

**TOWN OF ARGYLE, TEXAS
RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
ARGYLE, TEXAS APPROVING REVISED PURCHASING
POLICIES AND PROCEDURES AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, Chapter 252 of the Local Government Code (LGC) provides for the Purchasing and Contracting Authority of Municipalities; and

WHEREAS, Chapter 271 of the LGC provides further for the Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments; and,

WHEREAS, This policy and associated procedures comply with the statutory thresholds and requirements of both LGC chapters regarding competitive bidding; and,

WHEREAS, This policy and associated procedures are necessary to provide guidance for purchasing not meeting the threshold for statutory competitive bidding and the Town Council's determination of appropriate spending limits

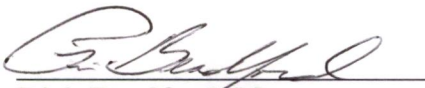
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ARGYLE, TEXAS:

SECTION 1. That, the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

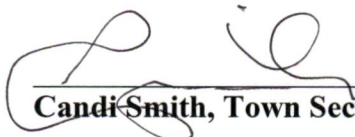
SECTION 2. That, this Resolution shall take effect immediately from and after its adoption and it is so resolved.

PASSED AND APPROVED By the Town Council of the Town of Argyle, Texas this the 21st day of January, 2025.

TOWN OF ARGYLE, TEXAS


Rick Bradford, Mayor

ATTEST:


Candi Smith, Town Secretary



TOWN OF ARGYLE, TEXAS
PURCHASING POLICIES AND PROCEDURES
Adopted March 2020

I. Purpose

The purpose of this purchasing policy is to provide the Town of Argyle with guidelines and directions for the acquisition of goods and services. The Town is committed to ensuring all acquisitions are in compliance with state and federal law and Town Ordinances. The policies and procedures conveyed within are intended to allow the Town to obtain the needed supplies and services efficiently and economically.

This document may be modified from time to time to conform to changes in legislation, technology and actual practice. Although it may not address every issue related to purchasing practices, it does provide general guidelines for purchasing activities. Employees needing assistance in dealing with specific situations not covered by this document should contact the Town Administrator, or the Town Treasurer.

The Town Administrator shall act as the Town's Purchasing Agent. The Town Administrator shall be the final authority regarding the enforcement of any of the provisions of this document. Failure to follow the procedures outlined herein may lead to disciplinary action in accordance with the provisions of the Town of Argyle Employee Manual.

II. Purchasing

A. Approval of Town Purchases. No employee shall purchase goods or services on behalf of the Town of Argyle without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate supervisor, department director or the Town Administrator, in accordance with the guidelines below:

Dollar Limits

Under \$1000

\$1000 - \$5,000

Required Approvals

Supervisor or Department Director

Supervisor and/or Department Director

\$1000 - \$5,000 (Unbudgeted)	Town Administrator
\$5,001 - \$50,000 (Budgeted)	Supervisor, Department Director and Town Administrator
\$5,001 - \$50,000 (Unbudgeted)	Town Council
\$50,000 and above	Town Council

Approval for purchases shall occur before the purchase or an order is made.

B. Soliciting Quotes. Employees are responsible for obtaining quotes for purchases in the instances outlined below. Acquisitions (orders) submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval.

Purchases less than \$1,000 – no quotes are required

Purchases of \$1,000 and over, but less than \$5,000 (Budgeted)

- Not less than three (3) verbal or written quotes should be received, if practicable. Pricing and contact information must be noted on the purchase order. Physical records regarding the dates, contacts and quotes received shall be retained in the department’s files for audit purposes.

Purchases of \$1,000 and over, but less than \$5,000 (Unbudgeted)

- Same procedure as above, with written justification for the purchase, forwarded to the Town Administrator for approval.

Purchases of \$5,000 and over, but less than \$50,000 (Budgeted)

- Not less than three (3) **written** quotes should be received, if practicable unless the quote is from one of the coop programs listed in H. Quote(s) shall be attached to the purchase order and submitted through the appropriate levels for approval. Hard copies of quotes obtained shall be retained in the department’s files for audit purposes.
- The following information will be required when using “no response” for one of the three bids/written quotes: Company name, contact person, phone number, and e-mail, if available.

