CONSENT AGENDA ITEM SUMMARY
August 17, 2026, City Council Meeting
Item Number: 6A

Presented by: Jeremy Newton, Director — Wastewater Plant

ITEM SUMMARY:

Request for approval to authorize Industrial Chemicals, Inc. to remove, demolish and safely dispose of the old 6,000-gallon Caustic Soda bulk tank, at cost of $12,540.00. The existing tank has become unusable and must be removed in order to make room for a new tank.

SPECIAL CONSIDERATIONS OR CONCERNS:

The tank and residual chemicals need to be transported to a certified disposal facility.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

$12,540.00

FUNDING SOURCE:

505-5.4335.52.3850 **ENTERPRISE FUND**

ATTACHMENTS:

Industrial Chemicals, Inc. quote
Zeta Solutions, LLC quote

OTHER DEPARMENTAL REVIEW NEEDED:

__X_Yes ___No

OTHER DEPARMENTAL REVIEW

__X_Finance

Industrial Chemicals, Inc.

[redacted]

Bill to:	City of McDonough, GA			PO#		Job site:		City of McDonough, GA	
Date:	8/6/2026					Estimate Number		TBD	
Description of work:	Caustic Tank Removal					Manifest Number:		TBD	
	1x6000 gal insulated poly tank								

Item	Price / item	# of items	Units		Total
PPE	$82.00	1	5	daily	$410.00
Support truck	$70.00	1	10	daily	$700.00
Rolloff truck/box	$210.00	1	10	hourly	$2,100.00
Tools/saws/etc	$1,500.00	1	1	day	$1,500.00
Disposal	$282.00	1	10	tons	$2,820.00
Supervisor	$82.00	1	10	hourly	$820.00
Technicians	$70.00	3	10	hourly	$2,100.00
				Sub Total	$10,450.00
		Energy surcharge	20%		$2,090.00
				Total	$12,540.00

Assumptions:

>Quote is portal to portal.

>All power/utilities to be disconnected and gapped by facility personnel.

>If free liquids are encountered and require neutralization additional cost will apply.

>Area should be free and clear of traffic and or obstacles.

>ICI will utilize various - tools to cut up and dispose of old caustic tank

>Times are an estimate - depending on landfill dumping times and or traffic issues**.

>Hours and waste disposal quantities are an estimates only.

***ICI charges a 20% energy surcharge on all invoices. This fee is related to fluctuating items that we need to conduct business. Examples include but not limited to - rising insurance costs, providing administrative costs for customers heathcare insurance, rising costs of safety specific programs, site orientations, collection efforts, legal fees, sales/site visits, providing documentation, etc;*

Scope of Work:

Cut up tank and solid caustic into smaller pieces and place in roll off box for off site disposal provided by ICI. Before we can start this job City of McDonough employees will make sure all power/utilities will be disconnected and gapped by facility personnel. *ICI will provide all necessary labor, tools, and materials to safely perform the demo/removal/disposal of 1x6000 gallon insulated poly tank.*

Best Regards,

Chad Parish
Account Manager | Waste Services
Industrial Chemicals, Inc.
678-507-7303 cell

cc: Ashley Motley/Waste Disposal Coordinator

ZETA SOLUTIONS

Zeta Solutions, LLC
4 Long Shoals Rd Ste B466
Arden, NC 28704
Customerservice@zetawatersolutions.com
zetawatersolutions.com

Estimate 1122

ADDRESS
City of McDonough
136 Keys Ferry St
McDonough, Ga 30253

SHIP TO
City of McDonough
107 Turner Church Rd
McDonough, Ga 30252

DATE	TOTAL
07/22/2026	$29,999.00

ITEM	DESCRIPTION	TOTAL QUANITY	UNIT PRICE	AMOUNT
Tank	SCOPE OF WORK – 1 x 6,000 gal insulated poly tank Provide labor and equipment necessary to perform the following items: Establish work zone Install LOTO prior to work start Cut and remove lines from tank system Clean residual caustic solids from tank bottom Demolish tank Transport tank/debris to certified disposal facility	1	29,999.00	29,999.00T

Please contact Customer Service or your sales representative to place this order.

SUBTOTAL	29,999.00
TAX	0.00
TOTAL	$29,999.00

THANK YOU.

Accepted By

Accepted Date

Thank you for partnering with Zeta Solutions!

CONSENT AGENDA ITEM SUMMARY
August 17, 2026, City Council Meeting
Item Number: 6B

Presented by: Jeremy Newton, Director   Wastewater Plant

ITEM SUMMARY:

Request for approval to authorize Haulk Sterling Garage Doors to install two electric gates with openers and keypad for entrance/exit at the Wastewater Plant, at a cost of $51,300.

SPECIAL CONSIDERATIONS OR CONCERNS:

The gates will improve security at the facility.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

$51,300

FUNDING SOURCE:

505-5.4335.52.3850 **ENTERPRISE FUND**

ATTACHMENTS:

Haulk Sterling Garage Doors quote
Collaborative Contracting Solutions quote

OTHER DEPARMENTAL REVIEW NEEDED:

__X_Yes   ___No

OTHER DEPARMENTAL REVIEW

__X_Finance

Estimate

HAULK STERLING
GARAGE DOORS

Customer City Of Mcdonough
Wastewater Treatment Plant.
107 Turner Church Rd
McDonough, GA 30252-5047

From Haulk Sterling Garage Doors
28 North Mulberry Street
Jackson, GA 30233
404-392-6810
haulksterling@gmail.com

Estimate Number 9201
Sent Date August 5, 2026
Expires September 4, 2026

Estimate for Front Entrance-Swing Gate. Rear Entrance- Sliding Gate

Item	Quantity	Price	Taxable	Total
(Front Gate). Farm Gate Installation. **Notes:** CountyLine 14 ft. 50 in. Galvanized Mesh x2 2-6" Steel post with concrete footer. Commercial grade hinge. Install Gates @ front and rear location.	1	$9,300.00	0.000%	$9,300.00
(Rear Gate). 45Ft ChainLink Cantilever Gate with Pedestrian Gate **Notes:** Chainlink :6 + 1 , 11.5 ga galvanized cantilever gate x 45ft for a 30ft opening on 4" guide posts with nylon rollers , cut in a 6+1 4-0 walk gate.	1	$20,000.00	0.000%	$20,000.00
(Front Gate). LiftMaster Commercial Swing Gate Opertor **Notes:** LiftMaster Dual Swing Gate Operator System * LiftMaster dual swing gate operator package * Solar-powered system with 20W solar panel and battery backup * Operators with synchronized opening and closing * 2 pedestal with keypad entry/exit.	1	$10,500.00	0.000%	$10,500.00
(Rear Gate). LiftMaster Commercial Sliding Gate Operator. **Notes:** Notes: ENTRY SYSTEM: (at building) 1 solar 24V, slide gate operator with batteries and solar pkg with nickel chain, 2 pedestals (entry and exit) with a wireless keypad. Concrete pad for op to mount on and a safety photo eye	1	$11,500.00	0.000%	$11,500.00
Terms & Conditions.	1	$0.00	0.000%	$0.00

Item	Quantity	Price	Taxable	Total

Notes: * Materials & Quantities: Material quantities are estimated based on the scope of work and conditions known at the time of this proposal. Any additional materials or labor required to complete the work will be communicated to the Customer, authorized as an additional charge, and added to the final invoice.

* Utility Locates: Required utility locates must be completed prior to excavation. Haulk Sterling will comply with applicable Georgia 811 requirements. The Customer is responsible for identifying privately owned utilities and systems that may not be marked by Georgia 811, including irrigation, septic systems, private electrical lines, water lines, drainage, communication/data lines, and similar underground facilities.

* Property Lines & Underground Conditions: The Customer is responsible for identifying property lines and privately owned underground structures or systems. Haulk Sterling is not responsible for damage to unmarked or incorrectly marked underground facilities. Rock, roots, buried concrete, unknown structures, unsuitable soil, or other unforeseen conditions requiring additional labor, equipment, or materials may result in additional charges.

* Final Quantities: Materials and quantities may be adjusted prior to or during installation based on actual field conditions. Where pricing is based on footage, quantities, or unit pricing, the final contract amount will be based on the actual installed quantities plus any approved additional work.

* Proposal Validity: This proposal is valid for 30 days unless otherwise stated. Pricing is based on the scope of work and site conditions visible or reasonably known at the time of inspection.

* Deposit: A 50% deposit is required to order equipment/materials and schedule installation unless other payment terms are approved in writing. Special-order, custom, cut, or fabricated materials are non-refundable once ordered or fabrication has begun.

* Changes & Additional Work: Work outside the written scope of this proposal—including additional labor, materials, repairs, modifications, or unforeseen conditions discovered during installation—is considered additional work and may result in additional charges. Customer authorization will be obtained before proceeding when reasonably practical.

* Site Access: The Customer is responsible for providing reasonable and safe access to the work area throughout the project.

* Excluded Work: Unless specifically included in the proposal, concrete/asphalt repair, landscaping, trench restoration, electrical service, permits, engineering, access-control systems, networking/Wi-Fi, telephone/cellular service, card readers, intercom systems, traffic control, fencing, and masonry work are excluded.

* Existing Equipment: Existing gates, hinges, posts, rollers, tracks, electrical systems, wiring, access controls, and related equipment are assumed to be serviceable unless otherwise noted. Additional repairs or modifications determined to be necessary for safe or proper operation will be quoted separately.

* Automated Gate Safety: Automated vehicular gate systems will be installed and configured in accordance with applicable manufacturer requirements and recognized UL 325 and ASTM F2200 safety requirements. Additional entrapment-protection devices, photo eyes, monitored edges, guarding, or safety modifications determined to be necessary but not included in the original scope may result in additional charges.

* Safety Devices: The Customer agrees not to remove, bypass, disable, alter, or modify any safety or entrapment-protection device after installation.

* System Performance: Gate and operator performance may be affected by electrical outages, depleted batteries, solar conditions, internet/Wi-Fi/cellular service, third-party access-control equipment, vehicle impact, vandalism, severe weather, or other circumstances outside Haulk Sterling's reasonable control.

* Warranty: Manufacturer warranties apply to equipment and components according to the applicable manufacturer's terms. Unless otherwise specifically stated in writing, warranty coverage does not include abuse, vehicle impact,

Item	Quantity	Price	Taxable	Total

Subtotal	$51,300.00
Tax	$0.00
Total	$51,300.00

Notes

Thank you for considering Haulk Sterling Garage Doors!

Collaborative Contracting Solutions
115 Old Stagecoach Rd.
Stockbridge, GA 30281
770-560-8455
678-289-1562 Fax

Estimate

Date	Estimate #
8/6/2026	6394

Name / Address	Ship To
City Of McDonough Wastewater Treatment Plant 107 Turner Church Rd McDonough, GA 30252-5047	City Of McDonough Wastewater Treatment Plant 107 Turner Church Rd McDonough, GA 30252-5047

Description	Qty	Cost	Total
Farm Gate Installation Notes: CountyLine 14 ft. x 50 in. galvanized mesh gates x2; two 6 in. steel posts with concrete footers; commercial-grade hinges. Install at front entrance.	1	$9,300.00	$9,300.00
45 Ft Chain-Link Cantilever Gate with Pedestrian Gate Notes: 6+1, 11.5 ga galvanized cantilever gate, approx. 45 ft. for a 30 ft. opening, on 4 in. guide posts with nylon rollers; includes 6+1 x 4 ft. walk gate.	1	$21,200.00	$21,200.00
LiftMaster Commercial Swing Gate Operator Notes: LiftMaster dual swing gate operator system; solar-powered with 20W solar panel and battery backup; synchronized operators; two entry/exit pedestal stations; wireless remotes; UL 325 monitored safety devices; installation, programming and testing.	1	$10,500.00	$10,500.00
LiftMaster Commercial Sliding Gate Operator Notes: 24V solar slide gate operator with batteries and solar package; nickel chain; two entry/exit pedestals with wireless keypad; concrete operator pad; safety photo eye; installation, programming and testing.	1	$11,500.00	$11,500.00
Sales Tax		0.00	0.00
Thank you, we appreciate the opportunity to serve you!		**Total**	$52,500.00

Customer Signature

CRUTCHFIELD Welding & Repair

115 Amberwood Lane
Griffin, GA 30223
(404) 925-5148

005

Customer: McDonough Treatment Plant.
107 Turner Church Rd.
McDonough, GA 30252-5047

Date: August 6, 2026

Proposal

Item / Scope	Qty	Price	Taxable	Total
Farm Gate Installation CountyLine 14 ft. x 50 in. galvanized mesh gates x2; two 6 in. steel posts with concrete footers; commercial-grade hinges. Install at front entrance.	1	$9,300.00	0.000%	$9,300.00
45 Ft Chain-Link Cantilever Gate with Pedestrian Gate 6+1, 11.5 ga galvanized cantilever gate, approx. 45 ft. for a 30 ft. opening, on 4 in. guide posts with nylon rollers; includes 6+1 x 4 ft. walk gate.	1	$21,700.00	0.000%	$21,700.00
LiftMaster Commercial Swing Gate Operator LiftMaster dual swing gate operator system; solar-powered with 20W solar panel and battery backup; synchronized operators; two entry/exit pedestal stations; wireless remotes; UL 325 monitored safety devices; installation, programming and testing.	1	$10,500.00	0.000%	$10,500.00
LiftMaster Commercial Sliding Gate Operator 24V solar slide gate operator with batteries and solar package; nickel chain; two entry/exit pedestals with wireless keypad; concrete operator pad; safety photo eye; installation, programming and testing.	1	$11,500.00	0.000%	$11,500.00

Subtotal $53,000.00

Tax $0.00

Total **$53,000.00**

CONSENT AGENDA ITEM SUMMARY
August 17, 2026, City Council Meeting
Item Number: 6C

Presented by: Jeremy Newton, Director — Wastewater Plant

ITEM SUMMARY:

Request for approval to authorize Goforth Williamson to replace the motor and gearbox on aeration 1,2, at a cost of $56,220.00

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

$56,220.00

FUNDING SOURCE:

505-5.4335.52.3850 ENTERPRISE FUND

ATTACHMENTS:

Goforth Williams invoice
Cornerstone Mechanical invoice

OTHER DEPARMENTAL REVIEW NEEDED:

__X_Yes ___No

OTHER DEPARMENTAL REVIEW

__X_Finance

QUOTATION

Goforth Williamson, Inc
373 Odell Road
Griffin, GA 30224
US
(770) 467-0303

Quote Number	
11048435	
Quote Date	Page
08/05/2026	1 of 3

Quote Expires On: 09/04/2026

BILL TO:
City of McDonough
136 Keys Ferry St.
McDonough, GA 30253
US

770-957-3915

SHIP TO:
City of McDonough
107 Turner Church Rd
McDonough, GA 30253
US

Requested By: Mr. Jeremy Newton

Customer ID: 713209

Project Ref: **Gearbox & Motor Install**

PO Number	*Carrier Name*	*Sales Rep*
		John Boswell

Quantity Ordered	*Quantity Remaining*	*UOM*	*Item ID* / *Item Description*	*Unit Price*	*Extended Price*
1.00	1.00	EA	MCDONOUGH AERATION GEARBOX AND MOTOR Gearbox & Motor Installation Falk Gearbox & Baldor Motor	56,220.0000	56,220.00

PLEASE NOTE:
1. Freight: FOB Origin, ground freight prepaid and charged to curbside of first location.
2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com

Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

19.1.3681 - 09/23/19

Document ID: 11048435

Goforth Williamson, Inc
373 Odell Road
Griffin, GA 30224
US
(770) 467-0303

Goforth Williamson, inc.

Quote Number	
11048435	
Quote Date	Page
08/05/2026	2 of 3

Quote Expires On: 09/04/2026

Quantity Ordered	*Quantity* Remaining	*UOM*	*Item ID* / *Item Description*	*Unit Price*	*Extended Price*

Order Line Notes: Scope of Work:

1. Travel to site.
2. Remove existing Falk gearbox and Baldor motor.
3. Install the following provided by GWI Service:
   a) 2 ea. – Falk 5307J25A Gearbox
   b) 2 ea. – Falk Taper Bushing
   c) 2 ea. – Falk Torque Arm
   d) 2 ea. – 20hp Baldor Motor
   e) 2 ea. – 5VX Belts
   f) 2 ea. – Dodge P2B-S2-315R
   g) 2 ea. – Dodge P2B-S2-307RE
4. The following will be reused:
   a) 2 ea. – Motor Mounts
   b) 2 ea. – Motor Sheaves
   c) 2 ea. – Gearbox Sheaves
   d) 2 ea. – Belt Guards
5. Verify equipment operates correctly.
6. Clean up site and return to GWI Service Center.

Note: This proposal assumes the existing gearboxes and bearings can be removed from the shaft without issue. If the gearbox or bearings are found to be seized to the shaft and additional labor and crane time are required, any additional days necessary to complete the work will be billed at $7,245.00 per day.

Note: This quote is provided for budgetary purposes only. Any work beyond the outlined scope will require an updated scope and revised quote. No additional work will proceed without prior approval of any changes.

Quote Prepared by Nathan Beasley / Project Manager

For the above scope of work, GWI Quotes:

QUOTATION

Goforth Williamson, Inc
373 Odell Road
Griffin, GA 30224
US
(770) 467-0303

Goforth Williamson, inc.

Quote Number	
11048435	
Quote Date	Page
08/05/2026	3 of 3

Quote Expires On: 09/04/2026

Quantity *Ordered*	*Remaining*	*UOM*	*Item ID* *Item Description*	*Unit Price*	*Extended Price*

Total Lines: 1

SUB-TOTAL:	56,220.00
TAX:	0.00
AMOUNT DUE:	**56,220.00**
	U.S. Dollars

PER YOUR REQUEST, WE ARE PLEASED TO QUOTE THE FOLLOWING
Goforth Williamson
373 Odell Road
Griffin, GA 30224
PurchaseOrders@goforthwilliamson.com

Quote Valid for 30 Days

Quoted By: NATHANBEASLEY
Email: nathan@goforthwilliamson.com

Payment Terms: **Net 30**
F.O.B.: **Origin**

PLEASE NOTE:
1. Freight: FOB Origin, ground freight prepaid and charged to curbside of first location.
2. Price "does not" reflect Sales Tax, Documentation, Drawings, or Special Paperwork.
3. We can now accept Visa, Mastercard, American Express and Discover. Please contact us if you would like to pay via credit card.
4. Please reference Quote on Purchase order and send your Purchase orders to PurchaseOrders@GoforthWilliamson.com
Standard Terms & Conditions apply and are accessible at:
https://goforthwilliamson.com/wp-content/uploads/2025/06/Sales-Terms-and-Conditions-Goforth-Williamson.pdf

Cornerstone Mechanical
PO Box 3095
Peachtree City, GA 30269
+17707423321
andrea@cornerstoneh2o.com
https://www.cornerstone-mechanical.com

Estimate

ADDRESS
City of McDonough
McDonough WWTP
107 Turner Church Road
McDonough, GA 30253

SHIP TO
City of McDonough WWTP
Aerator Drive Replacement
City of McDonough WWTP
107 Turner Church Rd.
McDonough, GA
Attn: Jeremy Newton

ESTIMATE # 2045
DATE 06/18/2026
EXPIRATION DATE 07/17/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
4000-Field Services	1. Mobilize personnel, tools, equipment, and materials to the City of McDonough WWTP. 2. Provide crane services and rigging necessary to safely remove and reinstall aerator drive components. 3. Remove and dispose of two (2) existing aerator drive assemblies. 4. Supply and install two (2) new Falk Speed Reducers, Model 5307J25A. 5. Supply and install two (2) new Baldor electric motors, Model EM2334T50, 20 HP, 1765 RPM, 230/460V. 6. Supply and install all new drive belts, sheaves, bushings, and associated hardware required for a complete installation. 7. Inspect drive alignment and adjust as required to ensure proper operation. 8. Lubricate all newly installed equipment in accordance with manufacturer recommendations. 9. Perform startup services, verify proper operation, and confirm correct rotation, belt tracking, and drive performance. 10. Clean work area and demobilize from site.	1	42,125.00	42,125.00
4000-Field Services	Optional Adder Supply and install four (4) new pillow block bearings, including removal of existing bearings, alignment, ~~lubrication, and operational verification.~~	1	14,450.00	14,450.00

Clarifications
• Pricing includes labor, crane services, rigging, consumables, and equipment necessary to complete the work described above.
• Electrical disconnect and reconnect of motors is included utilizing existing power and control wiring.

TOTAL **$56,575.00**

A late payment charge of 1 1/2% per month (18% annually) will be applied to all past due accounts.
This estimate is governed by our terms and conditions which can be found at this link:
https://www.cornerstone-mechanical.com/uploads/1/3/8/0/138090225/terms_and_conditions_updated_cornerstone_mechanical.pdf

• No modifications to existing electrical service, control panels, VFDs, or SCADA systems are included.
• Any repairs identified beyond the scope outlined above will be quoted separately upon customer approval.
• Work is to be performed during normal business hours unless otherwise noted.
• Customer shall provide reasonable site access and adequate working area.
• Cornerstone Mechanical will maintain a clean and safe work area throughout the project.
• Proposal is based on existing equipment being accessible and removable without structural modifications.

Accepted By

Accepted Date

A late payment charge of 1 1/2% per month (18% annually) will be applied to all past due accounts.
This estimate is governed by our terms and conditions which can be found at this link:
https://www.cornerstone-mechanical.com/uploads/1/3/8/0/138090225/terms_and_conditions_updated_cornerstone_mechanical.pdf

CONSENT AGENDA ITEM SUMMARY
August 17, 2026, City Council Meeting
Item Number: 6D

Presented by: Brian Linton — Technology Services

ITEM SUMMARY:

Request for the approval to pay Civic Plus Agenda and Meeting Management Subscription renewal in the amount of $20, 718.15.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This was expenditure was approved in the FY 26 – 27 adopted budget.

FUNDING SOURCE:

100-5.1535.52.1301

ATTACHMENTS:

Civic Plus invoice

OTHER DEPARMENTAL REVIEW NEEDED:

__X_Yes ___No

OTHER DEPARMENTAL REVIEW

__X_Finance

CIVICPLUS

Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#379661

9/9/2026

Bill To

Brian Linton
City of McDonough, GA
40 Lawrenceville St
McDonough GA 30252

TOTAL DUE

$20,718.15

Due Date: 10/9/2026

Terms	Customer	Approving Authority
Net 30	City of McDonough, GA	

Qty	Item	Start Date	End Date	Amount
1	CP Media-Unlimited Storage Annual Fee	9/9/2026	9/8/2027	$8,214.63
1	Agenda and Meeting Management- Premium Annual Fee	9/9/2026	9/8/2027	$9,857.52
1	AMM Select: Live Meeting Manager Annual Fee	9/9/2026	9/8/2027	$2,646.00

Total	$20,718.15
Due	**$20,718.15**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: CivicPlus W-9. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

CONSENT AGENDA ITEM SUMMARY
August 17, 2026, City Council Meeting
Item Number: 6E

Presented by: Brian Linton, Director   Technology Services

ITEM SUMMARY:

Request for the approval to pay the SHI invoice for Barracuda Email Security Gateway in the amount of $26,160.00.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This was budgeted and approved in the FY 26 – 27 budget.

FUNDING SOURCE:

100-5.1535.52.1301

ATTACHMENTS:

SHI invoice.

OTHER DEPARMENTAL REVIEW NEEDED:

__X_Yes   ___No

OTHER DEPARMENTAL REVIEW

__X_Finance   ___Fire   ___Stormwater

Department Name:

Comments:

Pricing Proposal
Quotation #: 27745637
Created On: 7/14/2026
Valid Until: 8/31/2026

GA-City of Mcdonough

Brian Linton
136 Keys Ferry St.
McDonough, GA 30253
United States
Phone: 678-222-8670
Email: BLinton@McDonoughGa.org

PubSec Inside Account Executive

Kewanna Vincent
300 Davidson Ave
Somerset, NJ 08873
Phone: 732-868-5832
Email: Kewanna_Vincent@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Email Protection Adv Plan per User1Month Barracuda - Part#: EP-ADVANCED-U-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 10/21/2026 - 10/20/2027 **Note:** MSRP/SHI Advertised List: $4.29	3000	$3.67	$11,010.00
2	Barracuda Cloud Archiving Service - Subscription license (1 month) - 1 user - hosted Barracuda - Part#: EP-CAS-Usr-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 10/21/2026 - 10/20/2027 **Note:** MSRP/SHI Advertised List: $2.61	3000	$2.36	$7,080.00
3	Barracuda Cloud-to-Cloud Backup Service Data Protection - Subscription license (1 month) - 1 user - hosted - annual fee Barracuda - Part#: DP-CCB-USR-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Coverage Term: 10/21/2026 - 10/20/2027 **Note:** MSRP/SHI Advertised List: $3.08	3000	$2.69	$8,070.00
			Total	$26,160.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

	MCDONOUGH POLICE DEPARTMENT **OPERATIONS MANUAL**
NUMBER: 10.37	**EFFECTIVE DATE:** July 30, 2026
Automatic License Plate Recognition Devices	**REVIEW DATE: July 20, 2026**
NUMBER OF PAGES:	**REVISED DATE: July 22, 2026**
DISTRIBUTION: Divisions, Units, Sections	**APPRVAL: Chief Kenneth Noble**

PURPOSE:

The purpose of this policy is to establish guidelines and requirements for the use of the Automatic License Plate Recognition (LPR) devices and access to the LPR data.

POLICY:

LPR devices and information contained within the LPR databases will be utilized for law enforcement purposes only.

PROCEDURES:

Use (10.37.1)

A. Personnel will ensure they are logged into the LPR system utilizing their assigned username.

B. An officer may not detain an individual based on an alert from the LPR system unless the Officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of the circumstances presented therein. The following are general guidelines only, but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.

1. The officer shall visually verify that the scanned plate matches the alert information regarding plate letters, numbers, and the issuing state.

2. The officer should attempt to visually verify that the vehicle description and any other descriptors provided are consistent between the alert and the vehicle/person in question.

3. Once the state and all characters of the tag have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:

    a. **Expired Tags, Insurance and Other License Plate Suspensions** – Officers should verify the status of the tag on GCIC to establish reasonable suspicion.

b. **Stolen Vehicles and Stolen License Plates** –An alert alone is generally sufficient to establish reasonable suspicion.

c. **Wanted Person** – A wanted person alert may be utilized as reasonable suspicion unless the officer has information that the wanted subject is not inside the vehicle.

d. **BOLO Only** – This alert is information only for officers, and reasonable suspicion may or may not exist based on the alert alone. The narrative of the alert will assist officers in determining the level of reasonable suspicion. Independent reasonable suspicion may or may not be required in order to detain.

e. **CPIC Data** – These alerts contain information from the Canadian Police Information Centre. These alerts vary widely and should be read to determine the existence of reasonable suspicion.

f. **Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only** – These alerts are information only for officers. Reasonable suspicion should be obtained in order to detain.

C. In order to enter a tag into the Local Hotlist (database containing alerts), an officer should have reasonable suspicion to believe the car is legitimately associated with the information being conveyed to officers, criminal activity, or the

person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.).

1. Once the officer has sufficient evidence based on the above, an entry into the local hotlist may be made only after being approved by a Supervisor. If a tag has been, or will be, entered into GCIC/NCIC or the Department of Revenue hotlist, it should generally not be entered into the Local Hotlist unless there are extenuating circumstances dictating faster entry.

2. Only complete tag numbers will be entered into the system. Requests to enter partial tags will be rejected.

3. Employees entering tag numbers into the local hotlist shall set expirations for no longer than 30 days from date of entry. Officers requesting entry should be cognizant that alerts expire 30 days after entry. Should the officer require renewal of the entry, such renewal may be made with the approval of and by an Investigative Unit Supervisor.

4. Once the entering officer is made aware that the alert is no longer valid, he should immediately request the tag to be removed from the system. Removal may be made through an Investigative Unit Supervisor.

