nothing in this Chapter limits the City's authority to reject any or all bids when permitted by law and determined to be in the City's best interest.

## **CHAPTER 16 - DISPOSAL OF CITY PROPERTY**

City property of value shall not be sold, traded, donated, transferred, or otherwise disposed of except in accordance with applicable law and City Council authorization where required.

Disposal records should identify:

- property description;
- asset or serial number;
- condition;
- estimated value;
- method of disposal;
- Council authorization when applicable;
- purchaser or recipient; and
- proceeds received.

Property shall be removed from the City's asset records only after appropriate disposal documentation is completed.

## **CHAPTER 17 - YEAR-END PURCHASING**

Departments shall not make unnecessary purchases merely to exhaust remaining annual appropriations. Purchases near year-end shall be based upon legitimate operational requirements.

The Department Head shall coordinate with accounting personnel regarding delivery date, fiscal-year recognition, outstanding purchase orders, encumbrances, accrued liabilities, contracts extending beyond December 31, and treatment of legally committed but unpaid obligations.

## **CHAPTER 18 - RECORD RETENTION AND PROCUREMENT FILE**

Bids, quotes, and related documentation shall be retained for at least four years and shall not be destroyed before the applicable period has been audited, as required by Ark. Code Ann. § 14-59-114. Contracts and other procurement records shall be retained for any longer period required by law, grant terms, litigation hold, City policy, or the

applicable records schedule. Destruction of municipal accounting records requires the documentation and prior Council approval prescribed by law. The complete procurement record should include, when applicable:

- requisition;
- budget verification;
- quotations;
- bid solicitation;
- vendor responses;
- bid tabulation;
- sole-source justification;
- emergency justification;
- approvals;
- purchase order;
- contract;
- insurance certificates;
- receiving records;
- invoice;
- payment documentation; and
- Council authorization.

Electronic records may be used when maintained in a secure and retrievable manner.

## **CHAPTER 19 - PURCHASE REQUEST FORM AND REQUIRED INFORMATION**

The City shall maintain a standard purchase request or requisition form. At a minimum, the form should provide fields for:

- requesting department;
- requesting employee;
- date;
- vendor;
- description and purpose of purchase;
- total anticipated cost;
- fund and general-ledger account;
- current available balance;
- required quotations or bid documentation;
- sole-source or emergency justification when applicable;
- Department Head approval;
- Mayor approval when required;
- City Council approval reference when required;
- purchase order number; and
- receiving confirmation.

The form should prominently state that written quotations are required when applicable and that no purchase may be committed before required approvals are obtained.

## **CHAPTER 20 - QUESTIONS, INTERPRETATION, AND EXCEPTIONS**

Administrative questions concerning this Manual shall initially be directed to the Mayor. Accounting and budget-balance questions shall be directed to the Clerk-Treasurer or designated accounting personnel. Legal questions shall be referred to the City Attorney. Contracts shall be submitted to the City Attorney before execution when they exceed \$20,000, extend beyond the current fiscal year, involve real property, construction or public improvements, contain indemnification or unusual risk-transfer language, deviate materially from a City-approved form, or otherwise present

a material legal issue. No administrative interpretation may waive a requirement imposed by Arkansas law, ordinance, or City Council action. If this Manual conflicts with controlling law or ordinance, controlling law or ordinance governs, and the conflict shall be presented promptly for correction.

## **CHAPTER 21 - REVIEW AND AMENDMENT OF PURCHASING MANUAL**

The Mayor, Clerk-Treasurer, Department Heads, Finance and Budget Committee, and City Attorney should periodically review this Manual and recommend revisions when Arkansas law changes, City purchasing thresholds change, accounting procedures change, organizational responsibilities change, or experience demonstrates that a procedure should be clarified or improved.

Any material amendment to this Purchasing Manual shall be submitted to the City Council for approval.

# APPENDIX A

## ARKANSAS COOPERATIVE PURCHASING RESEARCH GUIDE

### Universal Step-by-Step Procedure for Contract and Pricing Research

**Purpose.** This Appendix provides a practical procedure for City departments to locate an Arkansas State or Arkansas-approved cooperative purchasing contract, verify that the required product or service is covered, locate available pricing or discount information, and obtain a governmental quote. It is intended as administrative guidance for users who do not regularly work with state or national cooperative purchasing websites.