Purchases of \$5,000 and over, but less than \$50,000 (Unbudgeted)

- Same procedure as above, with written justification for the purchase, submitted to the Town Administrator for forwarding to Town Council for approval.

C. Competitive Bids. All purchases of goods or services of \$50,000, or more, either individually or in aggregate purchases made over the course of one fiscal year, except for those “budgeted” purchases outlined in Section H below, shall be subject to the competitive bidding process and shall be let, by free and open competitive bidding after advertisement, to the lowest, responsible bidder or any other bidder whom the Town Council deems to have submitted the bid that is in the best interest of the Town. All competitive bids of \$50,000 or more shall be approved by the Town Council.

1. Upon authorization to proceed by the Town Administrator, purchases must be accomplished through the formal request for bid or the request for proposal process with detailed written specifications. (see Request for Proposals Procedures below). The development of the written bid specifications may be a joint venture of the Town Administrator and the requesting department.
2. Not less than three (3) **written** bids or proposals should be received.
3. **All purchases of \$50,000 and over must be submitted to the Town Council for approval.**

D. Requests for Proposals (RFP) – Competitive sealed proposals commonly referred to as an RFP are similar to competitive bids but are generally reserved for instances where there may be multiple ways to accomplish a desired outcome. An RFP can be used for procurements of high-technology products and insurance.

The following steps should be followed when preparing RFPs:

1. Specifications are to be written using requirements or performance standards for goods or service.
2. Vendors submit proposals of their own design to satisfy the requirements or scope of service set forth in the proposal. Vendor proposals may incorporate entirely different hardware or services to accomplish the same performance requirement or scope.
3. Following the receipt of proposals, the Town may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best and/or most qualified proposal from each vendor.

4. Proposals of \$50,000 and over require approval of the Town Council.

E. Requests Qualifications (RFQ) – The Professional Services Procurement Act prohibits using competitive bids to procure certain services defined by the Act, including but not limited to engineering, design, architectural, planning, and legal services. Section 252.022 of the Texas Local Government Code exempts procurement of personal, professional or planning services from competitive bidding requirements. The RFQ process involves describing the project and requesting submittals from interested entities to provide their qualifications to meet to meet the services required.

The following steps should be followed when preparing RFQs:

1. Describe the scope of services desired and include specific requirements for the submittals, such as including similar past projects, references and staff profiles to be committed to the job. Also include expected performance standards and how the submittals will be judged.
2. Vendors submit their qualifications to satisfy the requirements or scope of service set forth in the request.
3. Following the receipt of submittals, the Town will select the most qualified and enter into negotiations in order to develop a Professional Services agreement. If no agreement can be established with the first vendor, the Town may move to the next best qualified and etc., until an agreement can be reached to be presented forward.
4. The purchase of professional services exceeding \$50,000 specifically require approval of the Town Council. Purchases for lesser amounts may follow the same thresholds for approval; but for larger dollar amounts, Town Council approval should still be sought.

F. Sole Source Purchases. Items available from only one source, as described by Section 252.022 of the Texas Local Government Code, are exempt from competitive bidding include the following:

- Items available from only one source because of patents, copyrights, secret processes, or natural monopolies
- Films, manuscripts, or books
- Gas, water, and other utility services
- Captive replacement parts or components for equipment
- Books, papers and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials

- Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facilities to which the organization has provided significant financial or other benefits

Sole source determination and approval must be given by the Town Administrator before the purchase is made.

G. Emergency Purchases. Purchases described in Section 252.022 of the Texas Local Government Code are exempt from competitive bidding include the following:

- Procurement(s) made because of a public calamity requiring immediate appropriation of money to relieve the necessity of the Town's residents or to preserve the property of the Town
- Procurement(s) necessary to preserve or protect the public health or safety of the Town's residents
- Procurement(s) necessary because of unforeseen damage to public machinery, equipment or other property

Emergency purchases and approval must be given by the Town Administrator or Mayor before the purchase is made.

