

RESOLUTION 2018-39

TO BE ENTITLED: "A RESOLUTION TO AMEND CITY OF FRANKLIN DISBURSEMENTS POLICY TO UPDATE VENDOR PAYMENT REQUIREMENTS AND DEFINITIONS"

WHEREAS, the City of Franklin implemented a Disbursements Policy on June 28, 2016; and

WHEREAS, the policy established vendor payment requirements and definitions; and

WHEREAS, the Finance Department is proposing updates to reflect vendor payment best practices; and

WHEREAS, the Board of Mayor and Aldermen believes it is in the best interest of the citizens of the City of Franklin to make this change.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF FRANKLIN, TENNESSEE, AS FOLLOWS:

SECTION 1. ADD FINANCE PROVIDES GUIDANCE ON PAYMENT FEES

Update Policy Section 4. Payment Fees.

The following language shall be inserted at the end of the section:

Finance provides guidance for the approved fee limits and/or for approval to accept payment fees beyond the fee limits.

SECTION 2. UPDATE WORDING FOR PAYMENTS OF \$100,000 OR MORE

Update Policy Section 5. Authorized Approvers:

The current language, which reads as follows, shall be deleted in its entirety:

Payment requests over \$100,000 are to be approved by the department director or higher.

The following language shall be inserted:

Payment requests of \$100,000 or more are to be approved by the department director or higher.

SECTION 3. UPDATE TO INCLUDE ITEMIZED BEFORE INVOICES

Update Policy Section 7. Disbursements Documentation:

The current language, which reads as follows, shall be deleted in its entirety:

It shall be the responsibility of the department to provide sufficient and accurate documentation to the Finance Department for prompt payment. Such documentation shall include invoices, packing lists, and receiving forms or other evidence of receipt.

The following language shall be inserted:

It shall be the responsibility of the department to provide sufficient and accurate documentation to the Finance Department for prompt payment. Such documentation shall include itemized invoices, packing lists, and receiving forms or other evidence of receipt.

SECTION 4. UPDATE TO INCLUDE REQUISITION NUMBER AND CONTRACT NUMBER

Update Policy Section 7. Disbursements Documentation:

The current language, which reads as follows, shall be deleted in its entirety:

For Non-Construction-Related Procurement Payments

Inclusion of the purchase order number (where applicable) and receiving document (or similar document.)

The following language shall be inserted:

For Non-Construction-Related Procurement Payments

Inclusion of the purchase order number (where applicable) or requisition number and contract number.

SECTION 5. UPDATE TO INCLUDE CONTRACT PAYMENT REQUEST FORM

Update Policy Section 7. Disbursements Documentation:

The current language, which reads as follows, shall be deleted in its entirety:

For Construction-Related Procurement Payments

Inclusion of the project number (where applicable), contract number, and contractor's payment application (or similar document) with remaining contract balance.

The following language shall be inserted:

For Construction-Related Procurement Payments

Inclusion of the contract payment request form with project number, contract number, and contractor's payment application (or similar document) with remaining contract balance.

SECTION 6. UPDATE TO INCLUDE TIME PERIOD ON EMPLOYEE REIMBURSEMENTS

Update Policy Section 7. Disbursements Documentation:

The current language, which reads as follows, shall be deleted in its entirety:

For Employee Reimbursement Payments

Inclusion of employee identification number and/or name. (Where applicable, state and federal requirements, such as HIPAA privacy regulations, will be followed).

The following language shall be inserted:

For Employee Reimbursement Payments

Inclusion of employee identification number and/or name. (Where applicable, state and federal requirements, such as HIPAA privacy regulations, will be followed). The time period for submittal is shown in the travel policy.

SECTION 7. UPDATE TO INCLUDE ADDITIONAL CRITERION TO TIMEFRAME

Update Policy Section 9. Timeframe for Vendor Payments:

The current language, which reads as follows, shall be deleted in its entirety:

The City of Franklin does not make invoice payments prior to the due date and/or completed service or goods received unless it is specified in an agreement prior to the procurement.