DATA SECURITY AND ACCESS (10.37.2)

LPR devices/databases will be utilized/accessed for law enforcement purposes only.

A. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual.

B. When conducting investigative queries into an LPR database, a requestor, case number (if available), and reason shall be entered associated with the search. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number.

C. Personnel will not release any specific information obtained by the LPR devices that would be considered a privacy issue, or create the appearance of one, to non-law enforcement personnel unless required by law. This shall not preclude personnel from releasing general information as to the effectiveness of the LPR program and other such communication.

TRAINING (10.37.3)

Prior to using the LPR system, officers will complete the Department approved training and demonstrate proficiency based on the manufacturer's recommendations.

Audits (10.37.4)

A. The Office of Professional Standards Division Commander is responsible for conducting quarterly audits of the department's LPR system. If the audit identifies a policy violation or potential violation of state law, the Division Commander shall immediately notify the Chief of Police. Audit results will be provided in writing to the Chief of Police or his/her designee. Documentation of all annual audits, including findings and any actions taken shall be maintained.

B. Any employee who is aware of any misuse of the LPR system by another employee shall immediately report it to their supervisor or OPS.

C. Any department employee who intentionally misuses the system will have their access to the system suspended and may be subject to disciplinary or administrative actions. Intentional misuse of the system may constitute a criminal offense under Georgia law to include OCGA 35-1-22.

DATA STORAGE, RETENTION, AND SHARING (10.37.5)

A. The database retention period for all data collected will be no more than 2 years or as required by state or federal law.

B. In most cases, the sharing of data with other Law Enforcement agencies will be at the discretion of the CID Commander or his designee. The exception to this would be time-sensitive alerts where the rapid exchange of information in necessary via radio communication or through dispatch.

AGENDA ITEM SUMMARY
August 17, 2026
Item Number: 10

Presented by: Tarika Peeks, CED Director
Paige Dunson, Planner 1

ITEM SUMMARY:

The request for **Case #260204 (Griffin St. & Highland Ave. Mixed Use)** is for a rezoning from RM-75 (Multi-Family Residential) and M-1 (Light Industrial) to a PUD (Planned Unit Development) consisting of single family residential and office/commercial uses. The subject property is located at 175 & 199 Griffin St. & Highland Ave., and further recognized as Tax Parcel ID's M09-08002000 (Tract 1), M10-04004000 (Tract 2), M10-04002000 (Tract 3), M10-04001000 (Tract 4) and M09-08020000 (Tract 5) and lies within District 1 (Xavier Johnson).

SPECIAL CONSIDERATIONS OR CONCERNS:

Said application is to be processed following schedule herein:

- 03/10/2026 Planning Commission Workshop
- 04/02/2026 City Council Workshop
- 04/14/2026 Planning Commission Public Review – Postponed
- 05/12/2026 Planning Commission Public Review – Postponed
- 06/09/2026 Planning Commission Public Review - Postponed
- 07/14/2026 Planning Commission Public Review
- 04/20/2026 City Council Public Hearing & Vote – Postponed
- 05/18/2026 City Council Public Hearing & Vote – Postponed
- 06/15/2026 City Council Public Hearing & Vote – Postponed
- 07/20/2026 City Council Public Hearing & Vote – Postponed
- **08/17/2026 City Council Public Hearing & Vote**

RECOMMENDATION:

PLANNING COMMISSION:
Latonua Hawkins made motion to recommend denial of the request, second by Jerry Hayes.

- **VOTE**: 5-1 (Motion Passed)

STAFF: Approval with conditions

FINANCIAL IMPACT: N/A

FUNDING SOURCE: N/A

ATTACHMENTS:

- ORD #26-08-17001(Z)
- P/Z Final Staff Report

OTHER DEPARMENTAL REVIEW NEEDED: YES

REFER TO FINAL STAFF REPORT

City of McDonough, GA

Community and Economic Development Department

Planning & Zoning

Rezoning Staff Report

For Recommendation Only

I. EXECUTIVE SUMMARY

Field	Information
Prepared By	Paige Dunson
Case Petition #	Case #260204
Applicant/Agent	Bryan Flint of Flintrock, LLC for Griffin St. & Highland Avenue Mixed Use
Project Name	Griffin Street @ Highland Ave Mixed Use
Property Owner	Brenda Parker Shortt, Betty Parker Patterson, NC&C Transport Ga LLC
Property Address	175 & 199 Griffin Street and Highland Avenue
Parcel ID	Tract 1 (M09-08002000), Tract 2 (M10-04004000), Tract 3 (M10-04002000), Tract 4 (M10-04001000), Tract 5 (M09-08020000)
Council District	1 - Xavier Johnson
Acreage	+/- 10-acres
Proposed Development/Request	The applicant desires to rezone the subject property from RM-75 (Multi-family Residential District) & M-1(Light Industrial District) to PUD(Planned Unit Developments).
Existing Zoning	RM-75 Multi-Family Residential
Future Land Use	Town Center
Staff Recommendation	Approval With Conditions

II. PROJECT OVERVIEW & CONTEXT

A. Background

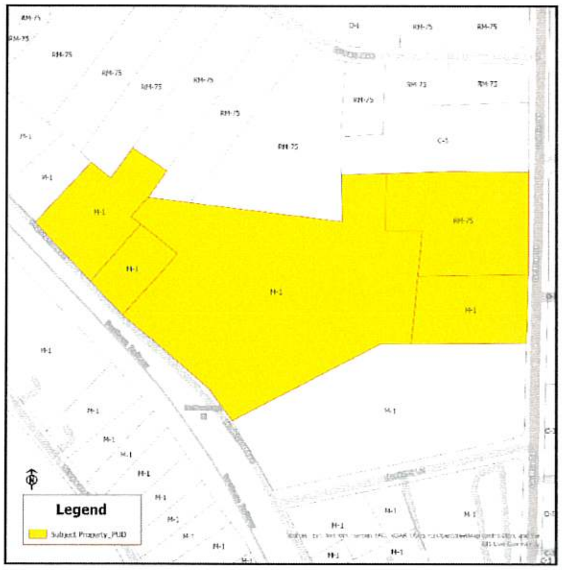
The subject property, addressed 175 and 199 Griffin Street, consists of approximately 10.9-acres. The applicant is requesting to rezone the property from RM-75 (Multi-family Residential District) and M-1 (Light Industrial District) to PUD (Planned Unit Development).

The site is comprised of five tracts. Tracts 1 and 2 are currently developed with single-family residences, while Tracts 3, 4, and 5 remain vacant. The applicant proposes to rezone the subject property to PUD to allow for the construction of 47 single-family detached homes. The proposed net site density will be approximately 4.68 units per acre. A density that is comparable to the R-60 (Single-Family Residential District), which allows up to 5.4 units per acre.

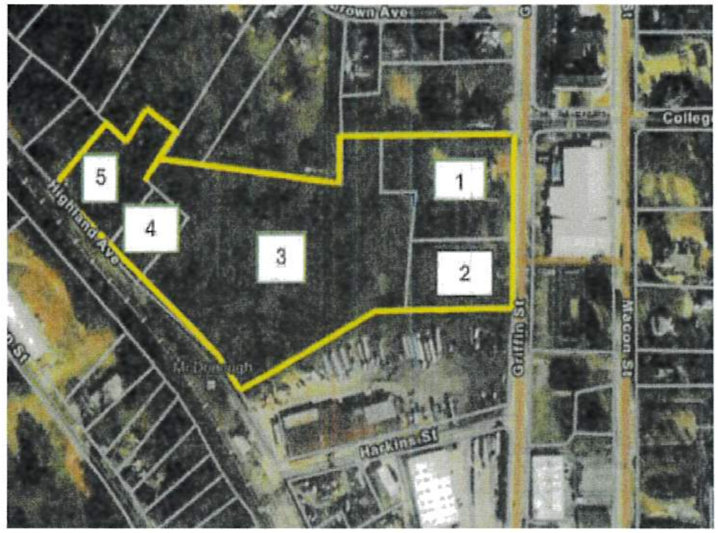
The applicant has submitted an overall master plan encompassing all five tracts; the concept plan shows 47-lots, two amenity areas (pocket park & community park), two stormwater facilities, a water quality facility, a mail kiosk area, as well as approximately 37% open space provided. Architectural building elevations have been submitted which can be found in **Exhibit B.** These elevations show multiple architectural styles that incorporate brick and siding as well as some decorative architectural elements such as roof eave brackets, decorative doors, and covered porches.

B. Surrounding Land Use & Zoning

Boundary	Zoning	Future Land Use	Current Use
Applicant	RM-75 & M-1	**Town Center**	**Single family residences & vacant lots**
North	C-3 & RM-75	Town Center	Single family residences
West	M-1	Conservation/Recreation/Open Space	Places of worship
East	O-1	Town Center	Preschool
South	M-1	Town Center	Automobile service



Surrounding zoning districts



Outline of the property

III. PLAN COMPLIANCE ANALYSIS

Review Factor	Analysis & Findings
Comprehensive Plan Alignment	The subject property is designated as Town Center within the Future Land Use Map. This designation is intended to promote the concentration of residential and commercial uses. Development within this category is encouraged to incorporate master planning that reduces reliance on automobiles, promotes walkability, and supports transit accessibility. The Town Center category consists of a variety of activities, including retail, commercial, professional office, higher-density residential, and compatible public and open space areas, all designed to be accessible to pedestrians. The goal of this designation is to encourage reinvestment and redevelopment within targeted areas. The applicant's proposal to develop the site with residential uses is generally consistent with the intent of the Town Center designation. The submitted master plan includes a community park and pocket park, which provide open space accessibility for residents. Additionally, the proposed sidewalk network within the subdivision promotes walkability. However, the proposed density of 4.68 units per acre does not align with the Town Center designation's intent for "higher-density" residential development.
Environmental & Floodplain	The subject property contains a floodplain that trends NW to SE over the site. The master plan identifies the 25-foot state floodplain buffer, 50-foot city floodplain buffer, and 75-foot impervious setback. Two stormwater management facilities and one water quality facility are proposed to support the ~10-acre development. Pursuant to Title 17 of the Code, the developer is required to set aside no less than twenty (20) percent of the development for open space, parks, or recreational use. Required streets, drives, yard areas, and common parking court areas shall not be counted toward this minimum open space requirement. No more than fifty (50) percent of the designated open space may be developed with recreational facilities, and no more than fifty (50)

	percent of the required open space may be located within the floodplain. The applicant has shown per their data table that 37% open space (3.26 AC) will be provided. If the rezoning is approved, Land Disturbance plan review and Civil plan review will verify that the open space requirement are met and exceeded as proposed.
Transportation & Access	The site plan depicts sidewalk connectivity throughout the subdivision. However, the application does not address proposed connectivity to planned trails or transportation infrastructure that would connect the subdivision to the surrounding area. The proposed development includes one full-access entrance from Griffin Street and a limited, gated entrance from Highland Avenue. For signage classification purposes, Highland Avenue is designated as a collector road, while Griffin Street is classified as an arterial road.
Infrastructure Capacity	Comments from Public Works needed.

IV. STAFF ANALYSIS (SECTION 17.92.046) - Findings of Fact:

<u>Planning & Zoning</u>

1.Ordinance Conformance

The master plan proposes a single-family residential subdivision of 47-lots at a density of 4.68 units/acre. The proposed use outlined by the applicant aligns with the permitted uses and structures within the PUD ordinance.

- *Buffer areas*
  The site plan depicts a proposed 10-foot landscape buffer and 25-foot buffer along the southern property line adjacent to the M-1 (Light Industrial) property. Along the northern property line perpendicular to Griffin Street, the site plan depicts a 10-foot landscape buffer and a 25-foot buffer. The western portion of the northern property line depicts a singular 25-foot buffer. The property lines adjacent to Griffin Street and Highland Avenue do not include landscape buffers. (See Exhibit B.)
- *Proposed Improvements*
  Some proposed improvements encouraged for single family detached subdivisions are sidewalks and amenity areas. The current master plan shows sidewalks throughout the subdivision on both sides of the right-of-way. The applicant has also provided an amenity plan showing the proposed layout of the "pocket park" and "community park". This plan depicts the proposed hardscapes and ornamental landscaping (See **Exhibit B.**). The site plan also depicts a gated entry off Highland Avenue and a deceleration lane off Griffin Street.
- *Utility and drainage plans*
  The master plan shows two storm water facility locations as well as the location of a water quality facility. The applicant has provided utility plan shown in **Exhibit B**.
- *Trees*
  The applicant has provided a tree plan depicting the areas of the lot where existing trees are proposed to be preserved. The tree plan clearly identifies the areas intended for

buffers and landscape buffers as containing existing tree cover. A plant schedule has also been provided identifying the proposed species to be incorporated into the subdivision.

- *Proposed Protective Covenants*

The applicant has stated that a homeowners' association (HOA) will be established as a protective covenant for the proposed subdivision. Within the PUD ordinance, a preliminary outline of the proposed protective covenants, including provisions for the organization and financing of a homeowners' association where appropriate, shall be provided during the plan review stage.

- *Parking*

The site plan shows that each home will include a two-car garage and sufficient driveway space to accommodate two additional parking spaces. A total of 188 parking spaces will be available exclusively for residents of the subdivision. Additionally, seven guest parking spaces will be provided, which are located at the community park and the pocket park/mail kiosk area.

1. **Requested Variances**
   The applicant has not requested any variances for the proposed development at this time.
2. **Character Change**
   The amendment maintains the general character of the zoning district, as single-family residences can be found in proximity. There is substantial M-1 zoning to the west of the subject property, the proposed rezoning *does* shift the character away from Light Industrial, but the Future Land Use for the City of McDonough supports this shift.
3. **Public Safety Deterrent**
   There are substantial Light Industrial uses directly south of the subject property. Due to the Light Industrial uses sharing a property line with the proposed subdivision, careful consideration must be given to buffering requirements. The applicant has proposed a combined 35-foot buffer between the Light Industrial property to the south and the individual residential lots. However, while the applicant has proposed the 35-foot buffer, the applicant has only provided a 10-foot rear setback for the individual lots. Compared to other single-family residential districts, this would represent the smallest rear setback distance. The R-60 Single Family Residential District requires a 20-foot rear setback.
4. **Isolated District**
   The amendment creates an isolated district, as there are no PUD zoning districts in proximity. While the proposed zoning district, PUD, will be isolated the proposed use, residential, will not be isolated from the abutting northern properties. The proposed development will not be consistent with the southern properties, as they are zoned for Light Industrial.

5. **Preferred Enhancements**
   Planning Commission discussed the need for improvements to Hampton Street. from Highland Avenue. Due to this, the applicant has proposed gated access which allows only residents of the subdivision to have a through point.

City Engineer Analysis

1. Traffic Study may be required to address impacts on existing streets with special emphasis at the intersection of Hampton Street/Highland Avenue due to the location of the RR tracks and other features.
2. Highland Avenue and Harkins Street may need street improvements to support the additional traffic. The intersection of Highland Avenue may require improvements or limitations as to access or exiting onto Hampton Street.
3. The internal street will cross flood plain, wetlands and stream buffers resulting in possible Environmental permitting from Army Corp of Engineers, EPD and City. Address during LDP process. Address during LDP process.
4. FEMA flood plain zone A maps do not provide a Base 100 year flood elevation. A flood study may be required to establish that elevation. Fill in the flood plain will need to follow city ordinances and guidelines including a no-rise study in order to approve such fill areas. Address during LDP process.
5. LOMR (Letter of Map Revision) or LOMA (Letter of Map Amendment) may be required, if applicable, due to any changes in the Flood Plain. Address during LDP process.
6. A water and sewer capacity study will need to be provided evaluating the impacts of this development on the current city water and sewer infrastructure. The developer will be required to pay for the Study and should contact the city water and sewer department for details.
7. There is a clarity issue with the concept provided which does not allow for a precise and clear review of the drawing.
8. The civil site development plans will need to address details with all connections to existing roads which may require deceleration lanes, widening, sight distance profiles and other design requirements. Address during LDP process.

McDonough Police

As the city continues to experience growth, concerns arise regarding the potential strain expansions may place on the police department and its resources. Increased population and development will require more police officers and support staff to effectively serve the new proposed area. With continued growth also comes the potential for an increase in criminal activity, making it essential that the department plans accordingly to ensure public safety remains a top priority.

McDonough Fire

No comments, for or against the proposal.

Building & Inspections
Approval based on review for code compliance.

Public Works
No initial comments returned, official plan review required.

Stormwater
No initial comments returned, official plan review required.

Water Distribution
No initial comments returned, official plan review required.

Water/Sewer Operations
No initial comments returned, official plan review required.

VI. STAFF RECOMMENDATION & CONDITIONS

Staff Recommendation: **Approval w/condition**

The subject property, addressed as 175 and 199 Griffin Street, consists of approximately 10.9 acres and is currently zoned RM-75 (Multi-Family Residential District) and M-1 (Light Industrial District). The applicant is requesting rezoning to PUD (Planned Unit Development) to facilitate the development of a residential community consisting of 47 single-family detached homes across five existing tracts.

The proposed development has a density of approximately 4.68 dwelling units per acre. Within the PUD zoning district regulations, the developer shall set aside not less than twenty percent (20%) of the development for open space, parks, or recreational uses. Required streets, drives, yard areas, and common parking court areas shall not be credited toward the minimum required open space allocation. Additionally, only fifty percent (50%) of such area may be developed with recreational facilities, and not more than fifty percent (50%) of the land reserved for open space purposes shall be located within a floodplain. The applicant has shown through their data table that 37% open space (3.26 acres) will be provided. If the rezoning is approved, Land Disturbance Plan review and Civil Plan review will verify that the open space requirements are met and exceeded as proposed.

The PUD zoning district requires information regarding trees and landscaping, buffers, amenity areas, open space, and proposed improvements. The applicant was previously unable to demonstrate compliance with the open space requirement and had not provided sufficient information to meet PUD standards. Through meetings and updated plans, the applicant has increased buffer distances, stated that the open space requirement has been met and exceeded, provided an amenity plan, included sidewalks on both sides of the right-of-way throughout the subdivision, identified existing trees to be retained, confirmed that an HOA will be established, and demonstrated compliance with required parking standards.

Staff believes the applicant has provided sufficient information to satisfy the requirements of the PUD zoning district. For these reasons, staff recommends approval with the addition of the following site plan-specific condition:

The applicant has provided proposed setback requirements for the individual lots. The site plan indicates a 15-foot front setback, a 10-foot rear setback, and a 5-foot side setback (7.5-foot major side setback for lots abutting rights-of-way). All City of McDonough single-family residential zoning districts include a requirement for a "minimum distance between buildings," which requires a minimum separation of 20 feet. To meet this single-family residential lot standard, the minimum side setback (interior or major side) would need to be 10 feet. Therefore, staff recommends the following condition:

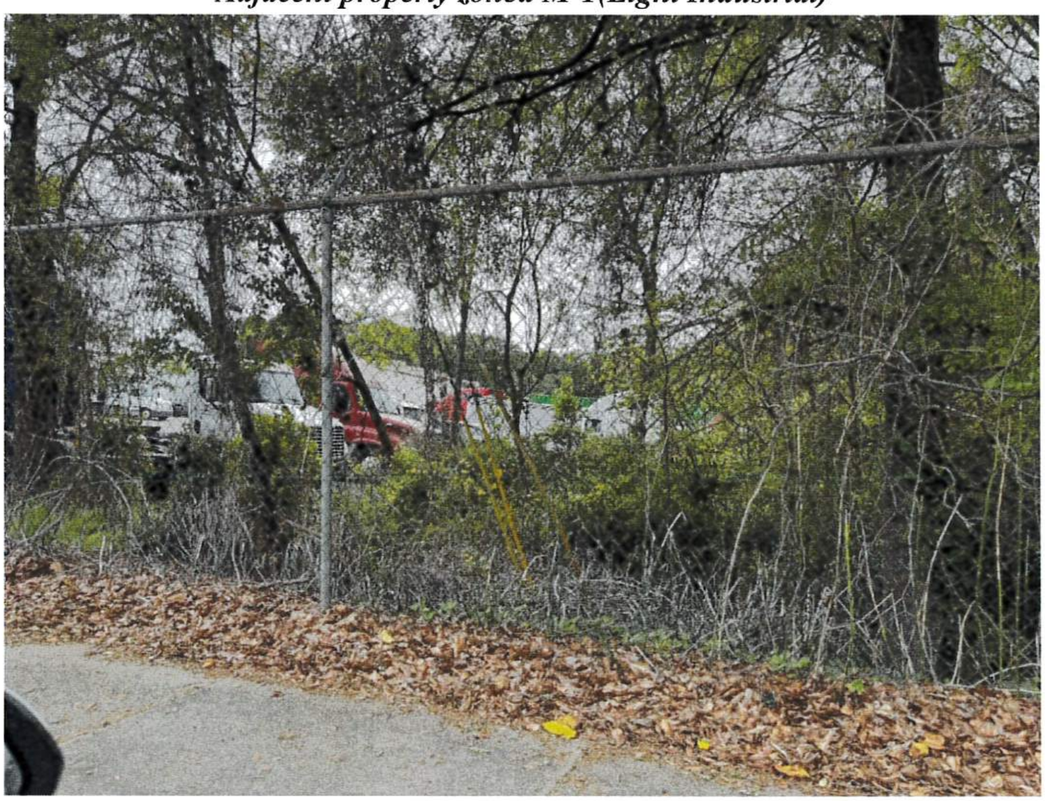
1. Individual lots within the Griffin Street @ Highland Avenue residential subdivision project, addressed as 175 and 199 Griffin Street, shall maintain a minimum side yard setback of ten (10) feet for both interior side yards and side yards adjacent to streets. The minimum distance between buildings throughout the subdivision shall be twenty (20) feet, consistent with the standards required in all single-family zoning districts within the City of McDonough Zoning Ordinance.

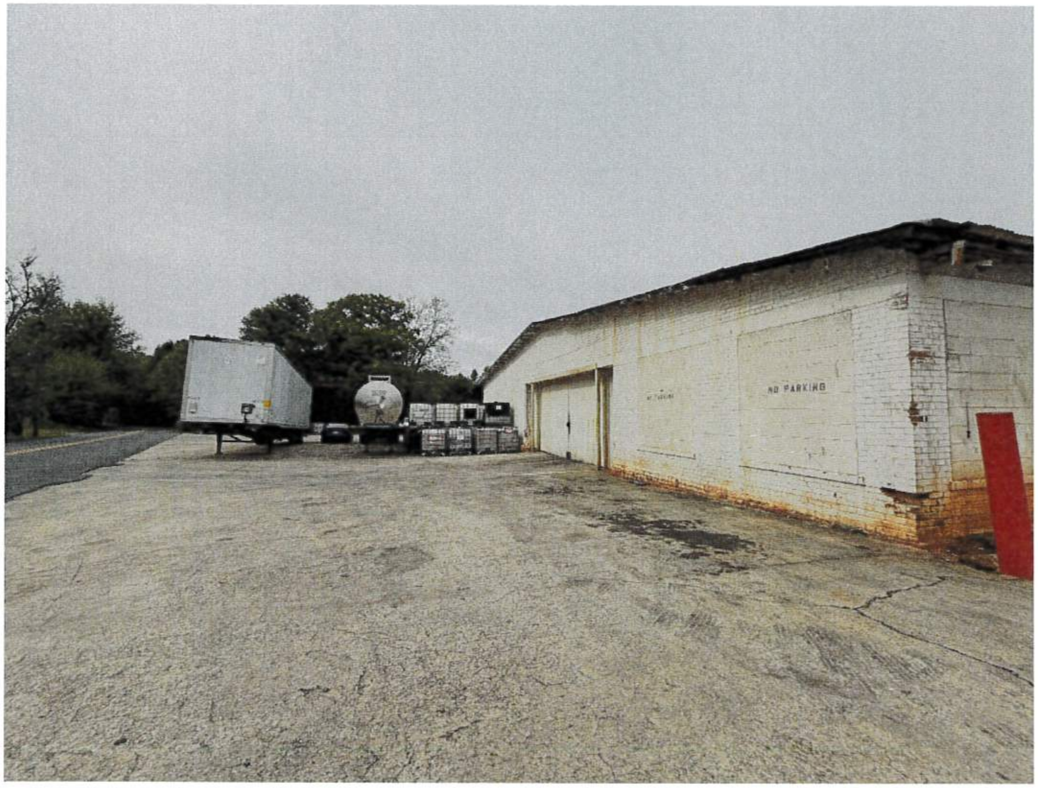
VII. ATTACHMENTS & EXHIBITS

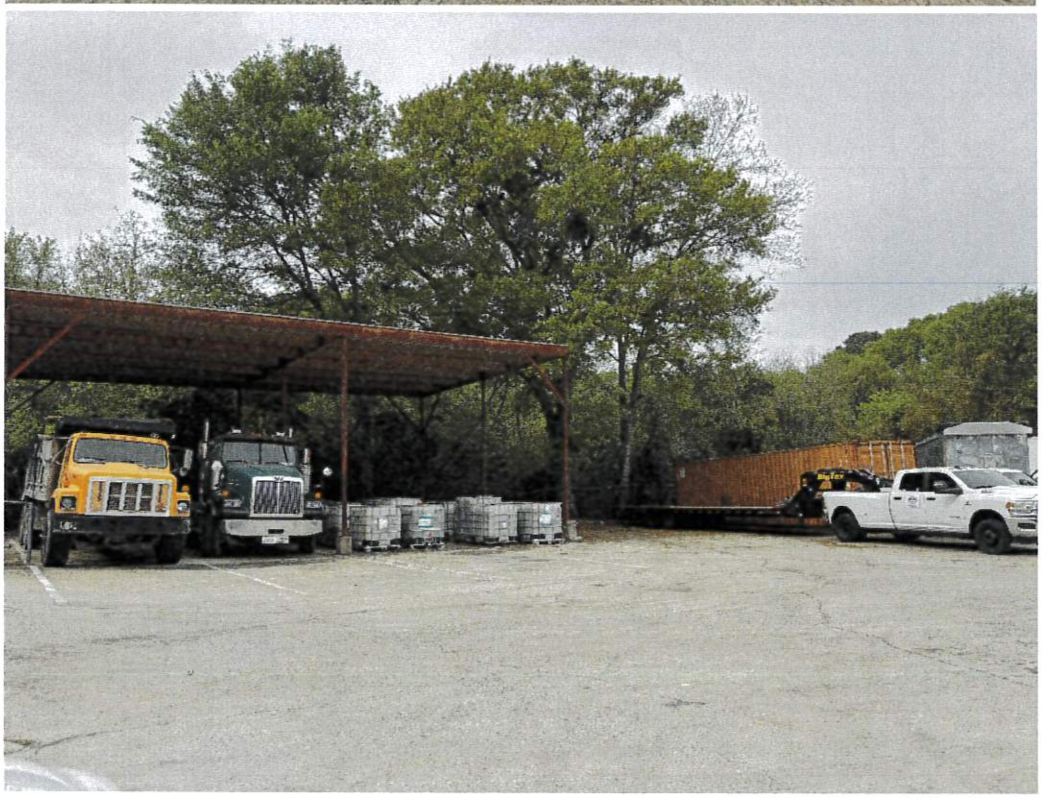
1. **Exhibit A:** Current Site Pictures

Home that is to be renovated for Commercial use

Adjacent property zoned M-1(Light Industrial)