H. Other Exemptions from Competitive Bidding. The following are other purchases described in Section 252.022 of the Texas Local Government Code as being exempt from competitive bidding:

- Procurement of personal, professional or planning services
- Procurement for work performed and paid by the day as the work progresses
- Purchase of land or right-of-way
- Interlocal/cooperative purchasing contracts or agreements
- Miscellaneous other procurements as set forth in Section 252.022

I. Cooperative Purchasing. Cooperative purchasing is an option whereby local governments may save time and budget dollars by participating in purchasing programs. Pursuant to state law, two or more entities (state, federal or local governments) may coordinate some or all of their purchases (i.e. fuel, equipment, office furnishings, street materials, vehicles, etc.) for the mutual benefit of the entities concerned. All legally created interlocal government cooperative purchasing agreements must be approved by the Town Council prior to using.

1. Implementation by:

- a. Entering into a cooperative agreement with another governmental entity for a bid;
- b. Use Town of Argyle DUNS No. if applicable: 052504867
- c. Two or more governments joining to purchase one or more goods/services jointly;
- d. Buying from state contracts; or
- e. Cooperative Purchasing Agreements currently authorized for Town Use include: TXMAS; Parker County; Tarrant County; Houston-Galveston Administrative Council (HGAC); North Central Texas Council of Governments (NCTCOG) North Texas Share and Buy Board. (Verify with Town Secretary before using to ensure current agreement is in place.)

III. Bid Procedures

A. Procedures for Competitive Bids or RFP/RFQ's In order to assist the Town departments in their compliance with all purchasing laws, policies and procedures, each department soliciting competitive (formal) bids or proposals must abide by the following:

1. Every competitive (formal) bid, request for proposal (RFP) or request for qualifications (RFQ) should be assigned a bid number. The bid number can be obtained from the Finance Department. The requesting department must provide a bid (project) name, opening date and time and location of the bid opening. For RFQ's and RFP's, the proposal (project) name, due date and time will be required.
2. The Town Secretary shall be notified, and bid/proposal information provided to ensure the Town Secretary legally advertises the bid/proposal in accordance with section 252.041 of the Texas Local Government Code. The Town Secretary shall be responsible for all legal advertisements regarding competitive bids or proposals.
3. Departments may maintain a vendors' list of all vendors requesting to receive bids from the Town; however, use of such list shall not circumvent the statutory advertisement for bid requirements of state law.
4. The Town Administrator or his/her designee and the Town Secretary will attend all bid openings to ensure compliance with the statutory bidding procedures.
5. The Town Administrator and the requesting department director must make a consensus recommendation to the Town Council concerning the bid or proposal award. The requesting department director must present the recommendation of award to the Town Council.

6. No purchase order will be issued prior to the Town Council approval.
7. Approval date and Town resolution must be attached to and noted on the purchase order.
8. All approved contracts shall be attached to the purchase order.

B. Preparing the Competitive Bid Document. All competitive bids shall be issued using an Advertisement of Bids form (See APPENDIX A) approved by the Town Administrator and Town Attorney.

1. It is the responsibility of the respective departments to prepare the bid specifications. Consulting engineers/architects may also be directed by the Town to prepare bid documents as well as administer or participate in the bid opening process.
2. All bid documents must generally contain the following information:
 - Advertisement for Bids (See APPENDIX A)
 - Cover sheet
 - General rules
 - Insurance documents
 - Reference sheet
 - Bid Form (See APPENDIX B)
 - Specifications or Special Provisions (See APPENDIX C)
3. After preparation of the bid document, it must be approved by the department director and Town Administrator.
4. After approval at the department level, the completed bid specification document must be sent to the Town Administrator's office for review and approval. The Town Administrator's office will be responsible for forwarding the appropriate legal public notice information to the Town Secretary for advertisement and placement on the calendar pursuant to state law.
5. After approval by the Town Administrator's office, the bid may be mailed to prospective bidders as well as placed on-line, if applicable. Bid documents shall not be mailed to prospective bidders before the first public notice is placed in the newspaper in order to ensure all prospective bidders have the same amount of time to complete the bid document.

C. Additional Requirements for the Bid Document

1. A bid bond, cashier's check, certified check, or other approved security in an amount equal to ten percent (10%), or five percent (5%) in the case of engineering-related bids, of the bid is required to guarantee the successful bidder

will sign a contract in the following instances: 1) the bid is for a construction project or 2) any other bid for which the Town Administrator deems it necessary to protect the interest of the Town.

