

Chattanooga Fire and Police Pension Fund

Purchase and Procurement Policy

The Board of Trustees (the "Board") of the Chattanooga Fire and Police Pension Fund (the "Fund") understand the importance of its fiduciary responsibility to its members, including its duty to prudently safeguard the Fund's assets. Therefore, the Board desires to establish a policy to set forth guidelines for the purchase and procurement of all supplies, equipment, and contractual services that are necessary in the administrative operations of the Fund.

AUTHORIZED AGENT(S)

The Board hereby empowers the Fund Administrator with the authority to purchase and procure supplies, equipment, and contractual services as outlined within the guidelines in this policy. The Fund Administrator shall have the authority to designate a staff member to act on his/her behalf during his/her absence.

APPROVAL FOR EXPENDITURES NOT EXCEEDING TEN THOUSAND DOLLARS

Where the amount of a requisition or contract does not exceed, nor have the potential to exceed, ten thousand dollars (\$10,000.00), such purchase may be made by the Fund Administrator and approval by the Board shall not be necessary for issuance of payment or execution of a purchase or contract. In no event shall a requisition or contract be split or divided into two (2) or more with the intent of evading the necessity for having competitive bids and/or the necessity of obtaining approval of the Board. Notwithstanding the foregoing, unless waived by the Board President, the Fund Administrator shall comply with the bid requirements set out in this policy at all times.

APPROVAL FOR EXPENDITURES EXCEEDING TEN THOUSAND DOLLARS

Whenever any requisition or contract calls for the expenditure of more than ten thousand dollars (\$10,000.00), the approval of the winning bid and the issuance of payment or execution of a contract shall be subject to approval of the Board.

REQUIREMENT OF BIDS

Whenever any requisition or contract calls for an expenditure exceeding twenty-five thousand dollars (\$25,000.00), there shall be competitive bids; likewise, purchases under twenty-five thousand dollars (\$25,000.00) shall also be subject to competitive bids in the case of purchases of like items which individually cost less than twenty-five thousand dollars (\$25,000.00), but which are customarily purchased in lots of two (2) or more, if the total purchase price of such items would then exceed twenty-five thousand dollars (\$25,000.00) during any fiscal year. Invitations for bids shall be issued by the Fund Administrator to dealers in, or vendors of, the product to be purchased and shall describe the item to be purchased and notify potential bidders of any requirements related to the bid as well as providing the date on which bids will be opened. The notice shall also be posted on the Fund's website.

Invitations for competitive bids shall state that the Fund does not discriminate based on race, gender, religion, color, national origin, age, disability, sexual orientation, veteran status and marital status.

No competitive bidding shall be required for purchases, leases, or lease-purchases under ten-thousand dollars (\$10,000). For purchases between ten-thousand dollars (\$10,000) and twenty-five thousand dollars (\$25,000), such purchases, leases, or lease-purchases shall whenever possible, be based upon three (3) written competitive bids requested by the Fund Administrator.

SUBMISSION, OPENING, ACCEPTANCE OF BIDS

All bids shall be sealed and submitted to the Fund Administrator on or before the specified time when such bidding is to be closed. The Fund Administrator receiving bids shall open them publicly on the date and at the hour specified. A purchase or procurement may be awarded to the "lowest responsible bidder submitting the best bid" after meeting the approval guidelines in this policy. The term "lowest responsible bidder submitting the best bid" shall mean that, in addition to price, consideration may be given to the following factors:

- 1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- 2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- 3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- 4) The quality of performance of previous contracts or services;
- 5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- 6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- 7) The quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
- 8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract, and the proposed warranty or guaranty;
- 9) The number and scope of conditions attached to the bid;
- 10) The approach of the bidders to issues raised in the solicitation for bids;
- 11) The peculiar capabilities of the bidders to perform the contract;
- 12) The proprietary features of the bid; and
- 13) The overall responsiveness of the bid to the needs of the Fund.

If only one (1) bid is received, the bid shall not be opened and the contract or service to be performed shall be re-bid. If after having re-bid the contract or service only one (1) bid is received, the bid may be accepted. Provided, a re-bid shall not be required when there is only one local supplier to perform the contract or provide the service required, or for the purchase of a unique or proprietary product. The Board may authorize the Fund Administrator to accept the sole bid received instead of rebidding as previously described

EMERGENCY PURCHASES

In the event of an apparent or an actual emergency which requires immediate procurement of supplies, material, equipment, or contractual services of over \$10,000, the Board President (or in his/her absence, the Vice President) shall be empowered to authorize the Fund Administrator to procure, at the lowest available price and without undergoing the bidding process, any supplies or contractual services, regardless of the amount of the expenditure, whose immediate procurement is essential to prevent delays in the vital administrative operations of the Fund. A full report of the circumstances of an emergency purchase shall be submitted to the Board at its next meeting.

REPORT TO BOARD

At each Board meeting, the Fund Administrator shall submit to the Board a list of all payments made from the Fund's administrative checking account since the previous Board meeting.

EXCEPTION FOR PROFESSIONAL SERVICES

Contracts for professional services shall not be subject to competitive bidding, but procured as outlined in the Requesting Professional Services Policy. However, any professional services exceeding ten thousand dollars (\$10,000) during a fiscal year must be approved by the Board.


ADDITIONAL GUIDANCE

When issues or matters related to the process for procurement, expenditures, maintenance or related records or accounting for such transactions arise and guidance is not provided in this Policy, the Fund Administrator may refer to the *Internal Control and Compliance Manual for Tennessee Municipalities* for guidance.

This Purchase and Procurement Policy is hereby restated and effective as of the 4th day of October, 2018, by the Board, whose signatures appear below.

 7.21.22

Joe Shaw, President

 7/21/22

Britt Bradshaw, Secretary


 7-21-22

Scott Sparks, Vice-President

 7/21/22

Phillip McClain, Trustee

Chris Hopkins, Trustee

 7/21/22

Matt Rorex, Trustee

Brent Goldberg, Trustee