NO PARKING

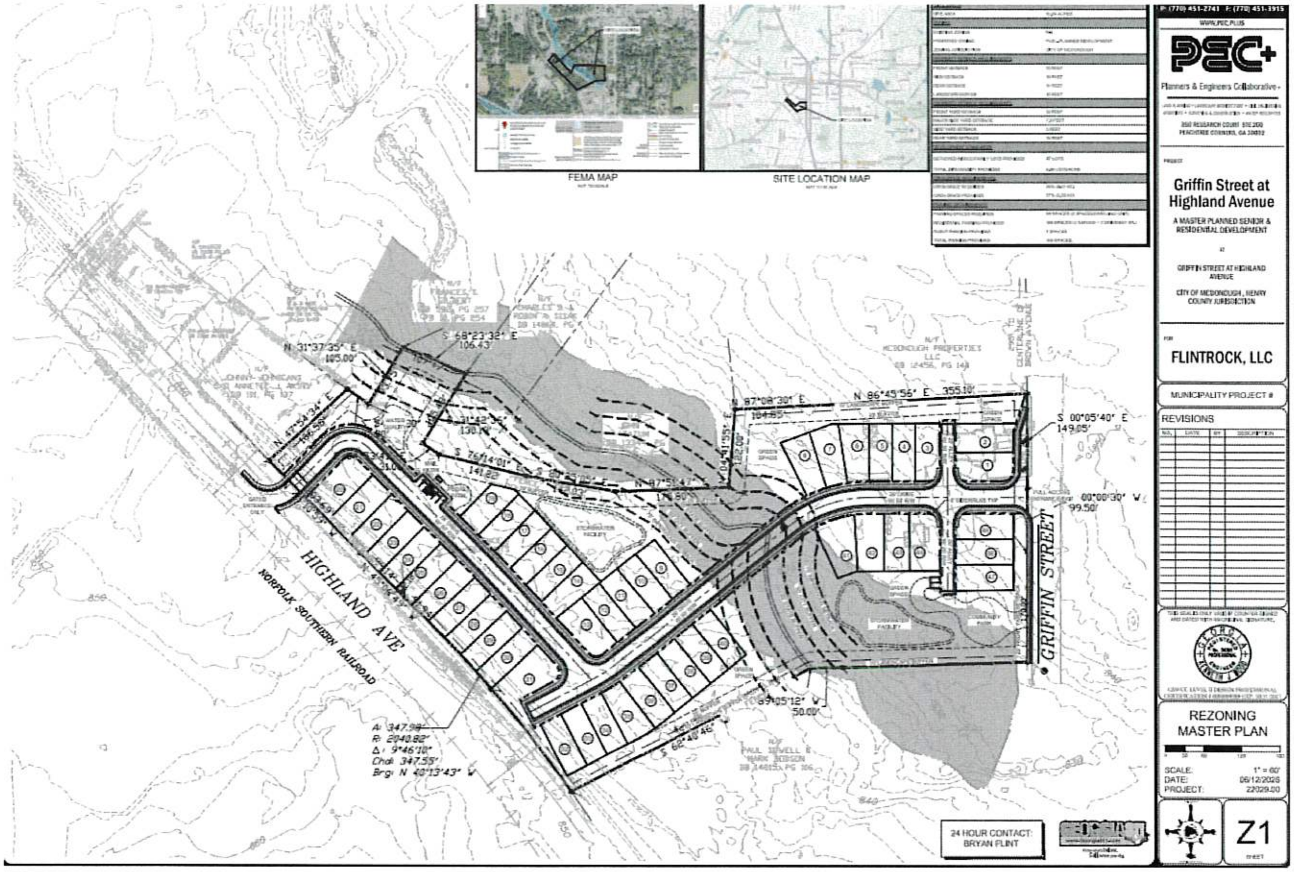


View of Subject Property from Highland Avenue

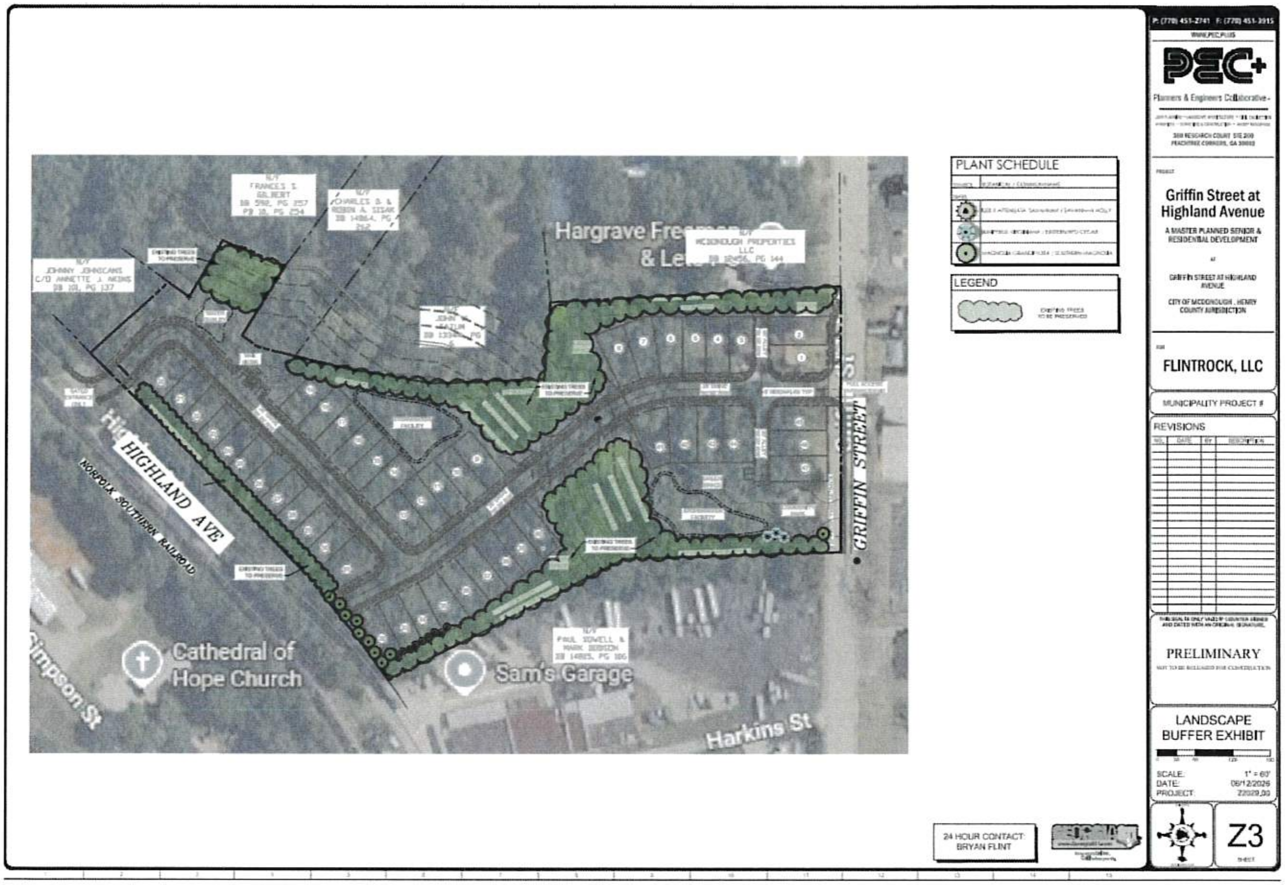
Railroad proximity to subject property

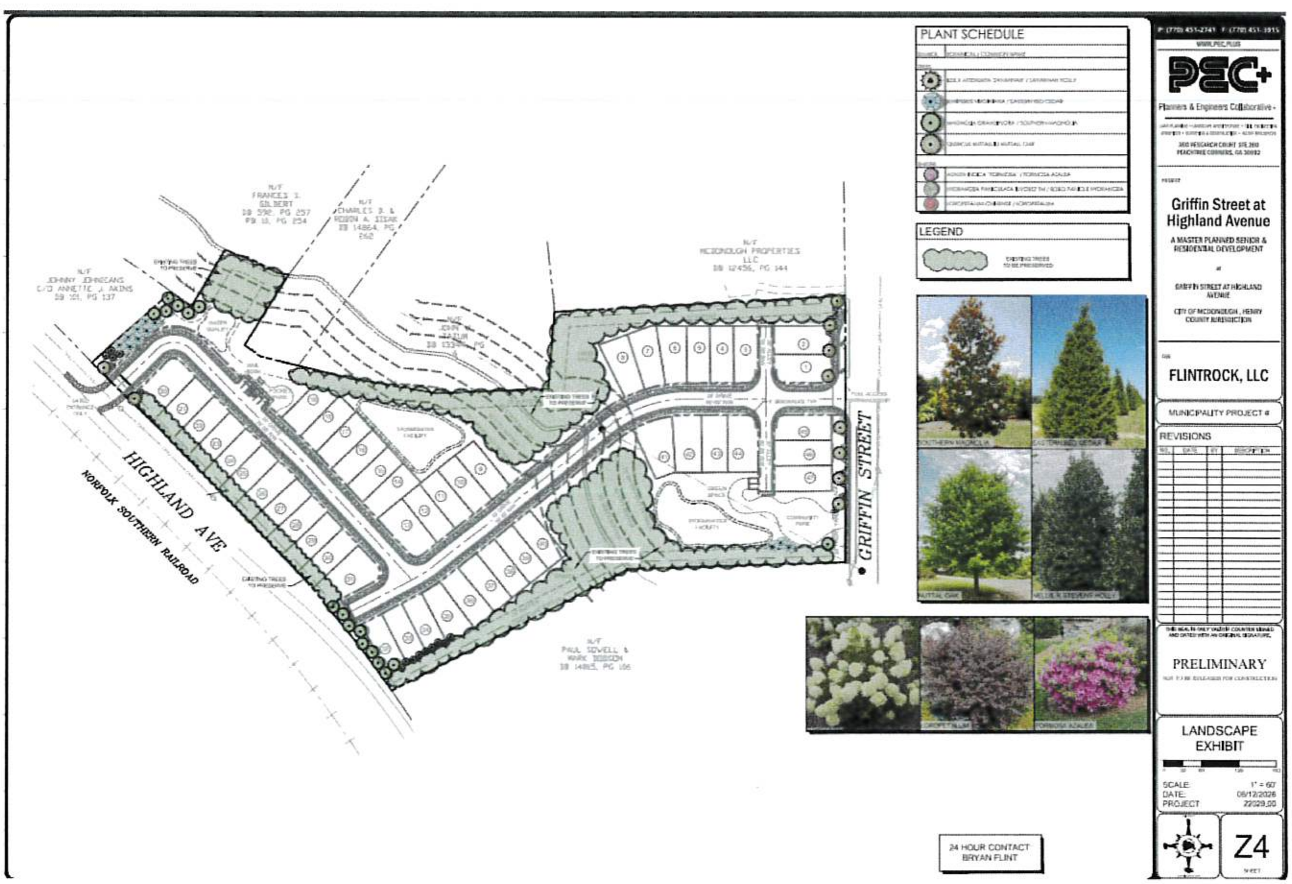
2.Exhibit B:

Proposed Master Plan



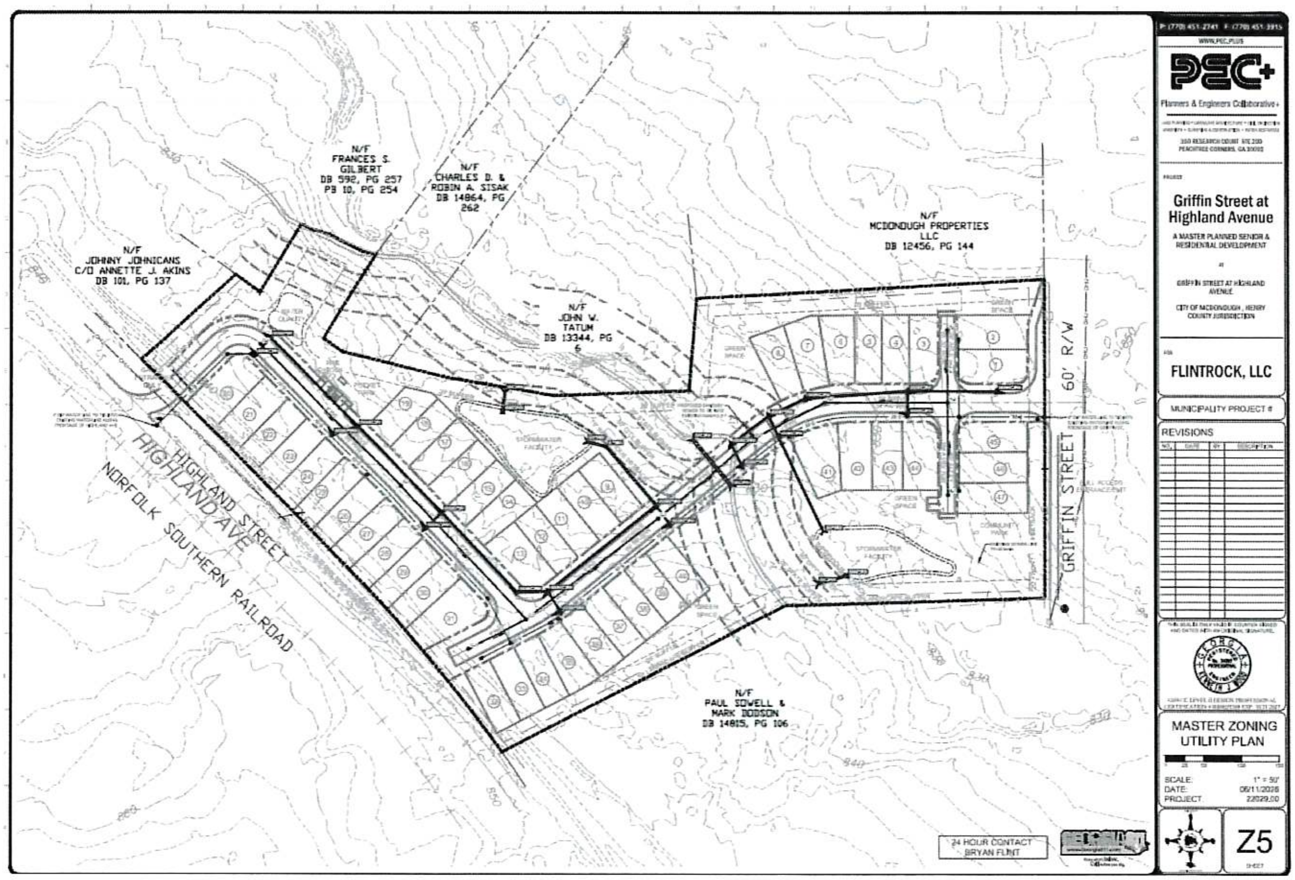
Proposed Landscape Plans



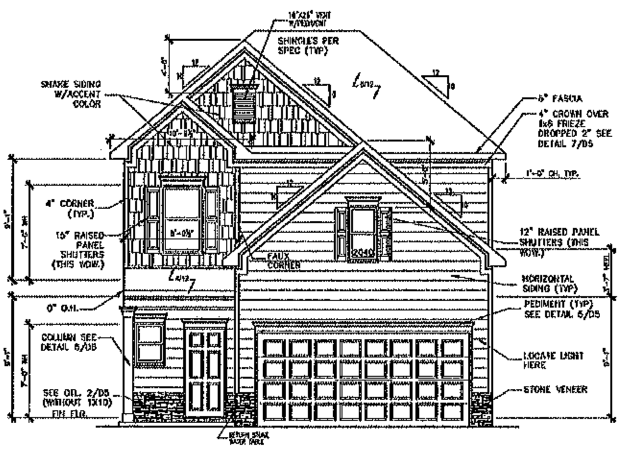


Proposed Amenity Plan

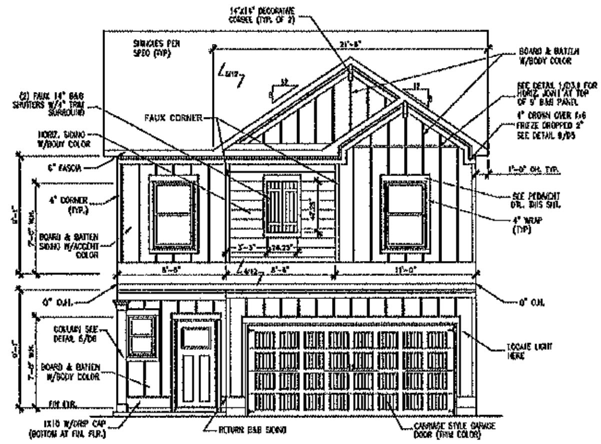
Proposed Utility Plan



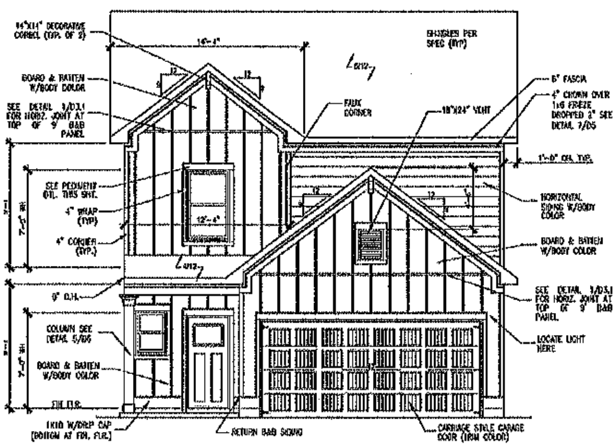
Architectural Elevations & Building Materials



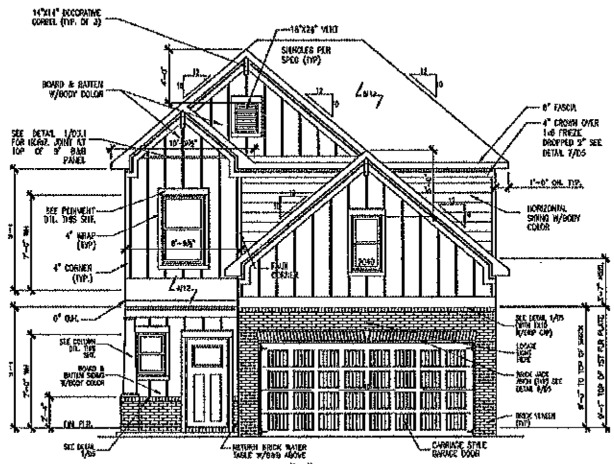
FRONT ELEVATION "C"



FRONT ELEVATION "J"

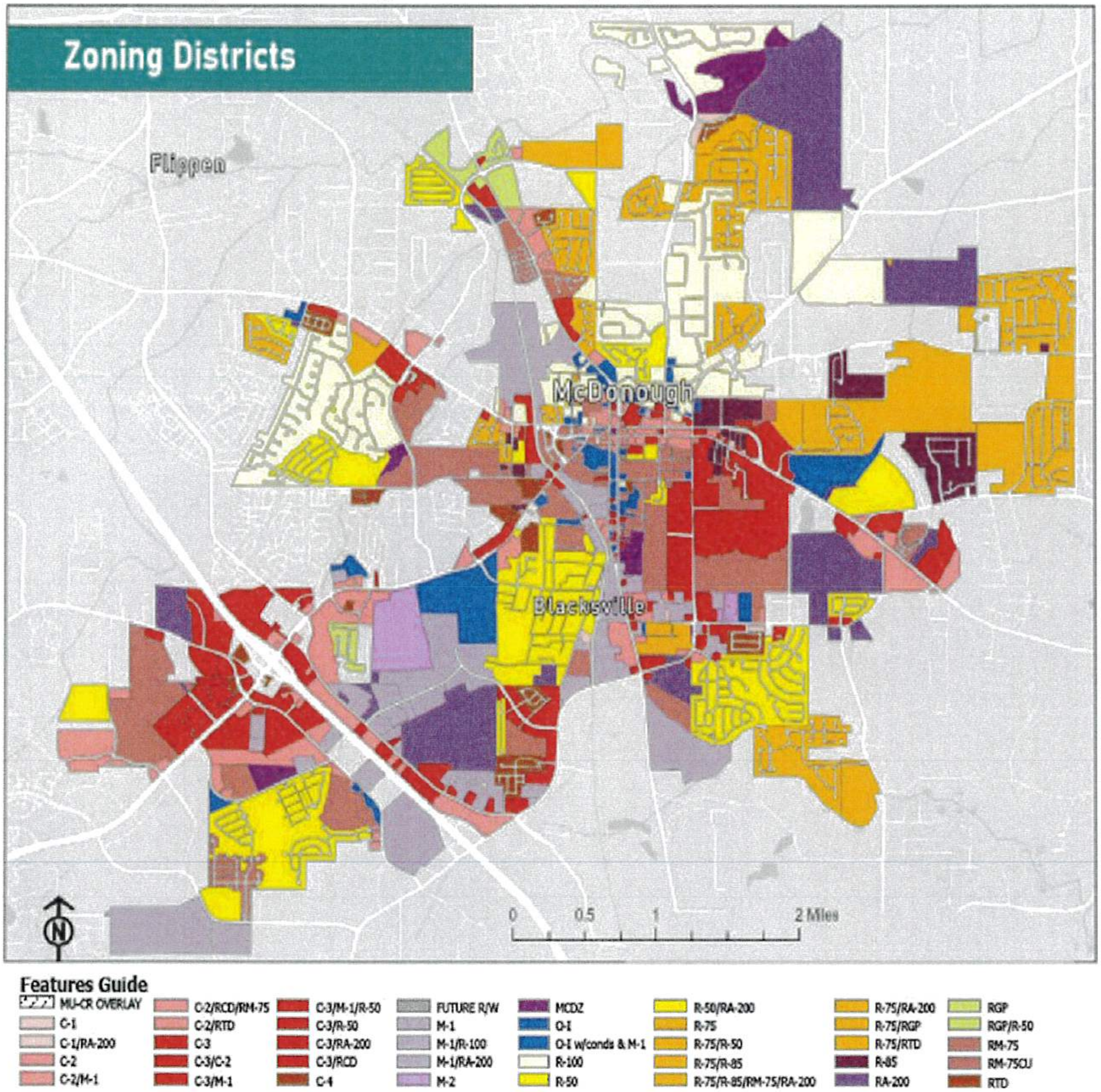


FRONT ELEVATION "K"

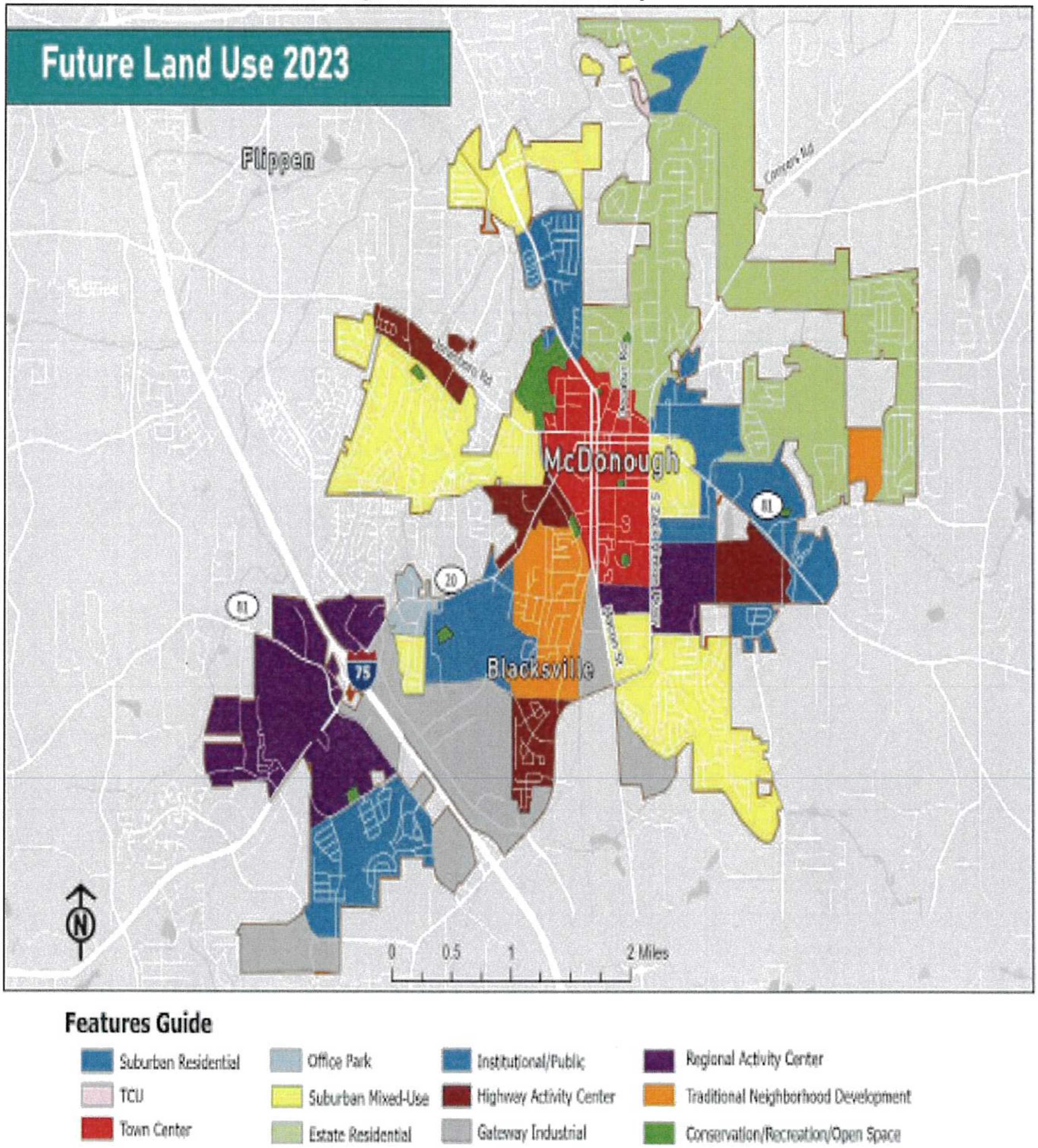


FRONT ELEVATION "S"

4. **Exhibit B:** City of McDonough Official Zoning Map



4. Exhibit B: City of McDonough Future Land Use Map



AGENDA ITEM SUMMARY
(August 17, 2026)
Item Number: 11

Presented by: Tarika Peeks, CED Director
Paige Dunson, Planner 1

ITEM SUMMARY:

The request for Case **#260307 (Racetrack Residence)** is for an annexation and rezoning to a PUD (Planned Unit Development). The subject properties are located at 964 Racetrack Rd. (Parcel #124-01032000), 820 Racetrack Rd. (Parcel #124-01032005), and a vacant lot (Parcel #124-01032001), and lies within District 3 (Scott Reeves)

SPECIAL CONSIDERATIONS OR CONCERNS:

Said application is to be processed following schedule herein:

- 04/14/2026 Planning Commission Workshop
- 05/07/2026 City Council Workshop – Postponed
- 07/02/26 City Council Workshop - Readvertised
- 05/12/2026 Planning Commission Public Review – Postponed
- 07/14/2026 Planning Commission Public Review - Readvertised
- 05/18/2026 City Council Public Hearing & Vote – Postponed
- 07/20/26 City Council Public Hearing & Vote – Readvertised/Postponed
- **08/17/26 City Council Public Hearing & Vote - Postpone**

STAFF RECOMMENDATION:

MPC

Mark Thomas made motion to recommend approval of the request with staff conditions to include an additional condition that all mechanical equipment, including rooftop HVAC units and other mechanical systems, shall be screened from view of the adjoining residential properties and the public right-of-way. **VOTE**: 5-0 (Motion Passed)

CDD –Approval with conditions.