2. When preparing the bid document, departments, in consultation with the Town Administrator, should consider whether to require contractors to provide a performance bond if awarded the contract. In instances where the bid is for construction services or significant building improvements, it is customary to require the contractor to provide a performance bond. A performance bond issued by a surety company stipulates a legal, written obligation guaranteeing 100% payment for any financial loss caused by default of the contractor. When provided to the Town of Argyle, it grants an assurance as to the performance and successful completion in accordance with the terms of the contract and assures payment of the taxes, licenses or assessments associated with the contract. The contractor shall provide the performance bond with the appropriate Labor and Material Bonds within ten (10) calendar days of award of bid. Bonds required to guarantee performance and payment for labor and material for the contract work shall be in a form acceptable to the Town Attorney and shall provide that they shall not terminate upon completion of the work, but shall continue for a period of one (1) year to cover a warranty and maintenance period which Contractor agrees shall apply to all material and workmanship for one (1) year from the date of issuance of the final payment by the Town. (Performance, Payment and Maintenance Bond templates may be found as Attachments 1, 2 & 3, respectively, to this document.)
3. During the term of the contract, the contractor shall provide the Town with a Certificate of Insurance. The limits of liability shall be specified in the bid document's General Terms and Conditions and shall include comprehensive general liability, auto liability, professional liability (required only where contracts are for professional services), workers' compensation (shall include a "waiver of subrogation"), and umbrella coverage. Limits of liability shall be stipulated by the Town.

The aforementioned insurance requirements shall be fulfilled by the contractor by maintaining insurance policies which name the Town, its officers, agents, employees, representatives and assigns as additional insureds. The contractor shall furnish to the Town satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the Town together with executed copies of an "Additional Insured Endorsement" form. Said certificates shall contain a clause to the effect that for the duration of the contract, the insurance policy shall not be canceled, be allowed to expire or changed so as

to the amount of coverage, only after written notification 30 days in advance has been given to the Town. In addition, said certificates shall list the Town and its officers, agents and employees as additional insureds on all required insurance policies, except the policies for professional liability.

4. All companies or individuals who wish to bid on a good or service must submit their bids in a sealed envelope before the deadline of the bid. BIDS RECEIVED AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE RETURNED TO COMPANY OR INDIVIDUAL. The sealed envelope must be labeled as required per the bid documents. Bid document packages should be made the day the ad is placed in the newspaper. It is the responsibility of each department to maintain bid lists for those goods or services for which they are responsible.
5. If a pre-bid conference is conducted, departments should specify in the Notice to Bidders whether or not attendance is a mandatory or optional condition of bidding. At the pre-bid conference, the responsible department should ensure all attendees sign a “sign-in” sheet to ensure compliance with this requirement of bidding and/or to ensure all bidders receive any and all issued addenda. Failure to attend a mandatory pre-bid conference shall disqualify a bidder from being awarded the contract unless, at the department’s discretion, bidders are allowed to not attend by signing a waiver.
6. Based on questions received at the pre-bid conference or by other communications, departments should provide an Addendum to all those who received bids if the answers to the questions might impact the outcome of the bid results. Addendums should also be sent when clarifications are required.

D. Bid Opening Procedures. All sealed bids shall be publicly opened and read aloud by the Town Secretary, or his/her designee, at the time and place stated in the legal notice. At least one other employee shall serve as witness and tabulate the bid results. All proposals shall be open to public inspection, including the bid tabulations, following the bid opening. The following procedures must be completed prior to the bid opening:

1. The Town Secretary will be responsible for reserving the location for the bid opening.
2. All bids must be received before the deadline on the day of the bid. Town staff must be notified of the time and place of the bid opening, and reminded no bids are to be accepted after the deadline for accepting bids. Bids received via mail or in person must be date and time stamped and initialed by person receiving sealed bid packet.

3. A Bid Tabulation Form must be completed. During the bid opening, both the person opening the bids and the person tabulating the bids must sign the bid tabulation sheet as witnesses.

