

City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – April 12, 2022

A Special Meeting of the Purchasing Committee of the Board of Finance was held on April 12, 2022 at 6:00 p.m. in the First Floor Meeting Room of City Hall.

Present: Mark Whitford, Orlando Calfe, Ron Burns.

Also Present: Roger Rousseau and Diane Waldron.

Meeting was called to order at 6:02 pm.

To discuss contract requirements for ARPA funded projects and to take any action as necessary.

The City of Bristol has received significant federal funding via the American Rescue Plan Act (“ARPA”) and established a task force to designate projects to be funded; some of the projects involve entities other than the municipality itself (i.e. non-profit groups and private businesses impacted by Covid). The task force has retained a consulting firm (UHY Advisors of New England LLC) to support the efforts required to administer the large volume of activities generated as a result of the funding. The task force has sought clarification on the procurement requirements for the non-municipal projects. It is anticipated that the current procurement guidelines for the City are to apply to municipal projects.

In February 2020, the Board of Finance incorporated federal procurement guidelines per the National Defense Authorization Act of 2017; the guidelines, inclusive of the OMB Memorandum M-18-18 issued June 20, 2018, established precedent for addressing competitive bidding for services greater than \$250,000.00. Both Jack Reagan of UHY Advisors and Roger Rousseau recommended that for non-municipal projects, the federal procurements should be applied. Specifically:

Purchases made by subrecipients involving the use of ARPA funds that are less than \$10,000.00 shall be considered a “micro purchase”, price or rate quotations must be obtained from an adequate number of qualified sources sufficient to show that due diligence was considered in such purchase.

Contracts made by subrecipients involving the use of ARPA funds that are greater than or equal to \$10,000.00 and less than \$250,000.00 shall require the solicitation and receipt of not less than three (3) written competitive bids, as set forth in the small acquisition threshold requirements identified in 2 CFR 200.317 through 2 CFR 200.326.

Contracts made by subrecipients involving the use of ARPA funds that are \$250,000.00 or greater shall require the receipt of sealed bids as defined in 2 CFR 200.320(c) and 2 CFR 200.320(d).

It was questioned whether the City would be responsible for compliance with ARPA requirements, inclusive of competitive bidding requirements; UHY Advisors will be working with grant recipients to ensure their compliance with all funding requirements. The City's Purchasing Department will provide assistance if/as needed to support efforts for competitive bidding.

The "micro purchase" definition above reads "obtained from an adequate number of qualified sources"; the committee preferred the requirement for not less than two quotes.

A motion was made by Orlando Calfe as follows:

To accept incorporation of revisions to the Purchasing guidelines, and forward to the Board of Finance for approval, reading as follows:

The City of Bristol, in anticipation of award of funding via the American Rescue Plan Act ("ARPA") to businesses, not-for-profit entities and other nongovernmental entities (for purposes of this section referred to as subrecipients), establishes the following competitive bidding requirements for such funding use, consistent with OMB Memorandum M-18-18 issued June 20, 2018:

Purchases made by subrecipients involving the use of ARPA funds that are less than \$10,000.00 shall be considered a "micro purchase", price or rate quotations must be obtained from not less than two qualified sources sufficient to show that due diligence was considered in such purchase.

Contracts made by subrecipients involving the use of ARPA funds that are greater than or equal to \$10,000.00 and less than \$250,000.00 shall require the solicitation and receipt of not less than three (3) written competitive bids, as set forth in the small acquisition threshold requirements identified in 2 CFR 200.317 through 2 CFR 200.326.

Contracts made by subrecipients involving the use of ARPA funds that are \$250,000.00 or greater shall require the receipt of sealed bids as defined in 2 CFR 200.320(c) and 2 CFR 200.320(d).

Motion was seconded by Mark Whitford and unanimously approved.

Adjournment.

There being no other business, the meeting adjourned at 6:38 pm.