FINANCIAL IMPACT: N/A

FUNDING SOURCE: N/A

ATTACHMENTS:

- ORD #26-08-17002(A)(Z)
- P/Z Final Staff Report

OTHER DEPARMENTAL REVIEW NEEDED: YES

REFER TO FINAL STAFF REPORT

City of McDonough, GA

Community and Economic Development Department

Planning & Zoning

Rezoning Staff Report

For Recommendation Only

I. EXECUTIVE SUMMARY

Field	Information
Prepared By	Mark Aniadaga & Paige Dunson
Case Petition #	260603
Applicant/Agent	Yashesh Shah of Shree Real Estate Developers
Project Name	Racetrack Residence (Eden @ Racetrack)
Property Owner	Murray Family Charitable Trust
Property Address	964 Racetrack Rd., 820 Racetrack Rd., and vacant lot
Parcel ID	124-01032000, 124-01032005, 124-01032001
Council District	3 - Scott Reeves
Acreage	79.04 +/- acres
Proposed Development/Request	Annexation into the City of McDonough (100% contiguous method) with concurrent rezoning from Henry County R-A (Residential-Agricultural) to City of McDonough PUD (Planned Unit Development) for a master-planned community.
Existing Zoning	RA - Residential/Agricultural
Future Land Use	Suburban Residential (county)/ If approved, Highway Activity Center (city)
Staff Recommendation	Approval With Conditions

II. PROJECT OVERVIEW & CONTEXT

A. Background

The subject properties consist of three contiguous parcels (Tax IDs 124-01032000, 124-01032005, and 124-01032001) totaling approximately 79.04 acres, located in Land Lot 169 of the 7th District, Henry County, Georgia. The site has frontage along Racetrack Road and currently abuts several single-family residences and associated outbuildings, consistent with its existing R-A (Residential-Agricultural) zoning under Henry County regulations. The applicant, Yashesh Shah of Shree Real Estate Developers, is requesting 100% annexation into the City of McDonough. The northern boundary of the property directly abuts the existing City corporate limits, satisfying the contiguity requirement. Concurrently with annexation, the applicant seeks rezoning from Henry County R-A to the City's PUD (Planned Unit Development) zoning district to enable a cohesive, master-planned community.

Key Project Elements, as described in the Letter of Intent, the revised Site Plan dated August 5, 2026, architectural renderings, and follow-up discussions, include the following:

- A single-family residential subdivision containing 96 lots with a minimum lot width of 60 feet. The site plan indicates an overall net density of 2.66 dwelling units per acre.
- A small-scale retail/commercial component consisting of approximately 10,000 square feet of usable space intended to serve as a local hub for businesses and community activities.
- Four (4) distinct amenity areas: a dog park, community garden, public gathering area, and clubhouse. These amenities are strategically distributed throughout the development and accessible to all residents. They are designed to promote sustainability, encourage community engagement, enhance resident quality of life, and support the walkable character of the neighborhood.
- A total of 36.3% open space, which is generally consistent with, or exceeds, typical expectations for PUD developments within the City of McDonough.
- An overall design philosophy that emphasizes internal connectivity, pedestrian-oriented street networks, walkability, integration with surrounding neighborhoods, and a thoughtful transition from the existing rural-agricultural character to a well-planned suburban environment.

The application was accepted by the City on March 13, 2026. Notice was provided to Henry County via certified mail on March 17, 2026. Henry County adopted Resolution No. 26-117 on April 14, 2026, formally objecting to the annexation on the grounds of a significant change in zoning, increased density, and the resulting infrastructure demands (O.C.G.A. § 36-36-113).

The application was presented to the Henry County Water Authority Board of Directors on July 9, 2026, and was unanimously approved by a vote of 5-0-1. The variance approval included the following conditions: a 100-foot stream buffer with no stream crossings, a maximum of 96 residential lots, preservation of 36.3% of the property as undisturbed open space, and a net density not to exceed 2.66 dwelling units per acre.

An annexation agreement was presented to the Mayor and City Council on August 6, 2026, and was unanimously approved by a vote of 6-0-0. A public hearing before the Planning Commission is scheduled for August 11, 2026.

B. Surrounding Land Use & Zoning

Boundary	Zoning	Future Land Use	Current Use
Applicant	**RA (county)**	**Suburban Residential (county)/ If approved, Highway Activity Center (city)**	**Single-family Residential/ Agricultural**
North	C-2	Highway Activity Center/ Office Park	Vacant
West	RA (county)	Suburban Residential (county)	Single-family Residential
East	RA (county)	Suburban Residential (county)	Single-family Residential
South	RA (county)	Suburban Residential (county)	Conservation

Surrounding zoning districts

Outline of the property

III. STAFF ANALYSIS & FINDINGS

A. Standards of Review

Pursuant to Section 17.92.046 of the City's Zoning Ordinance, when considering an application for a zoning map amendment, the Mayor and City Council shall determine whether the request is in the best interest of the public health, safety, and general welfare of the City. In making this determination, consideration shall be given to the existing land use pattern and the following factors, as applicable.

Standards	Staff Analysis	Compliance
1. The existing land use pattern.	The Planned Unit Development (PUD) district is intended to encourage creative and resourceful land planning while ensuring the preservation of recreational and common open space. The proposed single-family subdivision with accompanying retail/commercial space is permitted within the PUD district and is generally compatible with the surrounding residential uses. Additionally, the total area devoted to all commercial establishments, including off-street parking, may not exceed 3% of the total PUD area.	Yes
2. The possible creation of an isolated district unrelated to adjacent and nearby districts.	The request would not create an isolated zoning district, as the subject property is adjacent to commercially zoned property to the north and residentially zoned properties to the east, west, and south.	Yes
3. The population density pattern and possible increase or overtaxing load on public facilities, including schools, utilities, and streets.	The proposed development represents a transition from low-intensity rural-agricultural and single-family residential uses to a planned suburban development consisting of residential and neighborhood commercial uses. While the proposal is generally consistent with development patterns north of the site, it will increase demand on public infrastructure and services. Water service will be provided by Henry County, while sewer service will be provided by the City of McDonough. Prior to development, the applicant will be required to coordinate with the respective utility providers to complete utility capacity studies and any required fiscal impact analyses to ensure adequate public services are available. Henry County Schools commented that the original 174-unit proposal would create a significant need for additional classrooms at Tussahaw Elementary School, which is currently utilizing portable classrooms. Although the applicant has reduced the residential component to 96 dwelling units	No

	(approximately a 44% reduction), the development will still increase demand on schools, utilities, and the transportation network. The reduction is expected to lessen, but not eliminate, the overall impact on public facilities.	
4. The cost to the City and other governmental entities in providing, upgrading, expanding, or maintaining public utilities, schools, streets, and public safety measures.	Henry County Schools stated that the projected capital improvement costs are approximately $25,000 per modular classroom or $300,000 per permanent classroom for Tussahaw Elementary School. The applicant has since reduced the number of proposed dwelling units within the subdivision, which would, in turn, reduce the projected impact on the surrounding schools.	No
5. The possible impact on the environment, including drainage, erosion, flooding, air quality, and water quantity.	The revised site plan includes a central pond with associated stream and floodplain buffers and preserves approximately 36.3% of the site as open space. Lots 39–41, 69–77, 80–82, and 95 are located within the required stream buffer areas. While property lines are permitted within these buffers, all development must comply with the City's stream buffer and setback requirements. The proposal also places numerous residential lots within an existing pecan orchard, resulting in the removal of a unique natural feature. Environmental studies, including floodplain, wetlands, stormwater, and tree canopy evaluations, will be required during the development review process.	No
6. Whether the proposed zoning amendment will be a deterrent to the value or improvement of adjacent property.	While the proposed density of 2.66 dwelling units per acre exceeds the Henry County Comprehensive Plan's Low Density Suburban Residential recommendation of 2.0 dwelling units per acre, the development remains generally compatible with the surrounding area. The proposed 36.3% open space, along with compliance with applicable development standards, will help provide an appropriate transition to adjacent properties and reduce potential impacts. As proposed, the development is not expected to adversely affect the value or future improvement of neighboring properties.	Yes
7. Whether there are substantial reasons why the property cannot be used in accordance with existing regulations.	The property is currently zoned R-A (Henry County), which permits residential and agricultural uses. Under the existing zone, the property may be developed with agricultural uses and single-family residential uses at a maximum density of one dwelling unit per acre. The applicant proposes residential lots ranging from approximately 10,000 to 12,000 square feet, representing a reduction of approximately 75% in lot area compared to what is	Yes

	permitted under the existing R-A zoning. As a result, the applicant is requesting annexation into the City of McDonough and rezoning to the PUD (Planned Unit Development) district, which allows for site-specific master planning.	
8. The aesthetic effect of existing and future use of the property as it relates to the surrounding area.	Residential rear setbacks are proposed at 20 feet, with side setbacks of 10 feet. The site plan incorporates a central pond and other natural features to provide stormwater management, open space, and aesthetic enhancements.	Yes
9. The extent to which the proposed zoning amendment is consistent with the Comprehensive Plan.	The proposed mixed-use development is generally consistent with the Highway Activity Center Future Land Use designation in the City's Comprehensive Plan. If annexation is approved, the property will be designated Highway Activity Center, which encourages high-quality, mixed-use development along major corridors, including commercial, retail, office, and a variety of residential uses. Accordingly, the proposed residential and neighborhood commercial uses are consistent with the intent of the Future Land Use designation.	Yes
10. The possible effects of the proposed zoning amendment on the character of the zoning district, neighborhood, or community.	The proposed net density of the subject property is 2.66 dwelling units per acre, which exceeds the maximum density allowed under Henry County's Future Land Use designation of Suburban Residential (2.0 dwelling units per acre). Within Henry County's jurisdiction, the proposed use and character area differ significantly from the surrounding properties. Conversely, if annexed into the City of McDonough, the property would generally be consistent with the development standards and constraints permitted under the PUD zoning district and the Highway Activity Center Future Land Use designation.	Yes
11. The relation that the proposed zoning amendment bears to the overall zoning scheme.	The subject property borders C-2 zoned property to the north. The area to the north includes two Future Land Use designations: Office Park and Highway Activity Center. The proposed site plan incorporates a combination of retail, commercial, residential, and natural uses. These uses are generally consistent with the existing Highway Activity Center Future Land Use designation. If approved, the amendment would generally align with the overall zoning pattern and development framework of the surrounding area.	Yes
12. Applications without specific site plans carry a rebuttable presumption that	The applicant submitted a conceptual site plan and architectural renderings depicting the proposed residential homes and retail/commercial space.	Yes

the rezoning adversely affects the zoning scheme.	These materials were reviewed and considered by staff as part of the professional analysis.	
13. Preservation of the integrity of residential neighborhoods shall carry great weight.	The proposal includes three full-access entrances along Racetrack Road. The subdivision should not require the encroachment of any activity into existing neighborhoods.	Yes
14. Where property fronts a major thoroughfare and adjoins an established residential neighborhood, preservation of the residential area shall carry great weight.	The subject property will not connect to existing residential subdivisions via public right-of-way. Primary access will be provided via Racetrack Road. The site plan illustrates looped internal streets and connectivity within the subdivision. A detailed Traffic Impact Analysis is recommended given the scale of the proposed development. Public Works review of roadway improvements, turn lanes, and pedestrian facilities will be required.	Yes

B. Compatibility with PUD zoning standards

Development Standards	PUD Requirement/	Proposed	Compliance
Maximum number of lots	96 (HCWA condition)	96	Yes
Minimum lot width	Varies	60-feet	Yes
Future Land Use (if approved)	Highway Activity Center	Highway Activity Center	Yes
Minimum front yard setback	Varies	30-feet	Yes
Minimum side yard setback	Varies	10-feet	Yes
Minimum rear yard setback	Varies	20-feet	Yes
Density	2.66 (HCWA condition)	2.66	Yes
Open space requirement	36.3% (HCWA condition)	36.3%	Yes
Parking lot requirement	404-spaces	457-spaces	Yes
Sidewalks	Varies	Sidewalks on both sides of right of way	Yes

C. Professional Staff Analysis (City/County)

- **<u>Henry County Schools (Jim Jones, Planning & Growth Coordinator, April 22, 2026 pre site plan revision)</u>**

  Based on a projection of 174 dwelling units, the development is anticipated to generate approximately 71 additional students. This would require 3 additional classrooms at Tussahaw Elementary (currently using 4 trailers). Projected capital improvement costs are $25,000 per modular classroom or $300,000 per permanent classroom. No impact noted for McDonough Middle or High School at this time.

- **Police (Ken Noble, Police Chief)**
  The department is currently providing service in the area. However, increased development could place additional strain on service delivery.

- **Fire (David Williams, Fire Chief)**
  Annexation is agreeable as the properties already lie within MFD Station 51's first- due response area due to existing mutual aid agreements. However, the site falls outside ISO-required travel distances for fire engines and aerial ladder trucks. Chief Williams expressed concern that the rezoning from R-A to PUD and associated increase in density represents a potential threat to current operations, resource sustainability, and ISO ratings. Any reduction in lot sizes that increases units per acre is flagged as a significant concern.

- **Henry County Water Authority**
  The application was presented to the Henry County Water Authority Board of Directors on July 9, 2026, and was unanimously approved with a vote of 5/0/1. The variance approval included the following conditions:
  1. A 100-foot stream buffer with no stream crossing
  2. A maximum of 96 lots
  3. Conservation of 36.3% of the property as undisturbed land
  4. A net density not to exceed 2.66

- **Building & Inspections**
  Approval based on review for code compliance.

- **Public Works**
  No initial comments returned, official plan review required.

- **Stormwater**
  No initial comments returned, official plan review required.

- **Water Distribution**
  No initial comments returned, official plan review required.

- **Water/Sewer Operations**
  No initial comments returned, official plan review required.

IV. STAFF RECOMMENDATION & CONDITIONS

Staff Recommendations as follows: **APPROVAL WITH CONDITIONS** of the rezoning, annexation and development plan.

The 2028 Comprehensive Plan and Future Land Use Map support residential, commercial, and retail uses within this area. Staff find that the applicant's proposal to construct 96 single-family residential lots, retail/commercial space, four distinct amenity areas, and a total of 36.3% open space generally aligns with the Highway Activity Center Future Land Use designation and Planned Unit Development (PUD) district regulations. The conceptual proposal offers a thoughtfully conceived, master-planned community with open space dedication and design potential that could provide needed housing and amenities along the City's eastern edge.

Additionally, the proposal represents a deliberate transition from low-intensity rural-agricultural and single-family residential uses to a planned suburban PUD. The combination of open space preservation, quality amenities, walkable design, and incorporation of retail/commercial uses supports a higher-quality development outcome. Staff acknowledge that the proposed development raises legitimate compatibility considerations along the southern and eastern boundaries adjacent to unincorporated Henry County properties.

Specifically, the property under its current zoning may only support agricultural uses and single-family residential uses at a maximum density of one dwelling unit per acre. Many surrounding unincorporated Henry County properties are larger in size than the proposed residential lots, which range from approximately 10,000 to 12,000 square feet. While the surrounding unincorporated Henry County area may experience a change in character if annexation is approved, the proposed development would generally align with the City of McDonough's Comprehensive Plan and Future Land Use designation.

Should the Mayor and Council decide to approve the development plan, staff recommend the conditions listed below. These recommended conditions shall prevail unless otherwise stipulated by the Mayor and City Council:

A. To restrict the use of the subject property as follows:
   1. Single-family residential lots at a density of 2.66 units per acre or maximum 96 lots
      a. Minimum lot square footage of 10,890 square feet
   2. Commercial uses (retail stores or shops) at a maximum of 10,000 square feet

B. To abide by the following:
   1. The property shall be developed in conformity with the Development Plan prepared by Shree Real Estate Developers stamped received August 5,2026 and attached as Exhibit B. The Development Plan shall become the zoning control document for features and development standards depicted on the plan. The site shall be developed significantly similar to the site plan, conditions, and building renderings. Any deviation from the development plan shall be approved by the Director of Community and Economic Development.

C. To the following site development standards:
   1. Building setbacks:
      a. Front: 30 feet
      b. Side: 10 feet
      c. Rear: 20 feet
   2. Lot width
      a. 60 feet
   3. Open space
      a. 36.3%
   4. Architectural Design:
      a. Exterior front facades of the homes shall be constructed with a combination of two or more of the following materials: brick or stone, cementitious shakes, or

wood shakes. A minimum of forty (40) percent brick or stone shall be required. If the structure is two (2) stories, the entire first floor must be brick from the first-floor slab to the height of the subfloor on the second floor. Vinyl can be utilized in eaves and soffit areas only.

b. Front façades shall incorporate at least two (2) of the features listed below.
   i. Shutters. The dimensions are half (½) the width of the window by the length of the window without trim. Absolutely no plastic or vinyl shutters are permitted.
   ii. Covered porch. Front porches shall have a minimum depth of six (6) feet.
   iii. Decorative windows. Palladian, arched, bay, bow, garden, circular, or transom.
   iv. Decorative doors shall be paneled with or without a window, and the window shall be made of safety glass. Sidelights (in pairs only) and Transoms windows are encouraged.
   v. Roof eave brackets.

c. All single-family dwellings shall have two-car garages with minimum dimension of twenty-five (25) width by twenty-five (25) feet length. The garage's entry façade shall be dimensioned with a minimum of two (2) feet on one (1) side, a sixteen-foot garage door, and the remaining seven (7) feet on opposite side of the garage door.

d. Repetitive home designs shall be prohibited. Homes with the same or substantially similar front elevation or mirrored floor plan shall not be located on adjacent lots or directly across the street from one another. A minimum of five (5) different elevations or a number of elevations to at least ten (10) percent of the number of lots in the development phase, whichever is more. (Different trim levels on houses with a nearly identical floor plan are not considered elevations.)

D. Commercial use (retail stores or shops):

1. The front façade of the retails stores or shops shall be a combination of brick, stone, glass, and/or other cementitious materials.
2. Burglar bars, steel gates, metal awnings, and steel roll-down curtains are prohibited on the exterior and interiors or of all structures.
3. All mechanical equipment, including rooftop HVAC units and other mechanical systems, shall be screened from view of the adjoining residential properties and the public right-of-way.

E. General

1. The Developer shall conduct a comprehensive traffic impact study and utility capacity study and submit the studies to the Community and Economic Development Department prior to the issuance of the land disturbance permit.
2. Driveway landing must be at least thirty (30) feet deep and not protrude into the sidewalk and have no more than a one-degree incline.
3. A mandatory homeowner association shall be created and shall be governed by a declaration of covenants, conditions, and restrictions. The homeowner association shall be responsible for the maintenance of the required buffer, detention ponds, common areas, preserved open space within the property, community amenities, alleys and pedestrian path.

4. Pedestrian-scales street lighting shall be provided along both sides of internal streets throughout the development.
5. No building permits shall be issued for Lots 39–41, 69–77, 80–82, and 95 until the applicant demonstrates compliance with the City's Stream Buffer Protection Ordinance or obtains any required stream buffer variance(s) in accordance with Chapter 18.
6. All utilities shall be installed underground throughout the development area.
7. Sidewalks on all street frontages shall be a minimum of five-foot and shall be constructed to comply with the requirements of the Americans with Disabilities Act (ADA) standards and the City of McDonough development standard. Five-foot sidewalks shall be provided along both sides of internal streets throughout the development and shall be designed to provide inter-connectivity to amenities and commercial (retail stores or shops) areas.

GENERAL CODE COMPLIANCE DISCLAIMER

The proposed project shall be developed consistent with the conditions in this report, all codes and ordinances of the City of McDonough, the State of Georgia, and all other applicable regulatory agencies.

V. ATTACHMENTS & EXHIBITS

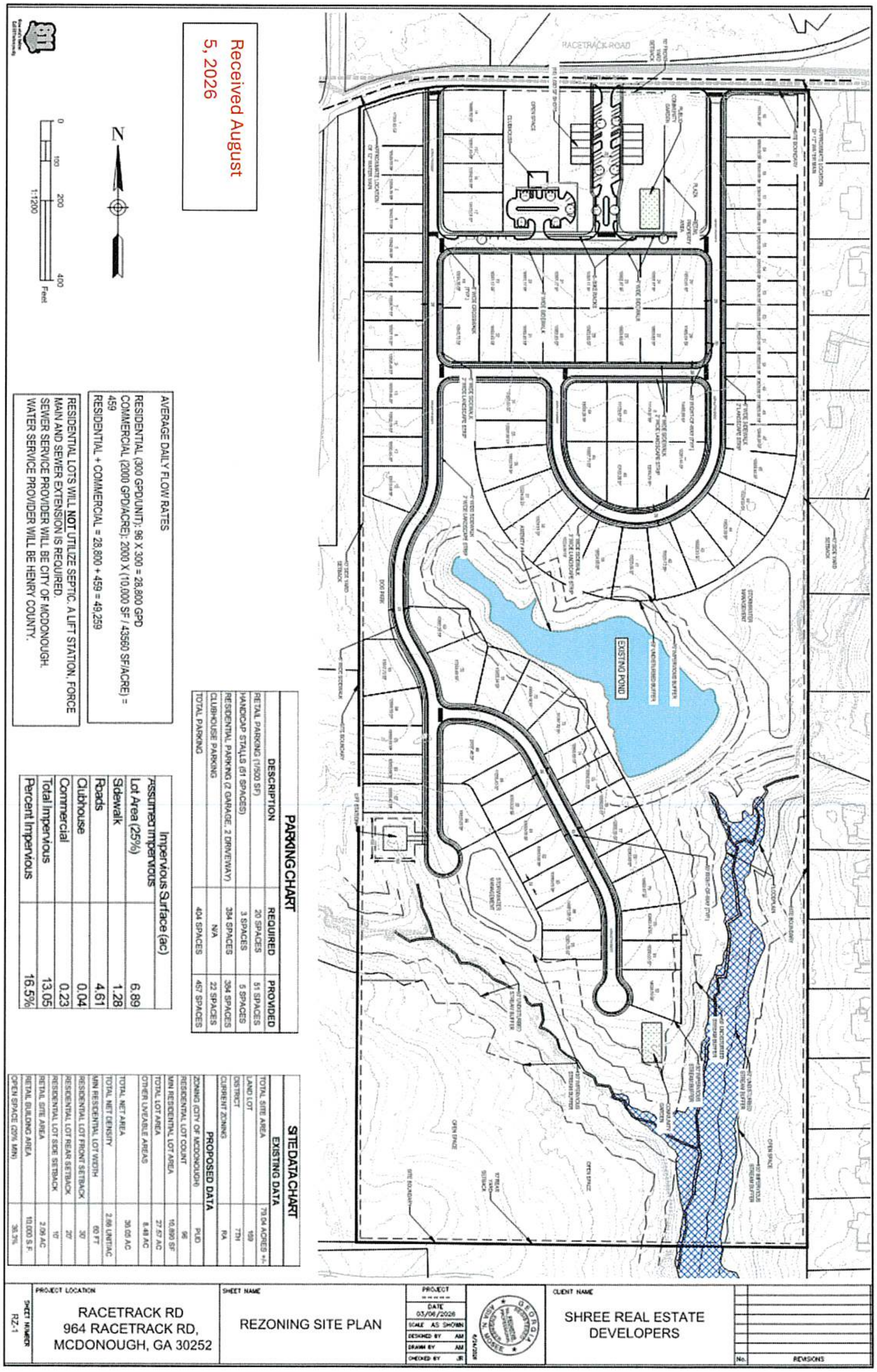
Exhibit A: Current Site Pictures

View of subject property from Racetrack Rd.

View of existing single-family home on subject property

View of existing pecan orchard

Exhibit B: Conceptual Site Plan



PARKING CHART

DESCRIPTION	REQUIRED	PROVIDED
RETAIL PARKING (1/500 SF)	20 SPACES	51 SPACES
HANDICAP STALLS (51 SPACES)	3 SPACES	5 SPACES
RESIDENTIAL PARKING (2 GARAGE, 2 DRIVEWAY)	384 SPACES	384 SPACES
CLUBHOUSE PARKING	N/A	22 SPACES
TOTAL PARKING	404 SPACES	457 SPACES

Assumed Impervious	Impervious Surface (ac)
Lot Area (25%)	6.89
Sidewalk	1.28
Roads	4.61
Clubhouse	0.04
Commercial	0.23
Total Impervious	13.05
Percent Impervious	16.5%

SITE DATA CHART

EXISTING DATA	
TOTAL SITE AREA	79.04 ACRES +/-
LAND LOT	169
DISTRICT	7TH
CURRENT ZONING	RA
PROPOSED DATA	
ZONING (CITY OF MCDONOUGH)	PUD
RESIDENTIAL LOT COUNT	96
MIN RESIDENTIAL LOT AREA	10,890 SF
TOTAL LOT AREA	27.57 AC
OTHER UNEABLE AREAS	8.48 AC
TOTAL NET AREA	36.05 AC
TOTAL NET DENSITY	2.66 UNIT/AC
MIN RESIDENTIAL LOT WIDTH	60 FT
RESIDENTIAL LOT FRONT SETBACK	30
RESIDENTIAL LOT REAR SETBACK	20'
RESIDENTIAL LOT SIDE SETBACK	10'
RETAIL SITE AREA	2.06 AC
RETAIL BUILDING AREA	10,000 S.F.
OPEN SPACE (20% MIN)	36.3%

