City of Bristol
Board of Finance

A meeting of the Purchasing Committee of the Board of Finance will be held on Tuesday, May 26, 2026, at 5:00 PM. in Meeting Room 1-2 of City Hall, 111 North Main Street, Bristol, Connecticut.

1. Call to Order

2. Purchasing Manual

   a. To review to Section 2.B of the Purchasing Manual for Cooperative Purchasing and to take any action as necessary.

   b. To review to Section N (Fixed Assets) of the Purchasing Manual and to take any action as necessary.

3. Adjournment

PER ORDER OF THE CHAIRPERSON
David Maikowski

B. Precedence of Contract Awards

The City, in its determination of appropriate contracting for supplies and services, may choose to develop its own contract, or may choose to participate in existing contracts. The City will consider the relevance of the specifications, the cost, availability, and other factors in its determination. The City will be the sole determinant in the selection of contract type.

- Capitol Region Council of Governments (“CRCOG”), Connecticut Conference of Municipalities (“CCM”), and Capitol Region Education Council (“CREC”) and other Not For Profit Consortia Specifically Incorporating Connecticut Law [1]
  CRCOG, CCM, and CREC, in support of efforts sponsored by its constituent municipalities and school districts, develop contracts available for use by member municipalities and school districts.
- The State of Connecticut, through the Department of Administrative Services (“DAS”), has established a number of contracts for its use. These contracts, when specifically extended to political subdivisions and municipalities, may be used by the City when determined to be in the best interests of the City.
- Sourcewell, a cooperative procurement program that is part of the State of Minnesota and is available to state and local governments. Sourcewell meets the cooperative purchasing meaning defined by the American Bar Association Model Procurement Code for State and Local Governments, which includes competitive solicitations governed by public advertising, receipt and award of contracts.

[1] Incorporated May 2015 – see CGS 7-148v

2. Capitalization Thresholds

All assets with an initial individual cost of $~~5,000.00~~10,000 or greater for machinery, equipment and computer software, $25,000 for land improvements, $50,000 for buildings, and $100,000 for infrastructure shall be recorded as a distinct asset for the purposes of reporting asset values in the City's Comprehensive Annual Financial Report, Financial Statement, and all related reports. The City shall maintain of minimum the following information on such assets: description, acquisition cost, acquisition date, purchase order, asset custodian, location, and condition.

The costs for improvements to current assets are to be added to the cost of the existing asset, where practical (in certain cases, improvements may be identified to be a unique asset). The costs of normal maintenance and repairs that do not add to the value of the asset, or materially extend asset lives, are not capitalized. Donated capital assets shall be recorded at the estimated fair market value at the date of donation.

Assets shall be assigned to one of the following class groups, for the purposes of reporting in government-wide financial statements: land and land improvements, buildings and building improvements, equipment, construction work in progress, and infrastructure.

Certain assets valued less than $~~5,000.00~~10,000 but considered significant as to warrant the monitoring of their condition and location, shall additionally be tracked but not considered in the reporting of asset values as described in the City's Comprehensive Annual Financial Report or Financial Statement. ~~Such items include but are not limited to computers, printers, minor furnishings, firearms, and general office equipment.~~ In the event of a conflict between this provision and a grant requirement, the grant requirement shall govern.