IV. Change Order Policy

State Law, Section 252.048, Texas Local Government Code sets forth certain criteria governing change orders relative to performance of a contract. The general policy of the Town is that change orders are not allowed except for unavoidable or unforeseen circumstances that can be documented and ultimately determined that it is in the best interest, health, safety, and welfare of the Town for the modifications in an approved contract be made. **All change orders shall be approved by the Town Council.**

An original contract price may not be increased by more than twenty-five percent (25%) pursuant to Section 252.048(d), Texas Local Government Code. The original contract price may not be decreased under state law by more than twenty-five percent (25%) without the consent of the contractor.

Procedures for Submitting Change Orders

- Change orders shall be placed on the Council's agenda and shall be accompanied by a staff memorandum explaining the need for the contract revision.
- Change orders shall be numbered sequentially and shall bear the signature of the department director and/or the consulting engineer/architect if applicable. In instances where a final balancing change order (regardless of the amount) reduces the contract price, departments shall approve and authorize the Finance Department to close out the remaining encumbered funds (the project/contract).
- In special circumstances, a change order requiring Town Council approval may be authorized by the Town Administrator prior to being placed on the Town Council agenda. If authorized, the department director shall proceed with placing the change order on the upcoming Town Council agenda as outlined above.

V. Credit Card Payments

The Town of Argyle's Credit Card Program is intended to streamline and simplify the purchasing and accounts payable functions for small purchases. It is a tool that reduces transaction costs, facilitates the timely acquisition of materials and supplies, automates data for accounting purposes, and offers flexible controls to help ensure proper usage. Credit Cards are an alternative to various processes, including petty

cash and purchase orders for small purchases and is not intended to avoid or bypass appropriate procurement procedures.

Employee(s) commit Town funds each time they use a Town Credit Card, and is a responsibility that should not be taken lightly. Employees are responsible for all charges made to the card issued to them, individually. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.

Town Credit Cards will have no impact on the Cardholder's personal credit, although the card lists an individual's name, the card is issued to the Town of Argyle.

~~has provided each department with corporate credit card authority for use in making purchases. Each Department Director is responsible for the security of the credit card(s) assigned to the respective department and should not permit their use for means/purposed other than those permitted by the Town Employee Manual and/or authorized by the Department Director. Credit cards shall not be used for any personal expenses. Credit cards shall not be used to circumvent the normal payment process.~~

A. Obtaining a Card

1. Only full-time employees of the Town of Argyle are eligible to receive a Town Credit Card upon the request of the Department Director to the Finance Department.
2. Employees are required to read the Cardholder Guide, understand the procedures outlined, and sign and date the Cardholder Agreement before being issued a Town Credit Card.
3. Upon receipt of a Purchasing Card, the Cardholder must sign the back of their card and always keep it in a secure place. The Cardholder is responsible for the security of their card issued in their name and the transactions made against their card.

B. Town Credit Card Restrictions

1. Town Credit Cards are NOT to be used for personal purchases. Other restrictions include, but are not limited to:
 - i. Alcohol or liquor
 - ii. Entertainment (such as theater, movies, golf, etc.)
 - iii. Services such as contracts and agreements
 - iv. Cash refunds or advances
 - v. Fuel Purchases

2. Town Credit Cards are NOT to be used for single purchases of over \$3,000.00
3. Under no circumstances should a transaction be split into two separate receipts to bypass the single transaction dollar limit.
4. Each card requires a monthly total limit, which will deny further transactions in that month in accordance with the thresholds below:
 - i. Executive Staff - \$10,000
 - ii. Department Directors - \$7,500
 - iii. Regular Full-Time Employees - \$3,000
5. One-time requests for additional credit authorization can be submitted to the Finance Department with the Department Director's approval.

C. Sales Tax

1. The Town of Argyle is a tax-exempt government agency and we are not permitted to pay sales tax on purchases made on behalf of the Town. This exemption is mandated by state law and helps us effectively manage public funds. Below are the relevant laws and codes that guide our tax exemption status:
 - i. Texas Tax Code, Section 151.309 – This section specifically provides that political subdivisions of the State of Texas, including municipalities, are exempt from sales, excise, and use taxes on items purchased, leased, or rented for the entity's use. It is essential to present the entity's exemption certificate (Form 01-339) to vendors at the time of purchase to avoid being charged sales tax.
 - ii. Texas Administrative Code, Title 34, Rule §3.322 – This rule outlines the requirements for exemptions from sales tax for governmental entities, including the need to provide vendors with a properly completed exemption certificate. The exemption applies to tangible personal property and taxable services purchased for the exclusive use of the municipality.
2. Cardholders are responsible for ensuring that the Town is not charged sales tax by alerting the merchant in advance that the transaction is tax-exempt. If tax is included, the cardholder is responsible for correcting the charge in a timely manner.