Exhibit C: Visual rendering of proposed homes

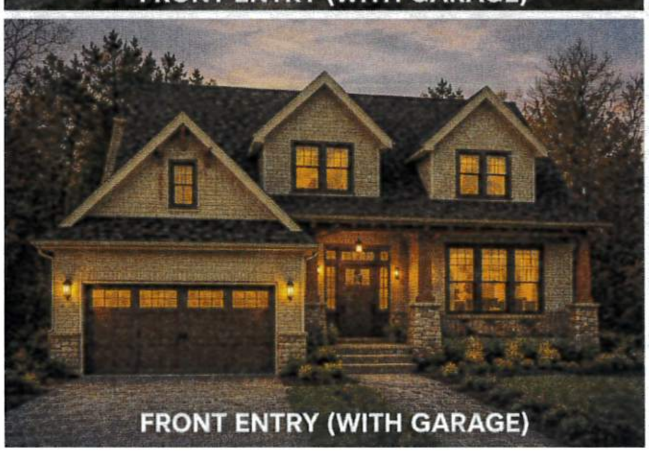


Exhibit D: Visual rendering of proposed retail & commercial space

Front Elevation

Left Elevation

Back Elevation

Right Elevation

Exhibit E: City of McDonough Official Zoning Map

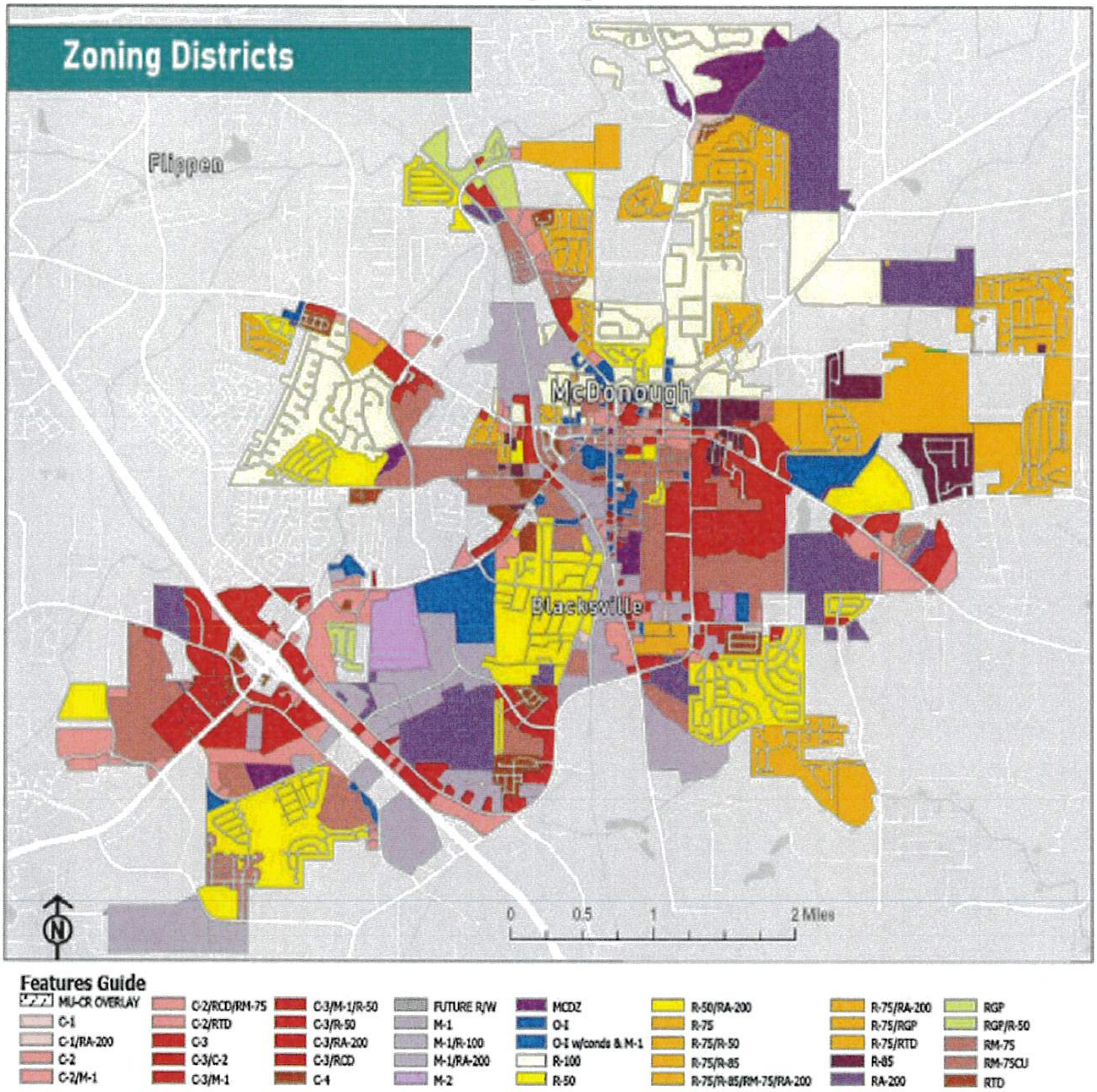
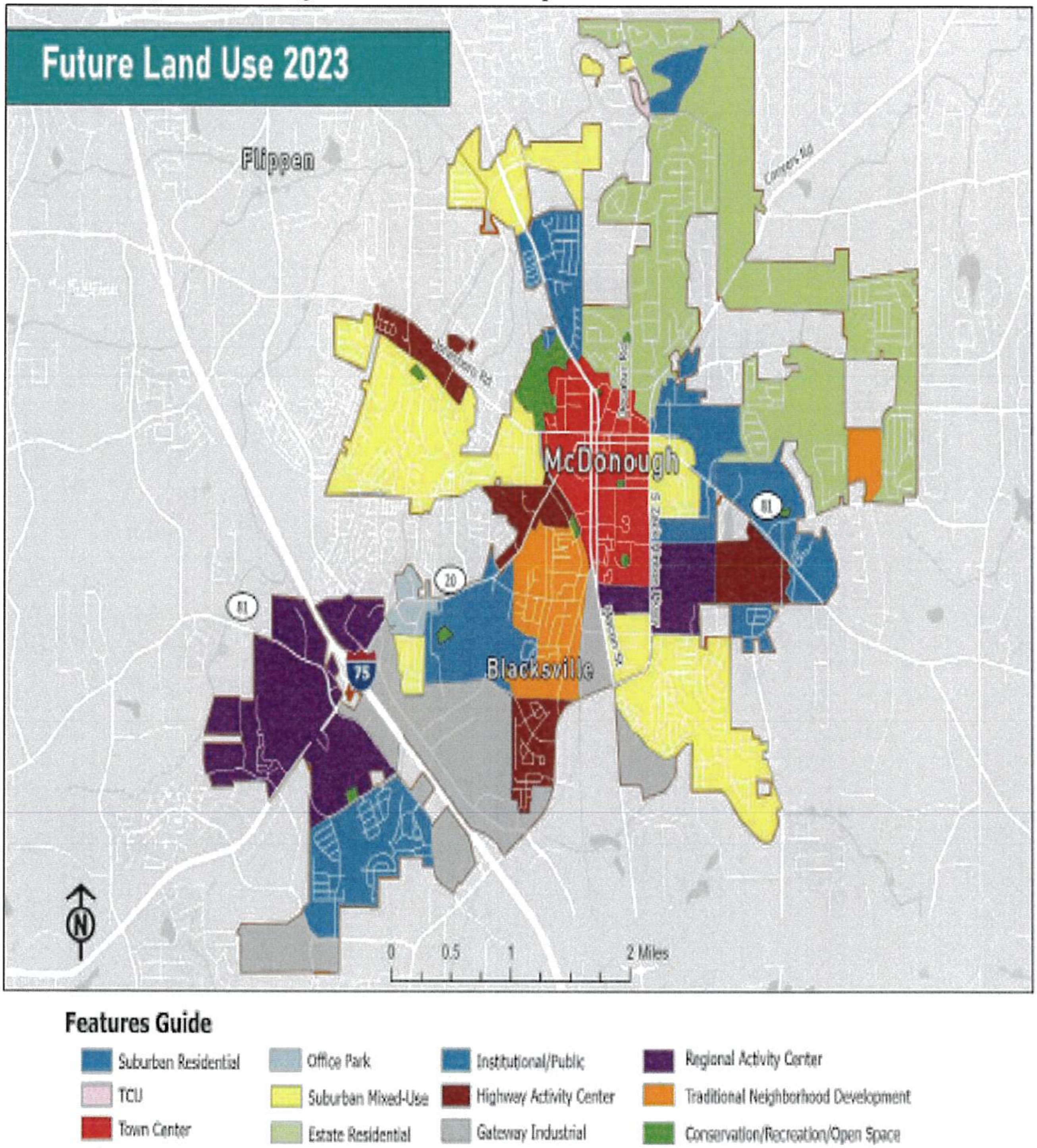


Exhibit F: City of McDonough Future Land Use Map



AGENDA ITEM SUMMARY
(August 17, 2026)
Item Number:

Presented by: Tarika Peeks, CED Director
Paige Dunson, Planner 13

ITEM SUMMARY:

A text amendment for Title 17.56: O-I (Office Institutional) to allow for public/private partnerships for multi-family uses.

SPECIAL CONSIDERATIONS OR CONCERNS:

Said application is to be processed following schedule herein:

- 8/11/2026 Municipal Planning Commission Workshop
- 8/6/262026 City Council Workshop
- 8/11/262026 Municipal Planning Commission Public Review
- **8/17/2026 City Council Public Hearing & Vote**

RECOMMENDATION:

PLANNING COMMISSION:
Fredrina McLaughlin made motion to recommend approval of the text amendment, Mark Thomas second.

- **VOTE**: 5-0 (Motion)

STAFF: Approval.

FINANCIAL IMPACT: N/A

FUNDING SOURCE: N/A

ATTACHMENTS:

- ORD #TBD

OTHER DEPARMENTAL REVIEW NEEDED: NO

STATE OF GEORGIA
CITY OF MCDONOUGH

ORDINANCE NO.______________________

AN ORDINANCE AMENDING TITLE 17, ZONING, OF THE CITY CODE OF ORDINANCES REGULATING PUBLIC/PRIVATE MULTIFAMILY USES AND FOR OTHER LAWFUL PURPOSES

WHEREAS, the City of McDonough ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City are the Mayor and Council ("City Council") thereof;

WHEREAS, the City is authorized pursuant to Section 2.17(b) of the City Charter to adopt ordinances, resolutions, rules and regulations deemed necessary, expedient, or helpful for the good order, welfare, prosperity and well-being of the City;

WHEREAS, the City Council desires through this Ordinance to update zoning regulations within the City in protection of City residents, visitors, employees and businesses; and

WHEREAS, the City Council finds this Ordinance to be in the best interest of the health, safety and welfare of the City.

THE COUNCIL OF THE CITY OF MCDONOUGH HEREBY ORDAINS, as follows:

Section 1. Title 17, Zoning, Section 17.08.010, Interpretation of certain words and terms, of the City of McDonough Code of Ordinances, is hereby amended to add a new subsection (Q), which shall read as follows:

TITLE 17 - ZONING

...

CHAPTER 17.08 - DEFINITIONS

Section 17.08.010 - Interpretation of certain words and terms.

...

Q. "Public/Private Multifamily" means apartments or multifamily dwellings located on city or county-owned property, that may be age-restricted housing, and which has a minimum of five (5) acres and a maximum of ten (10) acres which serves as affordable housing, as regulated by the State of Georgia Department of Community Affairs ("DCA") and the City of McDonough. Public/Private Multifamily is a distinct specialized housing use under this ~~chapter and may obtain variance(s) from underlying district standards or development standards as authorized under the City Code~~Title 17. For avoidance of doubt, Public/Private Multifamily shall not be subject to Section 17.100.080, Age-restricted housing. An application for Public/Private Multifamily ~~may~~shall be approved by the director upon the director's administrative determination that the public/private multifamily project:

1. complies with ~~City codes and regulations, as well as Georgia Department of Community Affairs ("DCA")~~DCA regulations and DCA qualified allocation plans, ~~so long as such DCA regulations and plans do not conflict with City codes and regulations~~expressly including the DCA Architectural Manual, which may be demonstrated by a certification from the project developer thereof; and
2. meets or exceeds the following additional minimum standards:
   a. ~~has~~ no more than four (4) buildings, no one being more than four (4) stories in height;
   b. ~~has~~ a density of no more than ~~twenty-four~~twenty-six (~~24~~26) units per acre; and
   c. ~~has~~ a ~~City approved~~ site plan which reflects parking, amenities and other design elements, ~~with such approved site plan identifying any City approved variance~~which identifies all variances from underlying district standards or development standards as set forth in the Ordinance, with such site plan governing over any district or development standards otherwise in conflict.

Section 2. Title 17, Zoning, Section 17.56.010, District intent, of the City of McDonough Code of Ordinances, is hereby amended to read as follows:

TITLE 17 - ZONING

...

CHAPTER 17.56 - OI - OFFICE/INSTITUTIONAL DISTRICT

Section 17.56.010 – District intent.

The OI office/institutional district is intended to encourage and provide suitable areas for business and professional offices, hospitals, medical and dental clinics and certain related activities, public, nonprofit or civic uses and institutional uses including affordable housing, with a minimum of interference from traffic and conflicting uses.

Section 3. Title 17, Zoning, 17.90.040 – Use classification, of the City of McDonough Code of Ordinances, is hereby amended to add a new use, titled "Public /Private Multifamily", at the end of said use table, which added use shall read as follows:

TITLE 17 - ZONING

...

CHAPTER 17.90 - USE CLASSIFICATION

...

Section 17.90.040 – Use table.

USE	ZONING DISTRICT																Supplemental Standards
	RA	R-200	R-100	R-85	R-75	R-60	RTD	RM-75	OI	C-1	C-2	C-3	MU	M-1	M-2	PUD	

SPECIALIZED HOUSING FACILITIES																	
…																	
Public /Private Multifamily									P		P						

****

Section 4. It is hereby declared to be the intention of the City Council that:

(a) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance.

Section 5. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 6. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

BE IT SO ORDAINED, this _____ day of ____________, 2026.

ATTEST:

CITY OF MCDONOUGH, GEORGIA:

____

Christy L. Taylor, City Clerk

____

Kamali Varner, Mayor

APPROVED AS TO FORM:

____

Emilia Walker-Ashby, City Attorney

STATE OF GEORGIA
CITY OF MCDONOUGH

ORDINANCE NO.______________________

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WHEREAS, the duly elected governing authority of the City are the Mayor and Council ("City Council") thereof;

WHEREAS, the City is authorized pursuant to Section 2.17(b) of the City Charter to adopt ordinances, resolutions, rules and regulations deemed necessary, expedient, or helpful for the good order, welfare, prosperity and well-being of the City;

WHEREAS, the City Council desires through this Ordinance to update zoning regulations within the City in protection of City residents, visitors, employees and businesses; and

WHEREAS, the City Council finds this Ordinance to be in the best interest of the health, safety and welfare of the City.

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TITLE 17 - ZONING

...

CHAPTER 17.08 - DEFINITIONS

Section 17.08.010 - Interpretation of certain words and terms.

...

Q. "Public/Private Multifamily" means apartments or multifamily dwellings located on city or county-owned property, that may be age-restricted housing, and which has a minimum of five (5) acres and a maximum of ten (10) acres which serves as affordable housing, as regulated by the State of Georgia Department of Community Affairs ("DCA") and the City of McDonough. Public/Private Multifamily is a distinct specialized housing use under this Title 17. For avoidance of doubt, Public/Private Multifamily shall not be subject to Section 17.100.080, Age-restricted housing. An application for Public/Private Multifamily shall be approved by the director upon the director's administrative determination that the public/private multifamily project:

1. complies with DCA regulations and DCA qualified allocation plans, expressly including the DCA Architectural Manual, which may be demonstrated by a certification from the project developer thereof; and
2. meets or exceeds the following additional minimum standards:
   a. no more than four (4) buildings, no one being more than four (4) stories in height;
   b. a density of no more than twenty-six (26) units per acre; and
   c. a site plan which reflects parking, amenities and other design elements, which identifies all variances from underlying district standards or development standards as set forth in the Ordinance, with such site plan governing over any district or development standards otherwise in conflict.

Section 2. Title 17, Zoning, Section 17.56.010, District intent, of the City of McDonough Code of Ordinances, is hereby amended to read as follows:

TITLE 17 - ZONING

...

CHAPTER 17.56 - OI - OFFICE/INSTITUTIONAL DISTRICT

Section 17.56.010 – District intent.

The OI office/institutional district is intended to encourage and provide suitable areas for business and professional offices, hospitals, medical and dental clinics and certain related activities, public, nonprofit or civic uses and institutional uses including affordable housing, with a minimum of interference from traffic and conflicting uses.

Section 3. Title 17, Zoning, 17.90.040 – Use classification, of the City of McDonough Code of Ordinances, is hereby amended to add a new use, titled "Public /Private Multifamily", at the end of said use table, which added use shall read as follows:

TITLE 17 - ZONING

...

CHAPTER 17.90 - USE CLASSIFICATION

...

Section 17.90.040 – Use table.

USE	ZONING DISTRICT																Supplemental Standards
	RA	R-200	R-100	R-85	R-75	R-60	RTD	RM-75	OI	C-1	C-2	C-3	MU	M-1	M-2	PUD	
SPECIALIZED HOUSING FACILITIES																	
...																	

Public /Private Multifamily									P		P						

****

Section 4. It is hereby declared to be the intention of the City Council that:

(a) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance.

Section 5. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 6. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

BE IT SO ORDAINED, this _____ day of ____________, 2026.

ATTEST: CITY OF MCDONOUGH, GEORGIA:

______________________________ ______________________________

Christy L. Taylor, City Clerk Kamali Varner, Mayor

APPROVED AS TO FORM:

____

Emilia Walker-Ashby, City Attorney

AGENDA ITEM SUMMARY
August 17, 2026, Council Meeting
Item Number: 14

Presented by: Dr. Ralph Igwedibie/Tiffany Georgia Finance

ITEM SUMMARY:

Request for Mayor and Council to approve the Revised City Procurement/Purchasing Policy. The revised Procurement/Purchasing Policy shall replace the current Policy adopted July 7, 2023.

SPECIAL CONSIDERATIONS OR CONCERNS:

Previously sent to the Mayor and Council, City Administrator, and Deputy City Administrator for review and comment.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FUNDING SOURCE:

ATTACHMENTS:

Revised City Procurement/Purchasing Policy

OTHER DEPARMENTAL REVIEW NEEDED:

___ Yes __x__ No

CITY OF MCDONOUGH

PROCUREMENT POLICY

DEPARTMENT OF FINANCE

Adopted July 7, 2023

Version 2.0 Proposed Adoption August 17, 2026

TABLE OF CONTENTS

SECTION I - PURPOSE, AUTHORITY, SCOPE, AND GUIDING PRINCIPLES

I.1 Purpose

The purpose of this Policy is to establish a consistent framework for the procurement of goods, services, construction, professional services, and other expenditures made on behalf of the City of McDonough. Through this Policy, the City seeks to promote fair competition, transparency, accountability, and the responsible stewardship of public resources.

Effective procurement supports the City's operational objectives, strengthens public confidence, and helps ensure that taxpayer funds are expended in a manner that achieves the best value while maintaining compliance with applicable laws, regulations, and ethical standards.

I.2 Authority

Pursuant to the City of McDonough Code of Ordinances and other applicable legal authority, the City Administrator shall serve as the City's Purchasing Agent and shall have overall responsibility for the administration and oversight of the City's procurement function.

The City Administrator may delegate procurement administration responsibilities to designated procurement personnel; however, such delegation shall not relieve the City Administrator of overall responsibility for procurement governance and compliance.

Purchasing activities shall be conducted in accordance with this Policy, applicable federal and state laws, grant requirements, City ordinances, and other governing authorities.

I.3 Finance Department and Purchasing Administration

The City's procurement function is administered through the Finance Department. Purchasing Administration, a division within the Finance Department, serves as the City's centralized procurement office and is responsible for administering and coordinating procurement activities in accordance with this Policy.

The Finance department provides financial oversight and administrative support for the City's procurement function, while Purchasing Administration is responsible for the operational administration and coordination of procurement activities.

I.4 Scope and Applicability

This Policy applies to all City departments, employees, officials, boards, commissions, contractors, consultants, and other individuals participating in procurement activities on behalf of the City. It governs the acquisition of goods, services, professional services, construction, technology, equipment, grant-funded purchases, cooperative procurements, and other contractual obligations involving the expenditure of public funds.

All individuals involved in procurement activities are responsible for understanding and complying with the requirements established herein.

I.5 Centralized Procurement Model

The City of McDonough operates under a centralized procurement model designed to promote consistency, accountability, transparency, and compliance across all departments.

Under this model, Purchasing Administration serves as the City's central procurement authority and is responsible for coordinating procurement activities throughout the procurement lifecycle. Using Departments remain responsible for identifying operational needs, developing scopes of work and specifications, and managing contractor performance; however, procurement activities shall be coordinated through Purchasing Administration to ensure compliance with applicable requirements and sound procurement practices.

The centralized procurement model strengthens internal controls, improves organizational coordination, promotes fair competition, and helps ensure the responsible stewardship of public funds.

I.6 Procurement Review Requirement

To ensure appropriate oversight and coordination, procurement-related activities shall be routed through Purchasing Administration prior to advertisement, solicitation, award recommendation, contract execution, or presentation for approval. This requirement applies to purchases, competitive solicitations, cooperative purchasing activities, grant-funded procurements, emergency procurements, sole source procurements, contract awards, amendments, renewals, intergovernmental agreements involving financial commitments, and procurement-related Council agenda items.

No department shall independently initiate a procurement action requiring Purchasing Administration's involvement under this Policy.

I.7 Guiding Principles

The City shall conduct procurement activities in accordance with the following guiding principles:

Fair and Open Competition

The City shall promote full and open competition to the greatest extent practicable and shall provide qualified vendors with equitable opportunities to compete for City business.

Transparency

Procurement activities shall be conducted in an open and transparent manner and documented appropriately to support accountability, public confidence, compliance with applicable requirements, laws, regulations and standards for procurement services.

Accountability

Procurement decisions shall be made in accordance with established authority levels, approved procedures, and sound business judgment. City employees, officials, Evaluation Committee members, and others participating in procurement activities on behalf of the City are responsible for ensuring compliance with this Policy and the responsible stewardship of public resources.

Ethical Conduct

Employees, officials, and other participants involved in procurement activities shall conduct themselves with integrity, impartiality, professionalism, and respect for the public trust.

Best Value

The City shall seek to obtain the best overall value by considering price, quality, performance, risk, lifecycle costs, and other factors relevant to the procurement.

Responsible Stewardship

Public funds shall be expended prudently and in a manner that supports the City's operational objectives while safeguarding taxpayer resources and promoting long-term value.

I.8 Policy Administration and Revisions

The Finance Department, through Purchasing Administration, shall be responsible for the administration of this Policy and for recommending revisions as necessary to support effective procurement governance and operations.

The City may amend, revise, or update this Policy to reflect changes in applicable laws, regulations, organizational needs, operational requirements, industry best practices, or other circumstances affecting procurement activities.

All City departments, employees, and officials involved in procurement activities are responsible for complying with the most current approved version of this Policy.

SECTION II - PROCUREMENT GOVERNANCE AND CENTRALIZED PROCUREMENT AUTHORITY

Purpose

The purpose of this Section is to establish the governance structure, authority, responsibilities, and oversight framework for procurement activities conducted by the City of McDonough.

The City recognizes that effective procurement governance promotes accountability, consistency, transparency, compliance, and the responsible stewardship of public resources.

II.1 Centralized Procurement Authority

The City shall operate under a centralized procurement model in which procurement activities are coordinated through Purchasing Administration and administered under the authority of the City Administrator, who serves as the City's Purchasing Agent.

The centralized procurement model is intended to promote consistency in procurement practices across all departments, strengthen internal controls and oversight, improve procurement planning and coordination, enhance competition and transparency, reduce procurement-related risk, improve audit readiness, and ensure compliance with applicable laws, regulations, ordinances, grant requirements, and City policies.

All procurement activities shall be conducted in accordance with this Policy and the City's established Procurement Governance Framework set forth in Appendix B.

II.2 Procurement Authority

The City Administrator shall serve as the Purchasing Agent and shall maintain overall authority and responsibility for the administration and oversight of procurement activities.

The City Administrator may delegate certain procurement administration responsibilities to designated procurement personnel; however, such delegation shall not relieve the City Administrator of overall accountability for procurement governance and compliance.

No employee, department, board, commission, or official shall independently conduct procurement activities outside of the authority established by this Policy.

II.3 Procurement Administration

Purchasing Administration shall serve as the City's central procurement function and shall administer procurement activities in accordance with this Policy and applicable procurement requirements. Purchasing shall serve as the City's central procurement function and shall be responsible for coordinating procurement activities throughout the procurement lifecycle.

Purchasing responsibilities include, but are not limited to:

- Procurement planning and coordination;
- Procurement intake review;
- Procurement method determination;
- Solicitation development and administration;
- Vendor communications;
- Evaluation process coordination;
- Contract routing and procurement compliance review;
- Procurement record management;
- Procurement reporting; and
- Procurement policy administration.

Purchasing shall serve as the official procurement advisor and shall provide guidance and support to City departments, leadership, and other stakeholders regarding procurement matters.

II.4 Procurement Intake Requirement

Departments shall engage Procurement during the planning stages of procurement activities. A Procurement Intake Request Form shall be submitted in accordance with the Procurement Intake Workflow established by this Policy.

Procurement activities shall not proceed until Purchasing has reviewed the request and determined the appropriate procurement path.

The Procurement Intake Process is intended to improve project planning, promote early stakeholder coordination, ensure funding verification, reduce procurement delays, improve project outcomes, and support compliance with procurement requirements.

II.5 Internal Controls and Segregation of Duties

The City shall maintain internal controls designed to safeguard public resources, promote accountability, and reduce the risk of fraud, waste, abuse, or improper procurement activity.

Where operationally feasible, procurement responsibilities shall be appropriately segregated among multiple individuals or functions. Internal controls may include the separation of procurement, approval, and payment functions; procurement review and oversight; established approval authority limitations; documentation requirements; procurement record retention; contract administration oversight; and periodic compliance reviews.

No individual shall exercise authority over all phases of a procurement transaction when adequate segregation of duties can reasonably be maintained.

II.6 Procurement Governance Framework

The City shall maintain a Procurement Governance Framework establishing the standard procurement lifecycle and coordination responsibilities among departments, Purchasing, Finance, Legal, and City leadership.

The Procurement Governance Framework, set forth in Appendix B, shall serve as the City's primary operational roadmap for procurement activities and shall be maintained as an appendix to this Policy.

All procurement activities shall be conducted in accordance with this Policy and the Procurement Governance Framework established in Appendix B.

II.7 Procurement Compliance

All departments, employees, officials, contractors, consultants, and other participants involved in procurement activities on behalf of the City are responsible for complying with the requirements of this Policy and any related procurement procedures.

Compliance with procurement requirements is essential to maintaining accountability, transparency, consistency, and the responsible stewardship of public resources.

Failure to comply with procurement requirements may result in corrective action, additional review requirements, procurement delays, cancellation of procurement activities, contract review, disciplinary action, or other remedies deemed appropriate by the City.

II.8 Shared Responsibility

Effective procurement requires collaboration among Using Departments, Purchasing Administration, the Finance Department, Legal Counsel, the City Administrator, and City leadership. Successful procurement outcomes depend upon communication, coordination, and adherence to this Policy and established procurement requirements.

All participants involved in procurement activities shall perform their respective responsibilities in accordance with this Policy and work cooperatively to ensure procurements are conducted efficiently, transparently, competitively, and in the best interests of the City.

II.9 Procurement Policy Interpretation

Questions regarding the interpretation, application, or administration of this Policy shall be directed to Purchasing.

Purchasing may issue administrative procedures, guidance, forms, instructions, and other implementation documents necessary to support the effective administration of this Policy, provided such documents do not conflict with applicable laws, City ordinances, or the provisions of this Policy.

In the event of a conflict between administrative guidance and this Policy, the provisions of this Policy shall govern.

SECTION III - ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Purpose

The purpose of this Section is to establish the roles, responsibilities, and authority of all departments, employees, officials, contractors, consultants, and other participants in procurement activities on behalf of the City of McDonough.

Effective procurement requires coordination and collaboration among Using Departments, Purchasing, Finance, Legal Counsel, City Administration, and elected officials. Clearly defined roles and responsibilities promote accountability, transparency, compliance, operational efficiency, and the responsible stewardship of public resources.

The responsibilities established in this Section are intended to support the City's centralized procurement model and ensure that procurement activities are conducted in accordance with this Policy.

III.1 Mayor and Council

The Mayor and Council serve as the City's governing authority and shall exercise procurement-related authority as provided by the City Charter, ordinances, resolutions, and applicable law.

Responsibilities of the Mayor and Council may include:
- Approving contracts and procurement actions requiring governing authority approval;
- Establishing procurement policy and legislative direction;
- Authorizing major procurement initiatives and capital projects;
- Approving budget appropriations that support procurement activities; and
- Exercising oversight of public expenditures and procurement governance.

The Mayor and Council shall not participate in the development of specifications, evaluation, scoring, ranking, negotiation, vendor selection, or other administrative procurement activities unless otherwise authorized by law.

III.2 City Administrator / Purchasing Agent

The City Administrator shall serve as the City's Purchasing Agent and shall have overall responsibility for procurement governance, administration, and oversight.

Responsibilities of the City Administrator as Purchasing Agent include:
- Providing executive oversight of procurement activities;
- Ensuring compliance with procurement policies, procedures, and applicable requirements;
- Approving procurement actions within delegated authority;
- Delegating procurement administration responsibilities as appropriate;
- Promoting accountability, transparency, and ethical procurement practices; and
- Supporting the continuous improvement of procurement operations and procurement governance.

The City Administrator may delegate specified procurement administration responsibilities in writing to the Finance Director, Purchasing Administration, or other designated City personnel. The delegation shall identify the scope and limits of the authority granted and shall not relieve the City Administrator of overall responsibility for procurement governance, oversight, and compliance.

III.3 Finance Director

The Finance Director shall provide financial oversight of procurement activities and ensure procurement actions are aligned with the City’s fiscal policies, approved budget, financial objectives, internal-control requirements, and applicable audit standards.

Responsibilities of the Finance Director include:

- Providing financial oversight of procurement activities;
- Supporting procurement planning, budgeting, and financial management;
- Ensuring appropriate financial controls are established and maintained;
- Supporting funding verification and budget compliance activities;
- Supporting compliance with grant and funding requirements; and
- Assisting with procurement-related financial reporting, monitoring, audit readiness, and audit response activities.

III.4 Purchasing Administration

Purchasing Administration shall serve as the City's centralized procurement function and shall administer procurement activities in accordance with this Policy.

Responsibilities of Purchasing include:

- Administering and coordinating procurement activities throughout the procurement lifecycle;
- Reviewing Procurement Intake Requests and assisting departments with procurement planning;
- Determining the appropriate procurement method;
- Developing, administering, and managing competitive solicitations;
- Serving as the City's official point of contact for procurement-related vendor communications;
- Coordinating evaluation and selection processes;
- Conducting procurement compliance reviews;
- Facilitating contract routing and approval processes;
- Maintaining procurement files and procurement documentation in accordance with applicable record retention requirements.
- Reviewing procurement-related agenda items for procurement compliance prior to submission through the City's established agenda process.
- Providing procurement guidance, training, and support to departments; and
- Monitoring procurement practices and recommending process improvements.

