

**Purchasing Committee Meeting  
October 2, 2007**

A meeting of the Purchasing Committee of the Board of Finance was held on Tuesday October 2, 2007. The following were in attendance: Committee members Commissioners **Don Soucy, Chair; Roald Erling; Ron Messier.** Also present were Roger Rousseau, Purchasing Agent and Mayor William T. Stortz.

The meeting was called to order at 7:38 am.

The Mayor asked to speak regarding the use of credit cards. The Mayor is concerned that a personal credit card was used for a \$100 purchase and a request for reimbursement was submitted for said purchase. The Mayor expressed concern that the credit card use did not receive his direct prior approval.

The Committee requested that the Purchasing Agent draft policy guidelines that would allow for the issuance of two City credit cards; one to be held by the Purchasing Agent and one to be held by the Comptroller. The policy would include outlines for card use and would also include a monthly reporting mechanism directly to the Board of Finance. The draft policy would be reviewed at a subsequent meeting of the Committee.

No action was taken.

The Mayor left the meeting at 7:50 am.

**1. Discuss language revisions with the Purchasing Manual in relation to the use of State contracts.**

Motion to Table Item 1 was made by Cmsr. Soucy, seconded by Cmsr. Messier, motion approved.

**2. Discuss the Local Bidding Preference policy.**

Recent contracts that either involved the use of local bidding preference or were sought by local contractors through the use of local bidding preference were discussed. The Committee was satisfied with recent contract awards subject to discussion. The Purchasing Agent noted that some municipalities are in the process of evaluating detrimental cost impacts of such a program; Bristol has not reported any such detrimental cost impact with the program as written.

Two primary issues were addressed; the definition of "local", and the cost cap for the use of the policy.

The Committee requested that the Purchasing Agent review the positive and negative impacts of expanding the policy to greater Bristol.

The Committee also requested that the Purchasing Agent review increases to the cost cap either via an independent index (e.g. CPI), or via a tiered method (4% for contracts up to \$300K, 2% for contracts up to \$500K, 1% for contracts up to \$1M).

**3. Consideration of changes to C.G.S. 10-287 regarding the hiring of architects.**

The changes under Public Act 07-249, requiring the award of architect contracts to the lowest qualified bidder for school building projects, were outlined. The Purchasing Agent discussed an RFP developed for the Board of Education, where a set of objective qualification standards would be set; all firms meeting those standards would be invited to submit a bid on a definite scope of services. This process was similarly

outlined by the CT Conference of Municipalities ("CCM") in a meeting the previous week. The Office of Corporation Counsel is currently reviewing the RFP for compliance with the Public Act.

No action was taken, pending opinion from the Office of Corporation Counsel.

**4. Discussion of Review Committees as listed in Code of Ordinances 18-136.**

The Purchasing Manual, subject to the Board of Finance sections within the Charter, specifically describes the content of review committees for professional services. The Ordinance specifies that the School Building Committee shall select an architect for its project. An opinion from the Office of Corporation Counsel was presented to the Committee.

Current process, based on the ruling, is the establishment of a review committee as defined in the Purchasing Manual, with the addition of two members from the school building committee. This practice does not conflict with the language as written in the Purchasing Manual.

No action was taken.

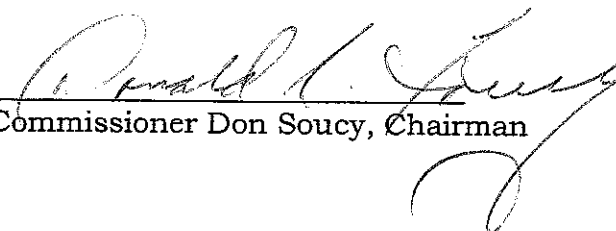
**5. Discussion of credit card policies and procedures.**

See above discussion.

Motion to adjourn was made by Commissioner Messier, seconded by Commissioner Soucy; the motion was unanimously accepted.

The meeting was adjourned at 8:50 am.

Respectfully submitted,

  
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Commissioner Don Soucy, Chairman