The following language shall be inserted:

The City of Franklin does not make invoice payments prior to the due date and/or completed service or goods received unless it is specified in an agreement prior to the procurement or if moving the payment to an AP date closer to net 30 would make the invoice payment late.

It is therefore RESOLVED this the 26th day of June, 2018.

ATTEST:

By: Eric S. Stuckey
Eric S. Stuckey
City Administrator

CITY OF FRANKLIN, TENNESSEE:

By: Dr. Ken Moore
Dr. Ken Moore
Mayor

Approved as to form:

Shauna R. Billingsley
Shauna R. Billingsley, City Attorney

RESOLUTION 2018-49

A RESOLUTION TO AWARD THE FY 2019 ON-CALL ANNUAL CONTRACT FOR ASPHALT WORK (COF CONTRACT NO. 2018-0037) TO FOUR STAR PAVING, LLC

WHEREAS, the On-Call Annual Contract for Asphalt Work may be utilized by any City department for the maintenance, modification, or construction of City infrastructure that utilizes asphalt pavement as its primary component; and

WHEREAS, the unit prices contained within the On-Call Annual Contract for Asphalt Work generally include the labor, materials, and equipment necessary to perform the work as listed in the contract; and

WHEREAS, on May 11, 2018, sealed bids for the On-Call Annual Contract for Asphalt Work (COF Contract No. 2018-0037) were received by the City's Engineering Department at City Hall, 109 3rd Avenue South, Franklin, Tennessee 37064 and were publicly opened and read aloud; and

WHEREAS, after an analysis of the competitive bid process, City staff recommends award of the On-Call Annual Contract for Asphalt Work (COF Contract No. 2018-0037) to Four Star Paving LLC, who is the low bidder, based upon a bid amount of Two Million Six Hundred Fifty Thousand Seven Hundred Thirty-Seven and 50/100 Dollars (\$2,650,737.50); and

WHEREAS, the quantities listed in the bid documents are not guaranteed work and are simply used to obtain an accurate bid comparison; and

WHEREAS, the funding to be authorized for expenditure in association with COF Contract No. 2018-0037 shall be approved by the City of Franklin Board of Mayor and Aldermen as either a part of the City's Annual Operating & Capital Equipment Budget or via a separate Resolution or Ordinance; and

WHEREAS, the contract duration and listed unit prices shall be valid through June 30, 2019, at which time the City Administrator may elect to extend the contract duration for one (1) year, with a maximum of two (2) one (1) year extensions, provided the City and Four Star Paving, LLC, agree to the extension.

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that:

Section 1. Approval is granted to award the FY 2019 On-Call Annual Contract for Asphalt Work (COF Contract No. 2018-0037) to Four Star Paving, LLC.

Section 2. The City Administrator, Assistant City Administrators, and Department Directors are hereby authorized to review and approve the spending of funds programmed for the construction and maintenance of City infrastructure via the On-Call Annual Contract for Asphalt Work (COF Contract No. 2018-0037).

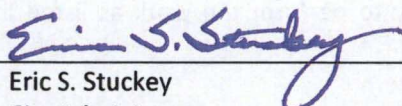
Section 3. The City Administrator and Assistant City Administrators are hereby authorized to execute change orders to add incidental work items to the contract that conform to the original intent of the work as bid.


Section 4. The City Administrator is hereby authorized to extend the contract duration by one (1) year, up to a maximum of two (2) one (1) year extensions.

IT IS SO RESOLVED AND DONE on this 26th day of June, 2018.

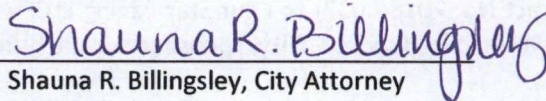
ATTEST:

CITY OF FRANKLIN, TENNESSEE:

By: 
Eric S. Stuckey
City Administrator

By: 
Dr. Ken Moore
Mayor

Approved as to Form:

By: 
Shauna R. Billingsley, City Attorney