Purchasing shall serve as the primary point of contact for procurement-related matters and shall provide procurement guidance and support to departments, leadership, and other stakeholders.

III.5 Using Departments

Using Departments are responsible for identifying operational needs and serving as subject matter experts throughout the procurement and contract administration process.

Responsibilities of Using Departments include:

- Identifying operational and procurement needs;
- Engaging Purchasing Administration during the planning stages of procurement activities in accordance with the Procurement Intake Requirement established by this Policy.
- Submitting Procurement Intake Requests in accordance with this Policy;
- Developing scopes of work, specifications, and technical requirements;
- Assisting with procurement planning and market research, as appropriate;
- Participating in evaluations, interviews, demonstrations, or other selection activities when requested;
- Monitoring contractor performance and contract compliance and promptly reporting performance issues, non-compliance, and potential contract modifications to Purchasing Administration.
- Verifying receipt and acceptance of goods and services;
- Reviewing and approving invoices in accordance with City procedures; and
- Coordinating contract amendments, renewals, and contract closeout activities through Purchasing.

Using Departments shall initiate procurement requests by preparing and obtaining approval of the appropriate purchase requisition or procurement request in accordance with City procedures. Using Departments shall not independently issue solicitations, execute contracts, authorize work, commit City funds, or otherwise engage in procurement activities outside the requirements of this Policy.

III.6 Legal Counsel

Legal Counsel shall provide legal advice, review, and guidance regarding procurement and contractual matters as appropriate.

Responsibilities of Legal Counsel include:

- Reviewing contracts, agreements, and other legal instruments as appropriate;
- Advising on procurement-related legal issues and regulatory requirements;
- Reviewing solicitation terms, conditions, and special provisions when necessary;
- Assisting with dispute resolution and contract-related legal matters;
- Supporting risk assessment and risk mitigation efforts; and
- Providing legal guidance regarding the interpretation and application of laws affecting procurement activities.

Legal review shall not replace procurement review, and procurement review shall not replace legal review. Both reviews serve distinct purposes and shall be performed as appropriate based on the nature of the procurement.

III.7 Evaluation Committees

Evaluation Committees may be established by Purchasing Administration, in coordination with the Using Department, for competitive procurement processes involving proposals, qualifications, negotiated procurements, or other evaluation-based procurement methods when deemed appropriate based on the nature, complexity, or risk of the procurement.

Responsibilities of Evaluation Committee members include:
- Reviewing solicitation responses;
- Evaluating submissions solely in accordance with the criteria established in the solicitation;
- Maintaining confidentiality throughout the evaluation process;
- Avoiding actual or perceived conflicts of interest;
- Documenting evaluation activities and scoring as required; and
- Supporting the development of award recommendations.
- Refraining from communications with proposers outside the procedures established by Purchasing Administration.

Evaluation Committee members shall conduct evaluations independently, objectively, and in a manner that promotes fairness, consistency, and procurement integrity.

Prior to participating in an evaluation, Evaluation Committee members shall complete and submit the confidentiality and conflict-of-interest certifications required and administered by Purchasing Administration and comply with all applicable procurement requirements.

III.8 Employees and Officials

All City employees and officials involved in procurement activities shall comply with this Policy and conduct procurement activities in an ethical, impartial, and professional manner. Employees and officials shall avoid actual or perceived conflicts of interest, protect confidential information, support fair and open competition, and promote the responsible stewardship of public resources.

SECTION IV - ETHICAL STANDARDS AND PROCUREMENT INTEGRITY

Purpose

The purpose of this Section is to establish the ethical standards and professional conduct expectations governing procurement activities conducted on behalf of the City of McDonough. These standards promote integrity, accountability, transparency, and public confidence in the City's procurement process.

All procurement activities shall be conducted in accordance with this Policy and applicable laws and in a manner that promotes fairness, transparency, impartiality, and ethical decision-making and ensures decisions are made solely in the best interests of the City and its residents.

Employees, officials, contractors, consultants, evaluation committee members, and any individual participating in procurement activities shall adhere to the standards established in this Section.

IV.1 General Standards of Conduct

Employees, officials, Evaluation Committee members, contractors, consultants, and others participating in procurement activities shall act impartially, objectively, ethically, and in a manner that promotes fairness and integrity throughout the procurement process. Participants shall avoid actual or perceived conflicts of interest, protect confidential and proprietary information, promote fair and open competition, exercise sound business judgment, and safeguard public resources.

Procurement decisions shall be based solely upon legitimate business considerations, applicable evaluation criteria, and the best interests of the City.

IV.2 Conflicts of Interest

No employee, official, consultant, contractor, or Evaluation Committee member shall participate in a procurement activity when an actual or perceived conflict of interest exists.

A conflict of interest may exist when an individual:

- Has a financial interest in a vendor, contractor, or procurement outcome;
- Has a personal, family, or business relationship that could influence, or appear to influence, procurement decisions;
- Receives compensation, gifts, favors, or other benefits from a current or prospective vendor;

- Maintains outside employment, business interests, or affiliations that may impair impartial judgment; or
- Has any other interest that could compromise, or reasonably appear to compromise, objectivity or independence.

Any employee, official, consultant, contractor, or Evaluation Committee member with an actual, potential, or perceived conflict of interest shall promptly disclose the conflict to their supervisor and Purchasing Administration.

Any individual with a conflict of interest shall recuse themselves from participation in the procurement process and shall not participate in discussions, evaluations, recommendations, negotiations, approvals, or other procurement-related decisions associated with the matter giving rise to the conflict.

IV.3 Gifts, Gratuities, and Improper Influence

Employees and officials shall not solicit, accept, or receive gifts, gratuities, favors, entertainment, meals, travel, services, loans, discounts, or anything of value from any current or prospective vendor when such acceptance could influence, or appear to influence, procurement decisions.

Promotional items of nominal value, as permitted by applicable City policy or ethics requirements, that are distributed broadly as part of normal business marketing practices may be accepted provided they do not create an actual or perceived conflict of interest.

Under no circumstances shall gifts or gratuities be accepted in exchange for favorable treatment, preferential consideration, confidential information, or procurement-related decisions.

IV.4 Confidentiality and Procurement Integrity

Individuals participating in procurement activities shall protect confidential information and preserve the integrity of the procurement process. Confidential information shall be used only for authorized business purposes and shall not be disclosed except as authorized by law, court order, public records requirements, or applicable City policy.

Confidential information may include:
- Vendor submissions;
- Evaluation materials and scoring documents;
- Procurement strategies and planning documents;
- Proprietary information;
- Trade secrets;
- Negotiation discussions and communications; and

- Other non-public procurement records.

Individuals shall not use confidential information for personal gain, to provide an unfair competitive advantage, or in any manner that compromises the integrity of the procurement process.

IV.5 Fair and Open Competition

The City is committed to promoting fair and open competition in procurement activities.

No employee, official, or participant shall intentionally restrict competition, provide preferential treatment, manipulate procurement requirements, or otherwise act in a manner that unfairly advantages or disadvantages any vendor.

Procurement specifications, scopes of work, and evaluation criteria shall be developed to encourage competition and obtain the best value for the City.

IV.6 Unauthorized Procurement Activity

Employees and officials shall not:

- Commit City funds without proper authority;
- Execute contracts without required approvals;
- Independently issue solicitations without Purchasing involvement;
- Circumvent procurement requirements;
- Artificially divide procurements to avoid competition thresholds;
- Direct vendors to begin work without proper authorization; or
- Otherwise engage in unauthorized procurement activities.

Unauthorized procurements may result in denial of payment, corrective action, disciplinary action, or other remedies deemed appropriate by the City.

IV.7 Vendor Relations

The City shall maintain professional, ethical, and impartial relationships with vendors and shall treat all vendors fairly and consistently throughout the procurement process.

City representatives shall not provide preferential treatment, share non-public information, disclose competitor information, create unfair competitive advantages, or otherwise engage in conduct that compromises procurement integrity.

During active solicitations, vendor communications shall be conducted through Purchasing or the designated procurement contact identified in the solicitation.

IV.8 Evaluation Committee Ethics

Evaluation Committee members shall:

- Maintain confidentiality;
- Avoid conflicts of interest;
- Evaluate submissions solely on published criteria;
- Refrain from discussing evaluations outside the authorized process;
- Complete required conflict-of-interest and confidentiality certifications; and
- Conduct evaluations objectively and independently.
-

Failure to comply with evaluation requirements may result in removal from the Evaluation Committee.

IV.9 Reporting Ethical Concerns

Employees, officials, vendors, and members of the public are encouraged to report suspected violations of procurement laws, regulations, policies, ethical standards, fraud, waste, abuse, conflicts of interest, or other improper procurement activities.

Reports shall be submitted through appropriate supervisory channels, Purchasing, Human Resources, Legal Counsel, the City Administrator, or other authorized reporting mechanisms.

The City shall review reported concerns and take appropriate action when warranted.

IV.10 Accountability and Enforcement

Violations of this Policy may result in one or more of the following actions, as determined appropriate by the City:

- Corrective action;
- Removal from procurement activities;
- Contract cancellation or termination;
- Vendor suspension or debarment;
- Disciplinary action;
- Referral to law enforcement or regulatory authorities; and
- Other remedies authorized by law, ordinance, or City policy.

The City may pursue any available administrative, contractual, legal, or regulatory remedies necessary to protect the integrity of its procurement processes and the responsible stewardship of public resources.

SECTION V - PROCUREMENT METHODS

Purpose

The purpose of this Section is to establish the procurement methods authorized for use by the City of McDonough and to provide a framework for selecting the appropriate procurement method based upon the nature, complexity, estimated value, and requirements of the procurement.

The City shall utilize procurement methods that promote competition, transparency, accountability, best value, and the responsible stewardship of public funds.

Purchasing shall determine the appropriate procurement method in accordance with this Policy and the Procurement Thresholds and Approval Matrix.

V.1 General Procurement Requirements

All procurement activities shall be conducted in accordance with this Policy and shall promote fair and open competition to the greatest extent practicable. Procurement activities shall be properly documented, utilize the procurement method determined by Purchasing, comply with applicable funding requirements, and support the City's operational and financial objectives.

The City shall not intentionally divide, fragment, or structure procurements for the purpose of avoiding competition requirements, procurement thresholds, approval authority requirements, Council approval requirements, or other provisions of this Policy.

The procurement method selected shall be based on the estimated total value of the procurement, the complexity of the requirement, market conditions, procurement risk, funding requirements, and other applicable legal or regulatory requirements. Procurement thresholds and approval authorities are established in Appendix A – Procurement Thresholds and Approval Matrix.

V.2 Small Purchases

Small purchases are procurements that fall within the Small Purchase threshold established by the City and identified in Appendix A – Procurement Thresholds and Approval Matrix.

Competition is encouraged whenever practicable and consistent with the City's operational needs.

Small purchases shall be conducted in accordance with the requirements established in this Policy and Appendix A.

V.3 Informal Written Quotes

Informal Written Quotes (IWQ) may be utilized when the estimated value of a procurement falls within the threshold established for informal competition as identified in Appendix A – Procurement Thresholds and Approval Matrix.

Purchasing may solicit written quotations from qualified vendors to promote competition and obtain the best value for the City.

Informal Written Quote procurements shall be conducted in accordance with the requirements established in this Policy, Appendix A, and any applicable administrative procedures.

V.4 Invitation to Bid (ITB)

An Invitation to Bid (ITB) may be utilized when:

- Specifications can be clearly defined;
- Requirements can be evaluated using objective and measurable criteria; and
- Award is expected to be based on the lowest responsive and responsible bid after consideration of responsiveness, responsibility, and price in accordance with this Policy and applicable law.

Contracts resulting from an ITB shall generally be awarded to the lowest responsive and responsible bidder unless otherwise authorized by law, the solicitation, or this Policy.

V.5 Request for Proposals (RFP)

A Request for Proposals (RFP) may be utilized when factors other than price are necessary to evaluate the qualifications, technical approach, experience, methodology, or overall value offered by proposers.

Evaluation criteria may include:

- Qualifications;
- Experience;
- Technical approach;
- Project understanding;
- Past performance;
- Price; and
- Other factors identified in the solicitation.

Contracts resulting from an RFP may be awarded to the proposer whose proposal represents the best value to the City, based on the evaluation criteria established in the solicitation.

V.6 Request for Qualifications (RFQ)

A Request for Qualifications (RFQ) may be utilized when the City seeks to evaluate a firm's qualifications, relevant experience, technical expertise, and demonstrated capabilities prior to requesting pricing or selecting a consultant or contractor.

An RFQ may be used independently or as part of a multi-step procurement process, including processes in which qualifications are evaluated prior to the issuance of a Request for Proposals or other procurement method.

V.7 Invitation to Negotiate (ITN)

An Invitation to Negotiate (ITN) may be utilized when negotiations are expected to play a significant role in determining the final contract terms, scope of services, pricing, risk allocation, or overall solution.

The City may negotiate with one or more responsive and responsible offerors in accordance with the requirements of the solicitation and this Policy.

V.8 Multi-Step Procurements

The City may utilize multi-step procurement methods when the Purchasing Agent or Purchasing Administration determines that a multi-phase evaluation or qualification process is appropriate based on the complexity, risk, or nature of the procurement.

Examples of multi-step procurement methods may include:

- Requests for Qualifications followed by Requests for Proposals;
- Prequalification processes;
- Shortlisting procedures; and
- Other phased procurement approaches are determined appropriate by Purchasing.

V.9 Cooperative Purchasing

The City may utilize cooperative purchasing, which is the procurement of goods or services through competitively awarded contracts established by another governmental entity or cooperative purchasing organization, including state contracts, cooperative purchasing organizations (such as Sourcewell or OMNIA Partners), piggyback contracts, and other cooperative procurement vehicles, when permitted by law and determined to be in the best interest of the City.

Prior to utilizing a cooperative procurement vehicle, Purchasing shall verify that the procurement was conducted through an appropriate competitive process and satisfies applicable legal, contractual, and procurement requirements.

V.10 Sole Source Procurement

A sole source procurement may be authorized when only one vendor is reasonably capable of providing the required goods or services and no reasonable alternative source exists.

Sole source procurements shall:
- Be fully documented;
- Include a written sole source justification;
- Demonstrate the absence of reasonable competition; and
- Receive appropriate review and approval in accordance with this Policy.

The existence of a preferred vendor, prior relationship, convenience, or familiarity with a vendor shall not, by itself, constitute a valid sole source justification.

V.11 Emergency Procurement

Emergency procurements may be authorized when an immediate threat exists to public health, safety, welfare, critical operations, regulatory compliance, or public property and immediate action is necessary to protect the interests of the City.

Emergency procurements shall:
- Be limited to the goods, services, or work necessary to address the emergency conditions;
- Be documented using the City's Emergency Procurement Justification Form;
- Be reviewed by Purchasing as soon as practicable following the emergency action;
- Be approved in accordance with applicable authority and reporting requirements; and
- Be supported by documentation sufficient to demonstrate the nature of the emergency and the necessity of the procurement.

Emergency procurement authority shall not be used to avoid competition requirements, to circumvent procurement procedures, or to compensate for inadequate planning.

Following the emergency procurement, the Using Department shall promptly notify Purchasing Administration and submit all supporting documentation, including the emergency justification, purchase documentation, invoices, approvals, and any other records necessary to document the procurement. Purchasing Administration shall review the procurement for compliance with this Policy, ensure the procurement file is complete, and coordinate any required reporting or ratification in accordance with applicable City procedures.

V.12 Procurement Method Determination

Purchasing shall have the authority to determine the appropriate procurement method for a procurement activity based upon the estimated value, procurement objectives, complexity of the requirements, market conditions, competition considerations, funding requirements, risk factors, and applicable legal or regulatory requirements.

Purchasing may recommend an alternative procurement method when determined to be in the best interest of the City and consistent with applicable laws, regulations, and this Policy.

SECTION VI - SOLICITATION, EVALUATION, AND AWARD

Purpose

The purpose of this Section is to establish the City's requirements for conducting competitive procurement activities, evaluating vendor responses, and awarding contracts in a fair, transparent, competitive, and accountable manner.

The City shall conduct solicitations in a manner that promotes full and open competition, protects the integrity of the procurement process, and supports the selection of vendors that provide the best value to the City.

VI.1 Solicitation Authority

All formal solicitations shall be administered through Purchasing.

No department, employee, or official shall independently prepare for release, issue, advertise, publish, release, or otherwise administer a solicitation on behalf of the City without authorization from Purchasing Administration.

Purchasing shall be responsible for:

- Solicitation planning and administration;
- Solicitation scheduling and coordination;
- Procurement-related communications;
- Issuance of addenda and solicitation modifications;
- Receipt and safeguarding of submissions; and
- Maintaining procurement files and solicitation documentation in accordance with the City's records retention requirements.

Purchasing shall serve as the City's official point of contact for all formal solicitation activities unless otherwise authorized by this Policy.

VI.2 Solicitation Planning

Prior to the issuance of a solicitation, Purchasing Administration and the Using Department shall collaborate to define project objectives, develop scopes of work or specifications, establish evaluation criteria, identify contractual requirements and incorporate insurance and bonding requirements established by the City or Legal Counsel, as applicable, establish procurement schedules, and assess procurement risks.

Solicitations shall be structured to promote competition, support transparency, and obtain the best value for the City.

VI.3 Advertising and Public Notice

Purchasing Administration shall coordinate the publication of required public notices for competitive procurement opportunities in accordance with applicable law and City procedures.

Public notice may be provided through the Georgia Procurement Registry (GPR), the City website, newspaper publication, vendor notifications, cooperative procurement platforms, or other methods determined appropriate for the procurement.

The advertising period shall be sufficient to promote meaningful competition and provide vendors adequate time to prepare and submit responsive proposals or bids.

VI.4 Pre-Bid and Pre-Proposal Conferences

Purchasing may conduct pre-bid conferences, pre-proposal conferences, site visits, or other informational meetings when determined to be in the best interest of the City.

Such meetings may be used to review solicitation requirements, clarify project objectives, discuss procurement schedules, address vendor questions, and promote a common understanding of the City's requirements.

Any attendance requirements, whether mandatory or optional, shall be clearly identified within the solicitation documents.

VI.5 Vendor Communications

Purchasing shall serve as the City's official point of contact during active solicitations.

Vendors shall direct all solicitation-related questions, requests for clarification, and other communications to the designated procurement contact identified in the solicitation.

Departments, Evaluation Committee members, elected officials, and other City representatives shall refrain from engaging in unauthorized communications with vendors regarding active solicitations.

Unauthorized communications may result in the disqualification of a vendor, removal of an Evaluation Committee member, cancellation of a procurement action, or other remedies deemed appropriate by the City.

VI.6 Addenda and Clarifications

Purchasing may issue addenda, clarifications, modifications, or other written communications as necessary during the solicitation process.

Addenda issued by Purchasing shall become part of the solicitation and shall be binding upon all respondents.

Only written addenda issued by Purchasing may modify solicitation requirements, specifications, schedules, terms, conditions, or other solicitation provisions.

Verbal statements, interpretations, explanations, or representations made by City representatives shall not modify or otherwise alter solicitation requirements.

VI.7 Receipt and Safeguarding of Responses

Purchasing Administration shall establish and maintain written procedures governing the receipt, safeguarding, documentation, and control of vendor submissions in accordance with the Procurement Governance Framework (Appendix B) and any related administrative procedures.

Responses received after the submission deadline shall not be accepted unless otherwise authorized by applicable law or expressly permitted by the solicitation.

Purchasing shall maintain custody and control of solicitation responses until the appropriate public opening, evaluation process, or other authorized procurement activity has commenced.

VI.8 Responsiveness Review

Prior to evaluation, Purchasing Administration shall review submissions to determine responsiveness to the material requirements of the solicitation.

A response may be determined non-responsive if it:

- Fails to comply with material solicitation requirements;
- Omits required information, certifications, forms, or other required documentation;
- Contains material exceptions, conditions, or deviations from the solicitation requirements;
- Fails to acknowledge required addenda; or
- Otherwise fails to satisfy the material requirements of the solicitation.

The City may waive minor informalities, irregularities, or technical deficiencies when determined to be in the best interest of the City and permitted by applicable law.

VI.9 Evaluation Committees

When an Evaluation Committee is required, Purchasing Administration shall establish the committee in coordination with the Using Department. The Using Department shall recommend members possessing the appropriate technical expertise, and Purchasing Administration shall ensure the committee is appropriately constituted in accordance with this Policy.

Evaluation Committees may be used for solicitations involving qualifications-based selection, Requests for Proposals (RFPs), Invitation to Negotiate (ITNs), Design-Build procurements, or other procurement methods requiring qualitative evaluation.

Evaluation Committee members shall:

- Possess relevant subject matter expertise;
- Complete all required confidentiality and conflict-of-interest certifications;
- Evaluate submissions independently, objectively, and solely in accordance with the evaluation criteria established in the solicitation;
- Maintain confidentiality throughout the evaluation process; and
- Comply with all applicable procurement requirements and evaluation procedures.

Purchasing Administration shall provide committee members with evaluation instructions, scoring materials, and applicable procurement requirements before evaluations begin.

VI.10 Evaluation Criteria

Solicitation responses shall be evaluated solely on the criteria identified in the solicitation documents.

Evaluation criteria may include:

- Qualifications;
- Experience;
- Technical capabilities;
- Project approach and understanding;
- Past performance;
- Price;
- Financial stability;
- References; and
- Other factors determined relevant to the procurement and identified in the solicitation.

The City may consider any evaluation factor identified in the solicitation when determining the most advantageous response and making an award recommendation.

VI.11 Discussions and Negotiations

When authorized by the solicitation, the City may conduct discussions, interviews, presentations, demonstrations, reference checks, site visits, negotiations, or other evaluation activities determined appropriate for the procurement.

Purchasing shall coordinate and document discussions and negotiations conducted as part of the procurement process.

Discussions and negotiations shall be conducted fairly, consistently, and in accordance with the requirements of the solicitation and applicable procurement requirements.

VI.12 Recommendation for Award

Upon completion of the evaluation process, Purchasing shall prepare or coordinate the preparation of a recommendation for award.

Award recommendations shall be based upon:

- Evaluation results;
- Solicitation requirements;
- Vendor responsibility and qualifications;
- Procurement documentation; and
- The best interests of the City.

Award recommendations shall be appropriately documented and maintained within the official procurement file.

VI.13 Award Approval

Procurement awards shall be approved in accordance with the approval authority requirements established by this Policy and the Procurement Thresholds and Approval Matrix.

Awards requiring Mayor and Council approval shall not become effective and no contract shall be executed until the required approval has been obtained.

VI.14 Notice of Intent to Award

The City may issue a Notice of Intent to Award following completion of the evaluation process and approval of an award recommendation, when applicable.

A Notice of Intent to Award shall not constitute contract execution, create any contractual rights, or authorize work to begin. The City may cancel, modify, suspend, or withdraw a Notice of Intent to Award when determined to be in the best interest of the City.

VI.15 Debriefings

Purchasing may provide debriefings to unsuccessful respondents upon written request and in accordance with applicable procurement procedures.

Debriefings are intended to:

- Promote transparency;
- Improve vendor understanding of the procurement process; and
- Encourage future competition and participation in City procurements.

Debriefings shall not include confidential information, proprietary information, trade secrets, Evaluation Committee deliberations, scoring information not subject to disclosure, or any information prohibited from disclosure by law.

VI.16 Reservation of Rights

The City may, at its sole discretion and to the extent permitted by applicable law, exercise any of the following rights:

- Reject any or all responses;
- Waive minor informalities, irregularities, or technical deficiencies;
- Cancel a solicitation at any time;
- Re-solicit procurement requirements;
- Request clarifications or additional information from respondents when permitted by the solicitation;
- Conduct discussions, interviews, presentations, demonstrations, reference checks, site visits, or negotiations when authorized;
- Award contracts in whole or in part;
- Make multiple awards when determined to be in the best interest of the City; and
- Take any other action determined to be in the best interest of the City and consistent with applicable laws, regulations, and procurement requirements.

The exercise of any right described in this Section shall not create any obligation or liability on the part of the City.

SECTION VII - CONTRACTS AND CONTRACT ADMINISTRATION

Purpose

The purpose of this Section is to establish the requirements governing the review, approval, execution, administration, amendment, renewal, and closeout of contracts entered into by the City of McDonough.

Effective contract administration is essential to ensuring procurement objectives are achieved, contractual obligations are fulfilled, vendor performance is monitored, public funds are protected, and contractual risks are appropriately managed.

All contracts shall be administered in a manner that promotes accountability, transparency, compliance, and the responsible stewardship of public resources.

VII.1 Contract Formation and Execution

No contract shall be binding upon the City unless executed by an individual authorized to act on behalf of the City and all required approvals have been obtained.

All contracts shall:

- Be supported by appropriate procurement documentation;
- Comply with applicable laws, regulations, ordinances, and City requirements;
- Be reviewed in accordance with the City's Contract Routing Workflow;
- Be approved by the appropriate authority;
- Be supported by available funding; and
- Clearly define the rights, responsibilities, and obligations of the parties.

No employee, official, or representative of the City shall authorize a vendor to begin work, provide services, deliver goods, or incur costs on behalf of the City prior to completion of all required approvals and execution of the agreement.

VII.2 Contract Review Requirements

Contracts shall be reviewed, as applicable, by the Using Department, Purchasing Administration, Finance, Legal Counsel, and the City Administrator prior to execution in accordance with the City's Contract Routing Workflow.
Contract review may include:

- Procurement compliance review;
- Funding verification;
- Legal sufficiency review;
- Risk assessment;
- Insurance review;
- Bonding requirements;
- Grant compliance requirements; and

- Verification of approval authority.

The level of review required shall be based upon the nature, complexity, value, and risk associated with the agreement.

VII.3 Contract Routing

All procurement contracts, contract amendments, renewals, extensions, memoranda of understanding (MOUs), intergovernmental agreements (IGAs), cooperative purchasing agreements, and other procurement-related legally binding instruments shall be routed in accordance with the City's Contract Routing Workflow.

Purchasing Administration shall maintain the City's Contract Routing Workflow. The Contract Routing Workflow shall establish the City's standard process for contract review, approval, execution, and record management and shall be followed by all departments for procurements governed by this Policy.

VII.4 Insurance and Bonding Requirements

The City may require vendors to provide insurance coverage, performance bonds, payment bonds, letters of credit, or other financial assurances as determined appropriate.

Insurance and bonding requirements shall be based upon:

- Procurement risk;
- Nature of services;
- Contract value;
- Construction requirements;
- Regulatory requirements; and
- Protection of the City's interests.

Failure to maintain required insurance or bonding may constitute grounds for contract suspension, termination, or other remedies available to the City.

VII.5 Contract Administration

The Using Department shall serve as the primary contract administrator for procurement contracts supporting its departmental operations unless another contract administrator is designated by the City.

Contract administration responsibilities include:

- Monitoring contractor performance;
- Verifying deliverables and contract milestones;
- Ensuring compliance with contract terms and requirements;
- Reviewing and approving invoices in accordance with City procedures;

- Coordinating inspections, testing, acceptance, or other verification activities;
- Identifying and documenting performance issues;
- Maintaining departmental contract records; and
- Coordinating contract amendments, renewals, and closeout activities through Purchasing.
- Promptly notifying Purchasing Administration of contract performance issues, amendments, renewals, defaults, or potential claims.

Contract administration shall be conducted throughout the life of the agreement to ensure contractual obligations are fulfilled, performance expectations are achieved, and the City's interests are protected. Contract amendments, renewals, extensions, and contract closeout activities shall be coordinated through Purchasing Administration in accordance with this Policy.

VII.6 Vendor Performance Management

The Using Department shall monitor vendor performance throughout the term of the contract to ensure compliance with contractual requirements, achievement of expected outcomes, and protection of the City's interests. Purchasing Administration shall be notified of significant performance issues, defaults, disputes, or other matters that may require contractual action.