#### 1. Start with Arkansas State Contracts

[CLICK HERE - Arkansas State Contracts](#)

Locate the Arkansas contract that matches the equipment, vehicle, supply, service, or manufacturer being researched.

#### 2. Record the Contract Information Before Leaving the Arkansas Page

- Vendor or manufacturer
- Arkansas contract or Outline Agreement number
- Cooperative purchasing organization (for example, Sourcewell)
- Complete cooperative contract number, including any letters or vendor suffix
- Contract expiration date

#### 3. Open the Exact Cooperative Vendor Contract Page

If the cooperative is Sourcewell and the complete contract number is known, use this direct format:

**<https://www.sourcewell-mn.gov/cooperative-purchasing/COMPLETE-CONTRACT-NUMBER>**

Replace COMPLETE-CONTRACT-NUMBER with the exact full number recorded from the Arkansas page. Do not omit letters or suffixes. For cooperatives other than Sourcewell, use the contract link or vendor information provided on the Arkansas contract page.

#### 4. Confirm the Contract Page Is Correct

Confirm that the page shows the correct vendor, product or service category, complete contract number, and maturity or expiration date.

#### 5. Verify the Product or Service Is Covered

Open or review the “Products & Services” section and confirm that the item or service being researched falls within the contract scope.

#### 6. Open the Documents Section

On the vendor contract page, look for page choices or sections such as “Products & Services,” “Documents,” and contract information. Select “Documents.”

Review the files listed in the Documents section. If the vendor publishes contract pricing or discounts, look for a file titled “Pricing Documentation,” “Price Information,” “Pricing,” “Discount Schedule,” or similar wording, and open that file.

If no pricing or discount file is shown, use the vendor page’s “Contact Information,” “Get help with a quote,” or similar quote-assistance option. Some vendors provide contract pricing only through an official governmental quote.

#### 7. Obtain the Governmental Quote

After confirming the Arkansas contract, cooperative contract, product or service scope, and any available pricing document, contact the manufacturer, supplier, or authorized dealer and request a governmental contract quote.

Suggested wording: “Please provide a governmental quotation for the requested item under the applicable Arkansas cooperative purchasing agreement and Cooperative Contract No. \_\_\_\_\_. Please identify the contract discount or pricing basis, options, freight, setup, delivery, and any other charges.”

#### 8. Save the Procurement Support

Keep the following in the procurement or budget file:

- Arkansas contract page or contract reference
- Cooperative vendor contract page
- Pricing or discount document, if published
- Vendor or dealer quotation
- Any correspondence confirming contract eligibility or pricing

**Simple Universal Rule.** Arkansas State Contracts -> record the complete cooperative contract number -> open the exact vendor contract page -> verify Products & Services -> open Documents -> open a pricing/discount file if available -> if no pricing file is shown, use the vendor quote/help contact -> obtain and retain the governmental quote.

#### Department Research Record

Item or service needed: \_\_\_\_\_

Arkansas contract / Outline Agreement no.: \_\_\_\_\_

Vendor / manufacturer: \_\_\_\_\_

Cooperative organization: \_\_\_\_\_

Complete cooperative contract no.: \_\_\_\_\_

Contract expiration date: \_\_\_\_\_

Product / service confirmed within contract scope: Yes / No

Documents section reviewed: Yes / No

Pricing / discount document found: Yes / No

If no public pricing file, vendor/quote contact used: Yes / No

Contract discount / pricing method: \_\_\_\_\_

Quote amount: \_\_\_\_\_

Quote date: \_\_\_\_\_

**IMPORTANT:** Cooperative vendor pages are not identical. The Documents section is the first place to look for a pricing or discount file. If no public pricing file is provided, use the vendor contact or quote-assistance option on that same contract page. Appendix A does not itself authorize a purchase; all budget, approval, quotation, bidding, legal, grant, and documentation requirements in this Manual remain applicable.