D. Cardholder Duties and Responsibilities

1. Cardholders are responsible for reconciling their monthly statement within five business days of receiving their monthly statement.

2. Cardholders must ensure transactions are completed within the assigned limits and guidelines, sales tax was not applied, the original “detailed” receipt is included, and identify/assign General Ledger account codes for each transaction.
 - i. If a receipt is lost, or cannot be obtained, the Cardholder must complete the Lost Receipt Form, and obtain all approvals before submitting their transaction reconciliations.
 - ii. At the discretion of the Department Director, credit card charges not substantiated by a receipt ~~must~~ may be required to be reimbursed by the credit card user at time of receipt of the monthly credit card statement.
3. Cardholders are responsible for processing returns, verifying credits received, tracking card balances, and disputing charges directly with the vendor.

E. Department Director Duties and Responsibilities

1. Review General Ledger account codes for each Cardholder’s transactions within three business days of receiving their Transaction Log.

F. Finance Duties and Responsibilities

1. Process and record monthly Credit Card payment to merchant service provider.
2. Consolidate all statements received from department Cardholder’s and posts to the General Ledger to approved account codes for each transaction.

G. Human Resources Duties and Responsibilities

1. The Human Resources Director shall maintain credit card use acknowledgement forms and/or copies of departmental use policies authorized by each Department Director.
2. The Human Resources Director shall request all credit cards to be returned prior to termination of employment and no final pay shall be made to terminated employee until cards have been received by the Human Resources Director.

H. Resolving Errors and Disputes

1. In the case of an error, the Cardholder is first to contact the supplier and try to reach an agreement. Most disputes can be resolved in this manner.
2. If unable to settle with the supplier or vendor, the Cardholder is to report the error or dispute to their supervisor immediately.

I. Lost or Stolen Cards

1. Town Credit Cards should be secured in the same way as personal credit cards. In the event of a lost or stolen Credit Card, the Cardholder is to immediately contact the toll-free number on the back of their card and notify the Finance Department.

J. Refusal of Card or Account

1. Should the Card be declined at the point of sale for any reason, Cardholder should contact the Finance Department. Every effort will be made to determine why the transaction was declined.

K. Audit Activity

1. Credit Card activity is subject to random audits by appropriate personnel, including the Town's external auditors. The random audits help ensure adherence to the Program's policies and procedures.

L. Revocation of Credit Card

1. The Town Credit Card is subject to revocation at any time at the discretion of the Town Administrator.
2. Each cardholder must acknowledge receipt of the purchase card, understand the rules of usage, and sign the Cardholder Agreement Form. Failure to abide by this policy will result in revocation of their card and disciplinary action up to and including termination of employment.
3. The Director of Finance will recommend to the Department Director that the card be revoked following any violation of the Credit Card Policy, including but not limited to failure to provide expense reports within ~~three-five~~ (53) working days of return to work from Town-authorized travel or conferences resulting in credit card use; failure to provide receipts of credit card use/expenditures; falsifying expense reports; or submitting false claims

4. The Finance Director is authorized to temporarily suspend use of the card if unauthorized use is discovered and poses a threat to internal financial controls.

i. First Violation - revoke privileges for 30 days.

ii. Second Violation - suspend privileges/revocation at the discretion of the Town Administrator and/or disciplinary action up to and including termination of employment.

APPENDICES:

A – Advertisement for Bids Form

B – Bid Form

C – Bid Specification Form

ATTACHMENTS:

1 – Performance Bond

2 – Payment Bond

3 – Maintenance Bond

EFFECTIVE DATE: _____

APPROVING RESOLUTION NO.: _____

S:\Admin Folder\Purchasing Policy and Procedures March 2020 Folder