Performance monitoring may include consideration of the quality of work, timeliness of performance, compliance with contract requirements and specifications, customer service, responsiveness, safety performance, regulatory compliance, and overall contract management effectiveness.

The City may maintain vendor performance records and may consider such information in future procurement activities when permitted by applicable law and procurement requirements.

VII.7 Contract Amendments

The Using Department shall identify the need for contract amendments. Purchasing Administration shall coordinate the preparation, review, and processing of contract amendments in accordance with this Policy and the City's Contract Routing Workflow. Contract amendments shall be utilized when modifications to an existing agreement are necessary. Amendments may include scope modifications, pricing adjustments, schedule changes, additional services, administrative corrections, or other authorized modifications.

All contract amendments shall:

- Be documented in writing;

- Include appropriate justification;
- Be reviewed and approved in accordance with the City's delegated approval authority established in Appendix A, including approval by the City Administrator, Mayor, or Mayor and Council, as applicable; and
- Be incorporated into the official procurement file and routed to the City Clerk for inclusion with the executed contract record, as applicable.

VII.8 Contract Renewals and Extensions

Contract renewals and extensions shall be processed in accordance with the terms of the original agreement and applicable City requirements.

Prior to approving a contract renewal or extension, the Using Department, in coordination with Purchasing Administration, shall evaluate vendor performance, continued operational need, funding availability, market conditions, and whether renewal remains in the best interest of the City.

Contract renewals and extensions shall be reviewed and approved in accordance with the City's delegated approval authority established in Appendix A and the City's Contract Routing Workflow.

VII.9 Change Orders

A change order is a written amendment to an executed contract that modifies the scope of work, contract price, schedule, quantities, or other contract terms during contract performance. Change orders may be used when authorized by the contract and approved in accordance with this Policy and the City's delegated approval authority.

Construction contracts and other agreements requiring modifications during contract performance may utilize change orders when authorized by the contract and approved in accordance with applicable authority requirements.

Change orders shall:

- Be documented in writing;
- Clearly describe the modification to the contract;
- Include the justification for the change;
- Identify any changes to the contract amount or completion schedule;
- Be reviewed and approved in accordance with the City's delegated approval authority and Contract Routing Workflow; and
- Be incorporated into the official procurement file.
- Include verification that sufficient funding is available, when the change order affects the contract amount;

Change orders shall not be used to circumvent procurement requirements, approval authority requirements, or applicable competition requirements.

VII.10 Intergovernmental Agreements (IGAs) and Memoranda of Understanding (MOUs)

Intergovernmental Agreements (IGAs) and Memoranda of Understanding (MOUs) involving financial obligations, procurement implications, shared services, cooperative activities, contractual commitments, or other operational impacts shall be reviewed in accordance with this Policy.

Such agreements shall be routed through Purchasing, Finance, Legal Counsel, and other stakeholders, as appropriate, prior to execution.

The review process shall ensure compliance with applicable laws, proper authorization, identification of financial and operational impacts, clear documentation of roles and responsibilities, and protection of the City's interests.

VII.11 Contract Records and Retention

Departments may maintain working files and copies of contract-related records to support contract administration. Purchasing Administration shall maintain the official procurement file, and the City Clerk shall maintain the City's official repository of executed contracts and other official City records in accordance with applicable records retention requirements and City policy.

The procurement file may include procurement documentation, solicitation records, award records, insurance certificates, bonds, contract amendments, renewals, performance documentation, correspondence, and other supporting records associated with the procurement and administration of the agreement.

Records shall be maintained in accordance with applicable records retention requirements, public records requirements, and City policies.

VII.12 Contract Closeout

Upon completion or termination of a contract, the Using Department shall coordinate with Purchasing to complete contract close-out activities.

Contract close-out activities may include verification of contract completion, final acceptance of deliverables, resolution of outstanding issues, final payment processing, documentation of vendor performance, and completion of required contract records.

Contract closeout shall ensure that contractual obligations have been satisfied, all required documentation has been completed, and procurement records are complete and available for audit, legal, and records retention purposes.

SECTION VIII - SPECIAL PROCUREMENT CATEGORIES

Purpose

The purpose of this Section is to establish additional requirements applicable to specialized procurement categories that may involve unique regulatory requirements, professional standards, technical considerations, funding restrictions, or heightened procurement risk.

Unless specifically modified by this Section, all special procurement categories shall remain subject to the requirements of this Policy.

VIII.1 Grant-Funded Procurements

Procurements funded in whole or in part through federal, state, local, or private grant programs shall comply with this Policy, grant award conditions, funding agency requirements, applicable laws and regulations, and any additional requirements imposed by the granting authority.

Where grant requirements are more restrictive than City requirements, the more restrictive requirements shall govern.

Departments administering grant-funded projects shall coordinate with Purchasing and Finance during procurement planning and throughout the procurement process to ensure compliance with all applicable requirements.

Failure to comply with grant procurement requirements may result in funding disallowances, repayment obligations, audit findings, suspension of funding, or loss of grant funding.

VIII.2 Professional Services

Professional services may include services requiring specialized knowledge, education, certification, licensing, technical expertise, professional judgment, or advisory capabilities.

Examples of professional services may include engineering, architectural, legal, financial advisory, auditing, consulting, planning, information technology consulting, and other professional or technical services requiring specialized expertise.

Professional service procurements may utilize qualifications-based selection, Requests for Proposals (RFPs), Requests for Qualifications (RFQs), negotiations, or other procurement methods determined appropriate by Purchasing.

Selection of professional service providers shall consider qualifications, experience, expertise, past performance, project understanding, and overall value to the City.

VIII.3 Construction and Public Works Procurements

Construction and public works procurements may include new construction, renovations, building improvements, infrastructure projects, utility projects, roadway projects, site development activities, and other construction-related work.

Depending upon the nature and risk of the project, construction procurements may require bid security, performance bonds, payment bonds, insurance coverage, contractor licensing verification, regulatory compliance measures, and other contractual protections determined appropriate by the City.

Construction projects shall be coordinated among the Using Department, Purchasing, Finance, Legal Counsel, and other stakeholders as appropriate to ensure compliance with procurement requirements, contract requirements, and project objectives.

VIII.4 Technology Procurements

Technology procurements may include software, Software-as-a-Service (SaaS) solutions, hardware, telecommunications systems, cloud-based services, cybersecurity solutions, technology infrastructure, and other information technology-related acquisitions.

Depending upon the nature of the procurement, technology procurements may require additional review related to cybersecurity, data privacy, data ownership, system integration, licensing terms, maintenance and support requirements, business continuity considerations, disaster recovery capabilities, and long-term operational impacts.

Purchasing shall coordinate technology procurements with Information Technology personnel and other stakeholders, as appropriate, to ensure technical requirements, security considerations, operational needs, and contractual requirements are adequately addressed.

VIII.5 Real Property Acquisition and Disposition

The acquisition, lease, sale, exchange, or disposition of real property may involve legal, financial, appraisal, negotiation, approval, and due diligence requirements, including approval by the Mayor and Council when required by the City Charter, ordinances, or other applicable law.

Real property transactions subject to this Policy shall be coordinated, as applicable, with the Using Department, Legal Counsel, Finance, the City Administrator, and the Mayor and Council when required by the City Charter, ordinances, or other applicable law.

Nothing in this Policy shall supersede any Charter provision, ordinance, statutory requirement, or other legal authority governing real property transactions.

VIII.6 Emergency Response and Disaster Procurements

Emergency response and disaster-related procurements may require expedited procurement actions to protect public health, safety, welfare, infrastructure, operations, critical services, or public property.

When emergency conditions exist, the City may utilize emergency procurement procedures established by this Policy.

Emergency procurements shall:

- Be limited to the scope necessary to address the emergency condition;
- Be appropriately documented and supported by sufficient justification;
- Be reported to Purchasing Administration immediately upon stabilization of the emergency condition and reviewed by Purchasing Administration as soon as practicable thereafter.
- Comply with applicable approval requirements; and
- Comply with any applicable funding, reimbursement, grant, or disaster assistance requirements.

Emergency procurements anticipated to be reimbursed through federal, state, insurance, grant, or other funding sources shall be documented and administered in accordance with the applicable funding requirements, this Policy, and any additional documentation or reporting requirements established by applicable law or funding guidance.

VIII.7 Environmentally Preferable Purchasing

The City may consider environmentally preferable products, services, equipment, and technologies when such purchases support operational objectives, are practicable, and provide best value to the City.

Factors that may be considered include energy efficiency, resource conservation, sustainability, lifecycle costs, waste reduction, recycled content, and overall environmental impact.

Nothing in this Section shall require the City to purchase environmentally preferable products or services when doing so is not practical, cost-effective, operationally appropriate, or in the best interest of the City.

VIII.8 Special Procurement Determinations

Purchasing may establish administrative procedures, guidance, forms, and other implementation requirements for specialized procurement categories when necessary to address regulatory requirements, improve procurement outcomes, mitigate procurement risk, support operational effectiveness, or ensure compliance with applicable laws, regulations, grant requirements, and funding conditions.

Such procedures and guidance shall be consistent with the intent and requirements of this Policy and shall not conflict with applicable laws, ordinances, or governing authority directives.

SECTION IX - COMPLIANCE, RECORDS, AND AUDIT

Purpose

The purpose of this Section is to establish requirements for procurement compliance, records management, audit readiness, protests, corrective actions, and accountability.

The City is committed to maintaining procurement processes that are transparent, properly documented, auditable, and compliant with applicable laws, regulations, funding requirements, and City policies.

Procurement activities shall be conducted in a manner that supports public trust, operational effectiveness, and the responsible stewardship of public resources.

IX.1 Procurement Compliance

All procurement activities shall be conducted in accordance with this Policy, applicable federal and state laws and regulations, grant and funding requirements, City ordinances and resolutions, administrative procedures, and applicable contractual obligations.

Departments, employees, officials, consultants, contractors, and other participants involved in procurement activities are responsible for complying with applicable procurement requirements.

Compliance with procurement requirements shall be a condition of participation in procurement activities conducted on behalf of the City.

IX.2 Procurement Records

Purchasing shall maintain the official procurement record for procurements conducted under this Policy.

Procurement files shall be maintained in a manner that supports transparency, accountability, audit readiness, public records compliance, contract administration, and organizational continuity.

Procurement records shall include documentation appropriate to the procurement method and complexity and may include, as applicable: Procurement Intake Requests, solicitation documents, addenda, vendor submissions, evaluation documentation, award recommendations, Council approvals, executed agreements, amendments and renewals, procurement correspondence, performance documentation, and other supporting records associated with the procurement process.

Procurement records shall be maintained in accordance with applicable records retention requirements, public records requirements, and City policies.

IX.3 Contract Records

Purchasing Administration shall maintain the procurement file and copies of executed contracts for procurements governed by this Policy. The City Clerk shall maintain the official repository of executed contracts and other official City records in accordance with applicable records retention requirements and City policy.

Departments may maintain working files and copies of contract-related records to support contract administration. Purchasing Administration shall maintain the official procurement file for procurements governed by this Policy. The City Clerk shall maintain the City's official repository of executed contracts and other official records in accordance with applicable records retention requirements and City policy. Purchasing Administration may maintain working copies of executed contracts as part of the procurement file.

The official executed contract maintained by the City Clerk shall serve as the City's authoritative record for legal, administrative, audit, public records, and records retention purposes.

IX.4 Records Retention

Procurement and contract records shall be retained in accordance with applicable federal requirements, state requirements, grant funding requirements, records retention schedules, and City policies.

When multiple retention requirements apply, the longest applicable retention period shall govern.

Records subject to litigation, audit, investigation, public records requests, claims, disputes, or other legal holds shall not be destroyed until authorized to do so.

IX.5 Procurement Protests

Interested parties may submit written protests to Purchasing Administration concerning a solicitation, proposed award, or procurement action when permitted by applicable law, the solicitation, and City requirements.
Procurement protests shall:

- Be submitted in writing;
- Clearly identify the basis for the protest;
- Include supporting documentation;
- Be submitted within the timeframes established by the solicitation or applicable administrative procedures; and
- Be submitted to Purchasing Administration, which shall acknowledge receipt and coordinate the protest review process in accordance with this Policy.

Purchasing shall coordinate the review of procurement protests and may consult with Legal Counsel, the Using Department, the City Administrator, or other stakeholders, as appropriate, in evaluating the protest and developing a recommendation for resolution.

Following completion of the review, Purchasing Administration shall submit its recommendation to the City Administrator or other designated approving authority for a final written determination, unless otherwise required by law or the solicitation. The City may establish administrative procedures governing protest review, resolution, and appeal processes.

IX.6 Vendor Suspension and Debarment

The City may suspend or debar a vendor from participating in procurement opportunities when determined to be in the best interest of the City and consistent with applicable legal requirements.

Grounds for suspension or debarment may include:

- Fraud, misrepresentation, or other dishonest conduct;
- Criminal conduct related to business activities or public contracting;
- Collusion, bid-rigging, or other anti-competitive practices;
- Contract default or failure to perform contractual obligations;
- Repeated poor performance;
- Ethical violations;

- Failure to comply with applicable laws, regulations, or procurement requirements; or
- Other actions determined to adversely affect the City's interests.

Suspension or debarment actions shall be documented and administered in accordance with applicable legal requirements and any administrative procedures established by the City.

IX.7 Compliance Reviews

Purchasing may conduct procurement compliance reviews to evaluate adherence to this Policy, applicable procurement requirements, and established procurement procedures.

Compliance reviews may include procurement file reviews, contract reviews, documentation reviews, threshold compliance reviews, purchasing card reviews, grant procurement reviews, and other procurement-related assessments determined appropriate by Purchasing.

Departments shall cooperate with compliance reviews and provide requested information, records, and documentation when necessary.

IX.8 Audit Authority

Procurement activities may be subject to review, examination, monitoring, or audit by internal auditors, external auditors, granting agencies, regulatory agencies, governmental oversight entities, or other authorized reviewers.

Departments, Purchasing, Finance, and other stakeholders shall cooperate fully with audit activities and provide access to records, documentation, systems, and information as required.

IX.9 Corrective Actions

When procurement deficiencies, non-compliance issues, audit findings, internal control weaknesses, or process deficiencies are identified, the City may implement corrective actions.

Corrective actions may include:

- Additional documentation requirements;
- Process improvements;
- Training and education requirements;
- Enhanced procurement review or oversight;
- Contract modifications;
- Administrative actions; and

- Other actions determined necessary to improve compliance, strengthen internal controls, and reduce procurement risk.

Corrective actions shall be designed to strengthen procurement operations, improve compliance, mitigate risk, and promote continuous improvement.

IX.10 Reporting and Monitoring

Purchasing may develop procurement performance measures, reports, dashboards, metrics, and other monitoring tools to support procurement transparency, operational performance measurement, compliance monitoring, strategic planning, budget development, and continuous improvement.

Procurement reporting and performance information may be provided to City leadership, Finance, Administration, Mayor and Council, or other stakeholders, as appropriate.

The City may utilize procurement reporting and performance data to identify trends, support decision-making, improve procurement operations, and strengthen accountability.

IX.11 Accountability

All individuals participating in procurement activities are accountable for complying with the requirements established by this Policy.

Failure to comply with procurement requirements may result in one or a combination of the following, as appropriate:

- Corrective action, including required training, process improvements, corrective documentation, or other measures necessary to address identified procurement deficiencies;
- Procurement delays;
- Additional review or oversight requirements;
- Removal or limitation of procurement authority;
- Contract review, suspension, or cancellation;
- Disciplinary action;
- Vendor suspension or debarment; and
- Other remedies authorized by law, ordinance, or City policy.

The City Administrator, in consultation with Purchasing Administration and other appropriate departments, may authorize appropriate corrective actions to protect public resources, maintain procurement integrity, strengthen internal controls, and ensure compliance with applicable laws, regulations, and City policy.

IX.12 Continuous Improvement

The City is committed to continuous improvement of its procurement program.

Purchasing shall periodically review procurement practices, procedures, thresholds, forms, workflows, and governance structures to identify opportunities for improvement and enhance organizational effectiveness.

Recommendations for policy revisions, procedural updates, and operational enhancements may be submitted to City leadership as necessary to support evolving operational needs and procurement best practices.

APPENDIX A

PROCUREMENT THRESHOLDS AND APPROVAL MATRIX

Purpose

This table establishes the procurement thresholds that govern the procurement method, minimum competition requirements, required approvals, and documentation standards for procurement activities conducted by the City of McDonough. All procurements shall be conducted in accordance with this Policy and applicable federal, state, and local laws.

Procurement Thresholds Table

Dollar Threshold	Procurement Method	Competition / Documentation Requirements	Required Approval Authority
$0 – $2,500	Micro Purchase	Competition is encouraged when practical. No quotations are required; however, departments shall determine and document that pricing is fair and reasonable; P-Card may be used where applicable	Department
$2,501 – $10,000	Small Purchase	One written quote or documented price comparison.	Department + Finance
$10,001 – $25,000	Informal Procurement	Minimum of three (3) quotes required and documented	Department + Procurement + Finance + City Administrator, Mayor and Council as required

Dollar Threshold	Procurement Method	Competition / Documentation Requirements	Required Approval Authority
$25,001 and above	Formal Procurement - ITB, RFP, or RFQ (as determined by	Competitive solicitation required	Department + Procurement + Finance + City Administrator, Mayor and Council as required

Special Procurement Methods

Procurement Type	Classification	Requirement	Required Approval Authority
Sole Source	Non-Competitive	Justification required (Appendix B)	Procurement + Finance + City Administrator (as required)
Emergency Procurement	Non-Competitive	Emergency justification required; competition obtained where practicable	Procurement + Finance + City Administrator (ratification as required)
Cooperative Purchasing	Non-Competitive	Must be from a valid governmental cooperative contract	Procurement + Finance + City Administrator (as required)

General Requirements

Procurement thresholds establish the minimum requirements for competition, approvals, and documentation. Procurement Administration shall determine the appropriate procurement method based on the nature, complexity, estimated value, and overall best interest of the City.

Departments shall not independently select procurement methods or engage vendors outside of established procurement procedures. All procurement activities shall be initiated through the Procurement Intake Process and conducted in accordance with this Policy.

Splitting purchases to circumvent procurement thresholds, competition requirements, or approval authorities is strictly prohibited and may result in disciplinary action.

Nothing in this table shall limit the authority of Procurement Administration to require a more competitive procurement method or additional documentation when deemed necessary to protect the best interests of the City.

All procurement activities shall be conducted in a manner that promotes fairness, open and fair competition, transparency, accountability, and the responsible stewardship of public funds.

Purchasing consultation is encouraged for all procurements and may be required when contract execution, grant funding, technology acquisitions, construction services, or special procurement circumstances exist.

PROCUREMENT METHOD AUTHORITY

Purchasing shall have authority to determine the most appropriate procurement method based upon:

- Estimated value;
- Complexity of requirements;
- Market conditions;
- Nature of goods or services;
- Risk to the City;
- Funding source requirements; and
- Applicable laws and regulations.

SPECIAL PROCUREMENT REQUIREMENTS

The following procurements shall require Purchasing review regardless of dollar amount:

- Grant-funded procurements;
- Construction projects;
- Professional services procurements;
- Information technology and software acquisitions;
- Cooperative purchasing agreements;
- Sole source procurements;
- Emergency procurements;
- Intergovernmental agreements involving expenditures or procurement implications; and
- Contracts requiring legal review or execution by authorized City officials.

COUNCIL APPROVAL REQUIREMENTS

Mayor and Council approval shall be required when:

- Required by City Charter;
- Required by City Ordinance;
- Required by funding source requirements;
- Required by contract terms;
- Required by administrative direction; or
- The estimated procurement value exceeds established Council approval thresholds.

EMERGENCY PROCUREMENTS

Emergency procurements may be authorized in accordance with Section V.11 of this Policy when an immediate threat exists to public health, safety, welfare, critical operations, or public property.

Emergency procurements shall:

- Be limited to the scope necessary to address the emergency;
- Be documented using the City's Emergency Procurement Justification Form;
- Be reviewed by Purchasing as soon as practicable; and
- Be presented for ratification or approval, as applicable, in accordance with the City's delegated approval authority and Approval Authority Matrix (Appendix A).

SOLE SOURCE PROCUREMENTS

Sole source procurements shall require:

- Written justification;
- Documentation supporting the sole source determination;
- Purchasing review; and
- Approval in accordance with the City's delegated approval authority and Approval Authority Matrix (Appendix A).

THRESHOLD REVIEW

Procurement thresholds shall be periodically reviewed by Purchasing Administration, Finance, and the City Administrator to ensure continued effectiveness and alignment with operational needs, market conditions, and industry best practices. Recommended changes to procurement thresholds shall be submitted to the Mayor and Council for approval when amendments to this Policy are required.

APPENDIX B

PROCUREMENT GOVERNANCE FRAMEWORK

Purpose

The Procurement Governance Framework establishes the City's standardized procurement process and defines the required coordination between Using Departments, Purchasing, Finance, Legal, and City Leadership throughout the procurement lifecycle.

The purpose of this framework is to ensure procurement activities are properly planned, competitively executed, adequately documented, and conducted in accordance with applicable laws, City policies, and sound public procurement practices.

Procurement Governance Model

The City of McDonough operates under a centralized procurement model. Procurement activities shall be coordinated through Purchasing and conducted in collaboration with the requesting department, Finance, Legal, and other stakeholders as appropriate.

No procurement action shall proceed outside of the established procurement process.

Procurement Lifecycle

Step 1 – Identification of Need

The Using Department identifies an operational, programmatic, capital, maintenance, grant-funded, or service-related need.

Responsibilities:

- Define the business need.
- Identify anticipated funding source.
- Develop preliminary project requirements.
- Engage Purchasing as early as practicable.

Step 2 – Procurement Intake

The Using Department submits a Procurement Intake Request Form to Purchasing.

Responsibilities:

- Complete Procurement Intake Request Form.
- Provide preliminary scope of work, specifications, or project description.
- Identify anticipated budget and funding source, and estimated project or procurement cost.

- Provide desired project schedule.

Purchasing shall review the request for completeness and determine next steps.

Step 3 – Procurement Review and Planning

Purchasing Administration conducts an initial procurement review and coordinates planning activities in consultation with the Finance Director, as appropriate, to confirm procurement strategy, funding availability, and fiscal considerations.

Responsibilities:

- Confirm procurement requirements.
- Review estimated value.
- Determine applicable procurement thresholds.
- Identify appropriate procurement method.
- Consult with the Finance Director, as appropriate, regarding funding availability, budget considerations, and procurement strategy.
- Coordinate with Legal as necessary.

Step 4 – Funding Verification

Funding availability and budget authorization shall be verified before a Procurement Intake Request is submitted to Purchasing Administration.

Responsibilities:

- Confirm budget availability.
- Confirm grant funding requirements, if applicable.
- Verify funding source and account information.
- Obtain all required departmental and budget approvals prior to submission to Purchasing Administration.

Step 5 – Solicitation Development

Purchasing Administration and the Using Department shall collaboratively develop the solicitation documents. The Using Department shall prepare the technical scope of work and recommended evaluation criteria, while Purchasing Administration shall review the solicitation for procurement compliance, consistency, and adherence to this Policy.

Responsibilities:

- Finalize specifications or scope of work.
- Develop and finalize evaluation criteria prior to issuance of the solicitation.

- Establish the procurement schedule.
- Prepare the solicitation package, including the draft contract or agreement, as applicable.

Step 6 – Solicitation and Competition

Purchasing administers the competitive procurement process.

Responsibilities:

- Advertise solicitation.
- Manage vendor communications.
- Conduct pre-bid or pre-proposal conferences, when appropriate or required by the solicitation.
- Issue addenda.
- Receive and safeguard submissions.

Step 7 – Evaluation and Selection

Responses shall be evaluated in accordance with the published evaluation criteria and requirements established in the solicitation.

Purchasing Administration Responsibilities include:

- Convene evaluation committee when applicable.
- Review responsiveness.
- Evaluate qualifications and proposals.
- Conduct negotiations if authorized.
- Prepare recommendation for award.

Step 8 – Award Recommendation and Approval

Awards shall be approved in accordance with the City's delegated approval authority and Approval Authority Matrix (Appendix A).

Responsibilities:

- Prepare award recommendation documentation.
- Obtain required approvals.
- Present to Mayor and Council when required.

Step 9 – Contract Routing and Execution

Following award approval, Purchasing Administration shall coordinate the review, routing, and execution of the agreement in accordance with the City's Contract Routing Workflow and applicable Approval Authority Matrix.

Purchasing Administration Responsibilities:

- Incorporate approved revisions to the draft agreement resulting from negotiations, addenda, legal review, or Council action, as applicable.
- Verify that all required contract documents, certifications, insurance, bonds, and supporting documentation have been received prior to execution, as applicable.
- Coordinate contract routing and required departmental reviews in accordance with the City's Contract Routing Workflow.
- Coordinate submission to the Mayor and Council for approval, when required by the City's delegated approval authority.
- Coordinate execution of the agreement by the contractor and the City's authorized City signatory.
- Distribute the fully executed agreement to the Using Department, Finance, the City Clerk, and other appropriate stakeholders.
- Maintain the official procurement file.

Step 10 – Contract Administration

The Using Department shall serve as the primary contract administrator unless otherwise designated.

Using Department Responsibilities include:

- Monitor contractor performance.
- Verify deliverables.
- Review and approve invoices in accordance with the City's requisition, accounts payable, and financial approval procedures.
- Coordinate amendments and renewals through Purchasing.
- Document contractor performance issues.

Step 11 – Contract Closeout

Upon completion, expiration, or termination of the contract, Purchasing Administration and the Using Department shall coordinate contract closeout in accordance with this Policy and applicable records retention requirements.

Responsibilities:

- Confirm with the Using Department that all contractual obligations, deliverables, and performance requirements have been satisfactorily completed.
- Verify that all required payments have been processed in accordance with City procedures.
- Complete all required contract closeout documentation in accordance with the City's contract administration procedures.
- Maintain records in accordance with applicable records retention requirements.

Council Agenda Review Requirement

Prior to submission to the City Clerk for placement on a Mayor and Council agenda, the originating department shall submit any agenda item involving purchases, contracts, procurement actions, emergency procurements, grant-funded acquisitions, cooperative purchases, intergovernmental agreements with financial implications, solicitations, or contract amendments to Purchasing Administration for procurement review.

Purchasing Administration shall review the agenda item for compliance with this Policy and applicable procurement requirements before it is submitted to the City Clerk for placement on the Mayor and Council agenda.

Purpose

This requirement ensures procurement compliance, promotes transparency, strengthens internal controls, and supports informed decision-making by City leadership.

APPENDIX C

PROCUREMENT INTAKE WORKFLOW

Purpose

The Procurement Intake Workflow establishes the City's standardized process for initiating procurement activities and engaging Purchasing at the earliest practical stage of project planning.

The purpose of this workflow is to improve coordination, ensure compliance with procurement requirements, verify funding availability, and promote efficient procurement planning and execution.

Policy Requirement

All departments shall engage Purchasing prior to:

- Contacting vendors regarding procurement opportunities;
- Issuing solicitation documents;
- Obtaining quotes or proposals exceeding delegated purchasing authority;
- Presenting procurement-related items to the City Administrator, Mayor and Council, or other governing authority;
- Executing contracts or agreements; or
- Initiating grant-funded procurement activities.

Departments shall submit a Procurement Intake Request Form before beginning any procurement activity expected to exceed the small purchase threshold or otherwise require Purchasing involvement.

PROCUREMENT INTAKE PROCESS

STEP 1 – IDENTIFICATION OF NEED

The Using Department identifies a need for goods, services, construction, professional services, technology, equipment, or other procurement-related requirements.

Department Responsibilities:

- Define the business need;
- Identify operational objectives;
- Determine estimated timeline;
- Identify potential funding source;
- Gather preliminary information.

Deliverable:

Procurement need identified.

