

Purchasing Committee 02/08/2023

Members Present: Dennis Hunt, Jimmy Hollandsworth, Joe Mike Hodge, Judd Matheny, Frank Watkins

Others present: Stephanie Bush, Purchasing Agent for Coffee County

The meeting was called to order at 4:30 pm

Dennis Hunt opened the meeting as organizational chairman announcing this being the first meeting of the new committee members a chairman and secretary needed to be instilled. Dennis Hunt nominated Jimmy Hollandsworth as committee chairman with Frank Watkins seconding the motion. The motion passed unanimously.

Frank Watkins volunteered to be committee secretary with Dennis Hunt seconding. The motion passed unanimously.

Joe Mike Hodge made a motion to approve the agenda, Frank Watkins seconded the motion. The motion passed unanimously.

Discuss what to do with Manchester location of CC County Health Department real estate.

Stephanie Bush explained that we need to decide on how to handle the sale property of the Manchester Coffee County Health Department. Stephanie advised that we could speak with other government entities interested in the property and enter into an agreement without placing the property up for public sale or we should choose to place the property up for public sale through a realtor. If we elected to go through a realtor she would have to place out an RFP, request for proposal, to those interested in selling the property for the county. After discussion, Dennis Hunt made a motion to retain a realtor to sell the old Manchester Health Department at a public auction. Frank Watkins seconded the motion. The motion passed unanimously.

Hillsboro Fire – Truck from Sheriff Dept

Stephanie advised that the Hillsboro VFD was interested in purchasing a surplus vehicle from the Sheriff's Department. Stephanie explained that since Hillsboro VFD is not a county entity the county could not directly sell the property to them without the passage of a resolution allowing such a transfer of assets. Dennis Hunt made a motion to draft the resolution allowing for the transfer of property to Volunteer Fire Departments in Coffee County.

Approval of surplus items for Gov Deals

Stephanie provided a list of vehicles that had been requested to be surplus by the Sheriff's Department and Rural Solid Waste. The vehicles would be listed on Gov Deals for public auction. Stephanie advised that the proceeds of some of the items would go back to the fund that purchased them such as the case of drug fund vehicles. Dennis Hunt made a motion to approve the list as presented seconded by Joe Mike Hodge. Motion passed unanimously.

Approve New Policy with \$50,000.00 threshold added.

Stephanie gave each member of the new purchasing policies and procedures manual and advised that a resolution has already been adopted that allowed for the increase of the previous bid threshold which was \$10,000.00 to the new threshold which is \$50,000.00. Not further discussion was made.

Talk about raising the Purchase Order and Quote limit from the current dollar amount.

Stephanie explained that the current purchase order limit was \$500.00 and that at \$2,500.00 a purchase order and three quotes are required. Stephanie suggested that since the bid threshold had been raised that we may want to raise the purchase order limit as well as the quote limit to be in line with the new bid limit. After some discussion,

Dennis Hunt made a motion to raise the purchase order limit to \$1,000.00 and was seconded by Joe Mike Hodge. This motion passed unanimously.

Another motion was made to raise the quote limit from \$2,500.00 to \$5,000.00, seconded by Joe Mike Hodge. This motion passed unanimously.

Switch to WEX Fuel Cards for the Sheriff's Department.

Stephanie advised that she was approached by the Sheriff's Department to go with WEX Fuel Cards for fuel. Frank Watkins added that this would not be exclusive for fuel use but an alternative if events arise where the Co-Op could not be used, trips or pump malfunctions for example. Stephanie advised that WEX is on the Tennessee State Contract list and this did not need to be bid out. After some further discussion, Joe Mike Hodge made a motion to allow the Sheriff's Department to go with WEX for an alternative, seconded by Dennis Hunt. This motion passed unanimously.

Rural Solid Waste – Request approval for Tractor Supply Card.

Stephanie advised that she was asked to bring a request from Rural Solid Waste for a charge account through Tractor Supply. Stephanie explained that they were needing this for supplies needed for equipment repairs and other items for them. Frank Watkins made a motion to approve this request, seconded by Judd Matheny. This motion passed unanimously.

EMS – Request approval for a Lowe's Card.

Stephanie said that she was asked to bring a request from EMS for a Lowe's charge account. This request was made to allow them to purchase items needed for minor repairs, especially for the two stations in Tullahoma. Frank Watkins made a motion to send this request to the EMS Authority for review, seconded by Joe Mike Hodge. This motion passed unanimously.

A motion to adjourn was made by Frank Watkins and seconded by Dennis Hunt