STEP 2 – PROCUREMENT INTAKE REQUEST

The Using Department submits a Procurement Intake Request Form to Purchasing.

Minimum Information Required:

- Department name;
- Project title;
- Description of need;
- Estimated value;
- Funding source;
- Desired completion date;
- Department contact person;
- Preliminary scope of work or specifications (if available).

Deliverable:

Completed Procurement Intake Request Form.

STEP 3 – PROCUREMENT REVIEW

Purchasing reviews the request and determines the appropriate procurement path.

Purchasing Responsibilities:

- Review request completeness;
- Assess procurement requirements;
- Evaluate estimated value;
- Identify procurement risks;
- Determine whether competition is required;
- Identify required approvals.

Deliverable:

Procurement strategy recommendation.

STEP 4 – FUNDING VERIFICATION

Funding shall be verified before procurement activities proceed.

Responsibilities:

Using Department:

- Confirm budget availability.

Finance:

- Verify funding source;
- Verify account availability;
- Verify grant funding requirements when applicable.

Deliverable:

Funding confirmation.

STEP 5 – PROCUREMENT PLANNING

Purchasing and the Using Department jointly develop the procurement strategy.

Activities May Include:

- Scope development;
- Specification development;
- Market research;
- Procurement method determination;
- Solicitation schedule development;
- Evaluation criteria development;
- Risk assessment.

Deliverable:

Approved procurement plan.

STEP 6 – PROCUREMENT EXECUTION

Purchasing administers the approved procurement process.

Examples:

- Informal Written Quotes;
- Invitation to Bid (ITB);
- Request for Proposal (RFP);
- Request for Qualifications (RFQ);
- Invitation to Negotiate (ITN);
- Cooperative Procurement;
- Sole Source Procurement;

- Emergency Procurement.

Deliverable:

Completed procurement process.

STEP 7 – AWARD AND CONTRACTING

Following completion of the procurement process:

- Award recommendation prepared;
- Required approvals obtained;
- Contract finalized;
- Contract executed.

Deliverable:

Executed agreement.

STEP 8 – CONTRACT ADMINISTRATION

The Using Department serves as contract owner and is responsible for monitoring performance.

Responsibilities:

- Monitor deliverables;
- Verify invoices;
- Document performance;
- Coordinate amendments through Purchasing;
- Coordinate renewals through Purchasing.

Deliverable:

Successful contract performance.

PROCUREMENT INTAKE DECISION GUIDE

Departments SHALL submit a Procurement Intake Request when:

- A competitive solicitation may be required;
- Professional services are needed;
- Construction services are needed;
- Technology purchases are contemplated;
- Grant funds are involved;
- Contract execution will be required;

- City Council approval may be required;
- The procurement exceeds established purchasing authority.

Departments SHOULD consult Purchasing whenever uncertainty exists regarding procurement requirements.

No procurement action shall proceed until Purchasing has reviewed the procurement request and determined the appropriate procurement method.

APPENDIX D

SOLICITATION WORKFLOW

Purpose

This workflow establishes the City's standardized process for conducting competitive procurements and ensures consistency, transparency, fairness, and compliance throughout the solicitation lifecycle.

The solicitation process shall be administered by Purchasing in coordination with the requesting department and other stakeholders as necessary.

SOLICITATION WORKFLOW

STEP 1 – PROCUREMENT INTAKE AND PROJECT INITIATION

- Department identifies need.
- Procurement Intake Request submitted.
- Funding verified.
- Procurement method determined.

Deliverable:

Approved procurement strategy.

STEP 2 – PROCUREMENT PLANNING

Purchasing and the Using Department collaborate to:

- Develop scope of work or specifications.
- Identify evaluation criteria.
- Determine procurement schedule.
- Establish contract requirements.
- Identify insurance and bonding requirements.

Deliverable:

Completed solicitation package.

STEP 3 – SOLICITATION DEVELOPMENT

Purchasing Administration prepares solicitation documents including:

- Invitation to Bid (ITB);
- Request for Proposal (RFP);

- Request for Qualifications (RFQ);
- Invitation to Negotiate (ITN); or
- Other approved procurement method.

Deliverable:

Final solicitation document.

STEP 4 – SOLICITATION ADVERTISEMENT

Purchasing shall advertise and publicly issue the solicitation in accordance with applicable requirements.

Activities may include:

- Georgia Procurement Registry (GPR);
- City website;
- Vendor notification;
- Newspaper advertisement;
- Other authorized advertising methods.

Deliverable:

Public solicitation release.

STEP 5 – PRE-BID / PRE-PROPOSAL CONFERENCE

When appropriate, Purchasing may conduct a pre-bid or pre-proposal conference.

Purpose:

- Review solicitation requirements.
- Clarify project expectations.
- Address procedural questions.
- Promote vendor understanding.

Deliverable:

Conference documentation and attendance record.

STEP 6 – ADDENDA AND CLARIFICATIONS

Purchasing shall serve as the official point of contact throughout the solicitation process.

Activities:

- Receive vendor questions.

- Coordinate responses.
- Issue addenda.
- Modify solicitation documents when required.

Deliverable:

Official solicitation clarifications.

STEP 7 – RECEIPT OF RESPONSES

Purchasing shall receive and safeguard all solicitation responses.

Activities:

- Verify submission deadlines.
- Secure submissions.
- Conduct opening procedures as applicable.
- Maintain procurement records.

Deliverable:

Official response log.

STEP 8 – EVALUATION

Purchasing coordinates the evaluation process.

Activities:

- Conduct responsiveness review.
- Convene Evaluation Committee when applicable.
- Facilitate scoring.
- Document evaluation results.
- Conduct discussions or negotiations when authorized.

Deliverable:

Completed evaluation record.

STEP 9 – AWARD RECOMMENDATION

Purchasing prepares the recommendation for award.

Activities:

- Verify evaluation results.
- Prepare award documentation.

- Coordinate approval routing.

Deliverable:

Award recommendation package.

STEP 10 – APPROVALS

Approvals shall be obtained in accordance with the City's approval authority requirements.

Approvals may include:

- Department Director;
- Finance;
- City Administrator;
- Mayor and Council;
- Other authorized officials.

Deliverable:

Approved award.

STEP 11 – CONTRACT EXECUTION

Following approval:

- Contract finalized.
- Legal review completed as necessary.
- Signatures obtained.
- Contract recorded and maintained.

Deliverable:

Executed agreement.

STEP 12 – PROCUREMENT CLOSEOUT

Purchasing shall maintain the official procurement file.

Procurement files shall include:

- Solicitation documents;
- Addenda;
- Responses;
- Evaluation documentation;

- Award records;
- Executed agreements; and
- Other supporting documentation.

Deliverable:

Complete procurement file.

SOLICITATION GOVERNING PRINCIPLES

All solicitations shall be conducted in a manner that promotes:

- Fair and open competition;
- Transparency;
- Accountability;
- Ethical procurement practices;
- Best value procurement; and
- Responsible stewardship of public funds.

APPENDIX E

CONTRACT ROUTING WORKFLOW

Purpose

This workflow establishes the City's standardized process for reviewing, approving, executing, and administering contracts, agreements, amendments, renewals, and other legally binding instruments.

The purpose of this workflow is to ensure contracts are properly reviewed, approved, documented, executed, and maintained in accordance with City policies, applicable laws, and sound governance practices.

Policy Requirement

No contract, agreement, amendment, renewal, memorandum of understanding (MOU), intergovernmental agreement (IGA), purchase agreement, professional services agreement, construction agreement, or other legally binding document shall be executed on behalf of the City without completion of the required review and approval process.

All contracts with procurement implications shall be routed through Purchasing prior to execution.

CONTRACT ROUTING PROCESS

STEP 1 – CONTRACT INITIATION

Contracts may originate from:

- Competitive solicitations;
- Cooperative purchasing agreements;
- Sole source procurements;
- Emergency procurements;
- Grant-funded procurements;
- Intergovernmental agreements;
- Professional service engagements; or
- Other authorized procurement activities.

Deliverable:

Draft agreement or proposed contract.

STEP 2 – DEPARTMENT REVIEW

The Using Department reviews the proposed agreement to confirm:

- Business need;
- Scope of services;
- Deliverables;
- Performance expectations;
- Funding availability; and
- Operational requirements.

Department Responsibilities:

- Verify agreement supports departmental needs.
- Confirm scope accuracy.
- Identify contract administrator.

Deliverable:

Department approval to proceed.

STEP 3 – PURCHASING REVIEW

Purchasing reviews the agreement to ensure compliance with procurement requirements.

Purchasing Responsibilities:

- Verify procurement method.
- Verify competition requirements.
- Verify award documentation.
- Confirm approval authority requirements.
- Review contract consistency with solicitation documents.
- Confirm procurement file completeness.

Deliverable:

Procurement compliance review completed.

STEP 4 – FINANCE REVIEW

Finance reviews the agreement for fiscal compliance.

Finance Responsibilities:

- Verify funding availability.
- Verify account information.

- Confirm budget authorization.
- Identify fiscal impacts.

Deliverable:

Financial review completed.

STEP 5 – LEGAL REVIEW

Legal Counsel reviews the agreement for legal sufficiency.

Legal Responsibilities:

- Review contractual terms and conditions.
- Review indemnification provisions.
- Review insurance requirements.
- Review dispute resolution provisions.
- Identify legal risks.

Deliverable:

Legal review completed.

STEP 6 – ADMINISTRATIVE REVIEW

The City Administrator reviews the agreement as appropriate.

Responsibilities:

- Confirm organizational alignment.
- Review operational impacts.
- Confirm compliance with City objectives.
- Approve or recommend action.

Deliverable:

Administrative approval completed.

STEP 7 – MAYOR AND COUNCIL REVIEW (WHEN REQUIRED)

Contracts requiring governing authority approval shall be presented to Mayor and Council.

Examples may include:

- Contracts exceeding delegated authority;
- Construction contracts;

- Professional services agreements;
- Intergovernmental agreements;
- Major technology procurements;
- Long-term contractual obligations; and
- Other agreements requiring Council authorization.

Deliverable:

Council action completed.

STEP 8 – CONTRACT EXECUTION

Following approval:

- Signatures obtained.
- Contract executed.
- Effective date established.
- Contract distributed to stakeholders.

Deliverable:

Executed contract.

STEP 9 – CONTRACT RECORD MANAGEMENT

Purchasing shall maintain the official contract record.

Contract files shall include:

- Procurement documentation;
- Evaluation records;
- Award documentation;
- Insurance certificates;
- Bonds (if applicable);
- Executed agreement;
- Amendments;
- Renewals; and
- Related correspondence.

Deliverable:

Official contract file established.

STEP 10 – CONTRACT ADMINISTRATION

The Using Department shall serve as the contract owner unless otherwise designated.

Responsibilities:

- Monitor performance.
- Verify deliverables.
- Approve invoices.
- Document deficiencies.
- Coordinate amendments and renewals through Purchasing.

Deliverable:

Contract successfully administered.

CONTRACT AMENDMENTS AND RENEWALS

All contract amendments, change orders, renewals, extensions, and modifications shall be routed through the same review process applicable to the original agreement.

No amendment or renewal shall be executed without:

- Department review;
- Purchasing review;
- Finance review (when applicable);
- Legal review (when applicable); and
- Required approvals.

COUNCIL AGENDA REVIEW REQUIREMENT

Any Council agenda item involving:

- Contract awards;
- Contract amendments;
- Contract renewals;
- Memoranda of Understanding (MOUs);
- Intergovernmental Agreements (IGAs);
- Cooperative purchasing agreements;
- Professional services agreements;
- Construction contracts; or
- Other procurement-related agreements

shall be reviewed by Purchasing prior to placement on a Council agenda.

Purpose

This requirement promotes procurement compliance, strengthens internal controls, improves transparency, and ensures City leadership receives complete and accurate procurement information prior to taking action.

APPENDIX F

PROCUREMENT ROLES AND RESPONSIBILITIES MATRIX (RACI)

Purpose

This Roles and Responsibilities Matrix establishes accountability and defines the roles of City departments and stakeholders throughout the procurement lifecycle.

Definitions

R = Responsible
Performs the work required to complete the activity.

A = Accountable

Has final ownership and decision-making authority for the activity.

C = Consulted

Provides input, expertise, or review before action is taken.

I = Informed
Receives notification or status updates regarding the activity.

PROCUREMENT GOVERNANCE ROLES AND RESPONSIBILITIES MATRIX

Procurement Activity	**Using Department**	**Purchasing**	**Finance Director/ Finance**	**Legal**	**City Administrato r**	**Mayor and Council**
Identify Need	R/A	I	I	I	I	I
Submit Procurement Intake Request	R/A	I	I	I	I	I
Development Scope of Work/Specifications	R/A	C	I	I	I	I
Verify Funding Availability	C	I	R/A	I	I	I
Determine Procurement Method	C	R/A	C	I	I	I

Approve Procurement Strategy	I	R	C	I	A	I
Prepare Solicitation Documents	C	R/A	I	C	I	I
Advertise Solicitation	I	R/A	I	I	I	I
Conduct Pre-Bid/Pre-Proposal Conference	C	R/A	I	I	I	I
Issue Addenda	I	R/A	I	C	I	I
Receive and Safeguard Responses	I	R/A	I	I	I	I
Evaluate Responses	R	A	I	I	I	I
Facilitate Evaluation Process	C	R/A	I	I	I	I
Conduct Negotiations	C	R/A	I	C	I	I
Prepare Award Recommendation	C	R/A	I	I	I	I
Review Contract Terms	I	R	I	A	I	I
Review Insurance Requirements	C	R	I	C	I	I
Execute Contract Routing Process	I	R/A	C	C	I	I
Approve Contract Within Delegated Authority	I	C	C	C	A	I

Approve Contract Requiring Council Action	I	C	C	C	C	A
Execute Contract	I	I	I	I	C	A (Mayor when applicable)
Administer Contract	R/A	C	I	I	I	I
Monitor Vendor Performance	R/A	C	I	I	I	I
Process Contract Amendments	R	A	C	C	I	I
Process Contract Renewals	R	A	C	C	I	I
Manage Procurement Records	I	R/A	I	I	I	I
Conduct Procurement Compliance Reviews	I	R/A	C	I	I	I
Prepare Procurement-Related Council Agenda Items	R	C	C	I	A	I
Review Procurement-Related Council Agenda Items	I	R/A	C	C	C	I

Council Agenda Review Requirement

Prior to submission for placement on a City Council agenda, all procurement-related actions shall be reviewed by Purchasing to ensure compliance with City procurement requirements, approval authorities, documentation standards, and applicable procurement methods.

This requirement applies to:

- Purchases and procurements;
- Requests for Proposals (RFPs);
- Invitations to Bid (ITBs);
- Requests for Qualifications (RFQs);
- Emergency procurements;
- Cooperative purchasing actions;
- Contract awards;
- Contract amendments and renewals;
- Grant-funded procurements; and
- Intergovernmental agreements involving financial commitments or procurement implications.

Failure to route procurement-related actions through Purchasing prior to Council consideration may result in delays, additional review requirements, or return of the item for procurement compliance review.

Appendix G – Standard Procurement Forms

Purpose

The following standard forms may be used to support procurement activities conducted under this Policy. Purchasing Administration may revise, add, or retire forms as necessary to improve procurement operations without requiring an amendment to this Policy.

Use of a particular form shall be based on the procurement method, contract type, applicable laws, funding requirements, and administrative procedures.

Standard Procurement Forms

Form	Purpose	Prepared By
Procurement Intake Request Form	Initiates procurement requests and provides project information.	Using Department
Emergency Procurement Justification Form	Documents the basis for emergency procurements.	Using Department
Sole Source Justification Form	Documents justification for noncompetitive procurements.	Using Department
Cooperative Purchasing Verification Form	Documents eligibility and due diligence for cooperative procurements.	Purchasing Administration
Evaluation Committee Confidentiality and Conflict of Interest Certification	Confirms evaluator confidentiality and disclosure requirements.	Evaluation Committee Members
Evaluation Score Sheet	Documents evaluation scores and committee recommendations.	Evaluation Committee
Notice of Award	Documents award of the procurement.	Purchasing Administration

Form	Purpose	Prepared By
Notice of Intent to Award (when applicable)	Provides notice prior to contract award.	Purchasing Administration
Notice of Cancellation	Documents cancellation of a solicitation or procurement.	Purchasing Administration
Contract Routing Cover Sheet	Tracks departmental review and approvals during contract routing.	Purchasing Administration
Contract Amendment Request Form	Requests modifications to an existing agreement.	Using Department
Contract Renewal/Extension Request Form	Requests contract renewals or extensions.	Using Department
Contract Closeout Checklist	Documents completion of contract administration activities.	Purchasing Administration / Using Department

Administrative Authority

Purchasing Administration may develop, revise, consolidate, or retire standard procurement forms as necessary to improve procurement administration and maintain compliance with applicable laws, regulations, and City requirements, provided such revisions do not conflict with this Policy.

Appendix H – Revision History

Version	Effective Date	Description of Revision	Approved By
1.0	July 7, 2023	Original Procurement Policy adopted.	Mayor and Council
2.0		Comprehensive revision of the Procurement Policy to establish centralized procurement governance; clarify the respective roles of the Finance Department, Purchasing Administration, Using Departments, Legal Counsel, the City Clerk, the City Administrator, and Mayor and Council; update procurement methods, solicitation and evaluation requirements, contract administration, records management, compliance controls, workflows, and standard procurement forms.	Mayor and Council

Revision Guidance

This Procurement Policy shall be reviewed periodically by Purchasing Administration, the Finance Director, and the City Administrator to determine whether revisions are necessary due to changes in applicable laws, organizational structure, procurement best practices, or operational requirements.

Policy amendments requiring changes to procurement authority, governance, or Council-approved provisions shall be presented to the Mayor and Council for consideration and approval.

Administrative updates to appendices, forms, internal procedures, or reference materials may be made as authorized by this Policy and applicable administrative procedures without requiring formal amendment of the Policy, unless otherwise required by law.

Section XI. DEFINITIONS

For the purposes of this Procurement Policy, the following terms shall have the meanings set forth below. Additional definitions may be provided within specific sections of this Policy as necessary.

Acquisition – The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated and evaluated. Acquisition begins at the point when using department needs are established and includes the description of requirements to satisfy using department's needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Addendum (Addenda) - A written modification or clarification issued by the City to a solicitation after its initial release and prior to the due date for responses.

Agent - An Official, Employee, contracted or subcontracted Person who is authorized to act on behalf of the City of McDonough and represent their interests.

Aggregate – The total amount of purchases for a single item or related group of items for a period of time, i.e., one (1) year, one (1) quarter, other period of time as determined by the City.

Amendment – An agreed upon addition to, deletion from, correction or modification of a contract.

Annual Contract - An agreement or Contract, typically for a specified duration, between a supplier and the City, to furnish Goods or Services usually of an indefinite quantity and delivery schedule, at unit prices provided for under the terms of the Contract. Also known as a term contract, annual agreement or requirements contract.

Appeal - A specific written objection by an interested Person to a Request for Qualifications, a Request for Quotations, an Invitation for Bid, an Invitation to negotiate, a Request for Proposal, or an award or proposed award of a Contract, with the intention of receiving a remedial result.

Award - The formal decision by the City to enter into a contract with a vendor based on the results of a procurement process.

Best and Final Offer (BAFO) - A revised proposal submitted by a vendor after negotiations or discussions, reflecting the vendor's final terms, conditions, or pricing.

Bidder– A person or entity submitting a bid or quote to the City for the supply of Goods or Services.

Best Value - The most advantageous offer determined by evaluating price and other factors such as quality, experience, and performance, in accordance with the evaluation criteria stated in the solicitation.

Bid (Sealed Bid) - A formal offer submitted in response to an Invitation for Bids (IFB), where award is typically made to the lowest responsive and responsible bidder.

Buying Cooperative or Alliance – A group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.

Capital Expenditure Item - A capital asset or expenditure item having a useful life expectancy of three (3) years or more and meeting capitalization thresholds established by the City's financial policies.

City - The City of McDonough, Georgia and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the Council, Committees, and staff.

Collusion - An agreement between two or more vendors to manipulate competition, pricing, or the outcome of a procurement process.

Competitive Procurement - A procurement method that provides full and open competition among qualified vendors.

Continuing Purchase Contract - A Contract procured under this policy with one or more Vendors based on general specifications and/or scope of work, for which award of specific scopes of work is intended periodically during the Contract term as the need arises. Pricing and/or rates may be defined in the original Contract or by Amendment at the time that specific scopes of work are awarded.

Contract - A legally binding agreement between the City and a vendor for the purchase of goods, services, construction, or professional services.

Contract Amendment (Change Order) - A written modification to an existing contract that alters its terms, scope, price, or schedule.

Contractor / Vendor / Supplier - Any individual, firm, or entity that provides goods or services to the City under a contract.

Contract Extension - An Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.

Contract Renewal – An exercise of an approved, existing option to increase the term of a Contract. Options to renew a Contract are often done in annual increments.

Construction - The process of building, altering, improving or demolishing any public structure or building, or other public improvements of any kind to any real public property. The term "Construction" does not include the routine operation, repair and/or maintenance of existing structures, buildings or real property.

Debarment - The exclusion of a vendor from participating in procurement opportunities for a specified period due to non-performance, misconduct, or other cause.

Deliverables - Specific goods, services, or outputs required to be provided under a contract.

Emergency - A situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.

Emergency Procurement - A procurement made when there is an immediate threat to public health, safety, welfare, or property that requires expedited purchasing without following standard competitive procedures.

Employee - An individual drawing a salary or wage from the City whether on a full-time or part-time basis. The term shall encompass all members of the Council without regard to whether or not such individuals are compensated. A contracted third party shall be considered as an "employee" for the purposes of this Policy only.

Encumbrance - The commitment of funds for a specific procurement prior to actual expenditure.

Environmentally Preferable Good and Services – Good and Services that have a lesser or reduced negative effect on human health and the environment when compared with competitive Goods and Services that serve the same purpose.

Evaluation Committee - A group of individuals designated to review, evaluate, and score proposals or qualifications submitted in response to a solicitation.

Finance Director - The individual designated by the City to oversee the Finance Department and provide fiscal oversight related to procurement and financial administration.

Formal Procurement - A procurement process that requires public advertisement, sealed responses, and formal evaluation procedures, typically based on established dollar thresholds.

Gifts or Favors - Anything of value offered, given, solicited, or accepted that may improperly influence, or appear to influence, a procurement decision or official action.

Goods or Commodities - Supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities.

Governing Authority - The City official, department, board, or governing body authorized to approve or administer procurement or contractual actions on behalf of the City.

Informal Procurement - A procurement process that does not require formal advertisement or sealed responses and may include written or verbal quotes.

Informal Written Quotes (IWQ) - A procurement method utilizing written quotations obtained from vendors for goods or services where the type, scope, or estimated cost of the procurement does not require a formal solicitation process.

Invitation to Bid (ITB) - A formal solicitation method used when specifications are clearly defined and award is based primarily on price.

Invitation to Negotiate (ITN) - A solicitation method used when the City intends to negotiate terms, conditions, or pricing with one or more vendors.

Late Bid/Proposal - A Bid or proposal received after the time or date such bid or proposal was due, as stated in the Solicitation Documents.

Life Cycle Cost Assessment - The comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.

Liquidated Damages - Pre-determined damages specified in a contract to be paid by a vendor in the event of non-performance or delay.

Multi-Step Solicitation - A procurement process conducted in phases, typically involving an initial qualification stage followed by a pricing or proposal stage.

Multiple Award Schedule Contract - A Contract based upon one solicitation awarded to two or more Vendors to supply Goods or Services.

Negotiated Award - A procurement made as the result of negotiations between the City and a Supplier, such as a Sole Source Procurement or Single Source Procurement or another instance, including competitive Invitation to Negotiate, where a Contract award based on direct negotiations with a Supplier of Goods or Services is appropriate.

Official - Any elected or appointed individual authorized to act on behalf of the City in an official governmental capacity.

Online Reverse Auction - A purchasing method wherein Bidders enter prices for items electronically, and their prices are displayed for other bidders to see with all Bidders given the opportunity to continually bid a lower price until the time period of the bid expires.

Ordinance - The applicable ordinances, resolutions, and regulations adopted by the City of McDonough governing procurement and administrative authority.

Payment Terms - The established due date for payments by the City to pay an invoice. Absent any agreement otherwise stated, the City's payment term will be Net 30.

Performance Bond - A bond provided by a contractor/supplier in which a surety guarantees to the City that the Goods are delivered or the Services are performed in accordance with the Contract documents. A letter of credit issued by a financial institution that meets the City's requirements may, at the discretion of the City, be substituted for the performance bond.

Person - Any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.

Practicable - Satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.

Pre-Qualification - The part of a competitive procurement process in which the City determines, based on standards developed for a specified product or service, which interested Vendors meet those standards and are eligible for further consideration in the purchasing process.

Procurement - The process of acquiring goods, services, construction, or professional services, including planning, solicitation, evaluation, award, and contract administration.

Procurement Personnel – Employees or authorized personnel designated by the City to administer procurement activities and perform procurement-related functions in accordance with this Policy.

Product Evaluation - The evaluation of a product to help determine its usefulness in meeting the City requirement or specification.

Professional Services - Services provided by an independent individual or firm possessing specialized education, training, licensure, certification, technical skill, or professional expertise, and consisting primarily of intellectual or advisory services rather than the provision of goods.

Proposer - A Person submitting a proposal or qualifications to the City for the supply of Goods, Services, or Professional Services.

Purchase Order (PO) - A formal document approved and issued by the Purchasing Agent or designee and accepted by the Vendor to obtain goods, commodities and/or services.

Purchasing - The process of securing materials, services, repairs, leases and rentals necessary for the operation and support of the City. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.

Purchasing Agent - The City Administrator of the City of McDonough, acting pursuant to the authority established under the City Code and authorized to oversee procurement and contracting activities on behalf of the City. Certain procurement administration responsibilities may be delegated to authorized designees or Procurement Personnel in accordance with this Policy.

Request for Proposals (RFP) - A formal solicitation method used when factors other than price are considered, and proposals are evaluated based on established criteria.

Request for Qualifications (RFQ) - A solicitation method used to evaluate and select vendors based on qualifications, experience, and expertise.

Requisition - An internal request submitted by a department to initiate a procurement.

Responsive - A vendor's submission that conforms in all material respects to the requirements of the solicitation.

Responsible - A vendor that has the capability, integrity, and reliability to perform the contract requirements.

Scope of Work - A detailed description of the work, services, or deliverables required under a contract.

Services - Any performance of effort or labor, for which the City has contracted other than Professional Services or services classified as construction. Services include, but are not limited to, janitorial, landscaping, and street striping.

Shortlisting - The part of a competitive procurement process in which the City determines, based on criteria developed for a specified Good, Service, or Professional Service which of the interested Vendors are the best qualified to be eligible for further consideration in the purchasing process.

Single-Source Procurement - Identifying and using, without first completing a competitive process, one source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need of the City.

Sole Source Procurement - A procurement method used when only one vendor is capable of providing the required goods or services.

Solicitation Documents - An Invitation for Bids, Request for proposals, Request for Qualifications, Request for Quotations, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the City to procure Goods, Services, or Professional Services.

Specification or Scope of Work - Any description of the physical or functional characteristics, or of the nature of Goods, Services, or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.

Supplier Merchant or Vendor - A Person currently supplying or in the business of supplying Goods, Services, or Professional Services.

Supplier Diversity - Efforts to include minority-owned, women-owned, small, and disadvantaged businesses in procurement opportunities.

Surety - An organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the City and licensed to do business in Georgia.

Suspension - A temporary disqualification of a vendor from participating in procurement activities pending investigation or resolution of an issue.

Termination for Cause - The City's right to terminate a contract due to a vendor's failure to perform in accordance with contract terms.

Termination for Convenience - The City's right to terminate a contract when it is in the best interest of the City, without cause.

Using Department - The City department requesting procurement of goods or services.