

RESOLUTION 26-09

RESOLUTION AUTHORIZING BLANKET PURCHASE ORDERS FOR CAPITAL IMPROVEMENTS AT THE WATER AND SEWER DIVISION TEMPORARY HEADQUARTERS

WHEREAS, the City of Spring Hill has adopted the Fiscal Year 2025–2026 annual budget, which includes funding for capital improvements and facility improvements for Spring Hill Water facilities; and

WHEREAS, the City of Spring Hill was authorized by the Board of Mayor and Aldermen to enter into a lease agreement for the temporary relocation of the Water and Sewer Division Headquarters, pursuant to Resolution No. 25-267, as amended by Resolution No. 25-285; and

WHEREAS, the Spring Hill Water Headquarters requires minor capital improvements and facility improvements to support safe and continued operations during the temporary relocation of the Water and Sewer Division staff; and

WHEREAS, certain miscellaneous building materials and supplies are necessary to complete these minor capital and facility improvements in a timely and efficient manner; and

WHEREAS, the use of blanket purchase orders with retail vendors for the purchase of miscellaneous materials and supplies, limited to low-dollar items, will allow Spring Hill Water to address these needs without delaying operations; and

WHEREAS, services, labor, and purchases exceeding **\$1,000 per transaction**, or purchases from vendors not listed within this Resolution will continue to be procured in accordance with the City's standard purchasing policies and procedures; and

WHEREAS, sufficient funds are available within the approved Fiscal Year 2025–2026 Spring Hill Water budget, as confirmed by the Finance Department.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, as follows:

1. That the Water and Sewer Division is hereby authorized to issue blanket purchase orders for **minor capital improvements and facility improvements for the temporary Water and Sewer Division Headquarters**, limited exclusively to the purchase of **materials and tools only** with the following vendors and not-to-exceed amounts:
 - a. Home Depot — \$8,000.00 (Vendor No. 1987)
 - b. Lowe's — \$2,000.00 (Vendor No. 2626)

The combined total of expenditures authorized under this resolution shall not exceed **Ten Thousand Dollars (\$10,000.00)**.

2. Authorized purchases under this resolution are strictly limited to the following categories:

- a. **Hand tools and small power tools** (excluding heavy equipment or specialty trade equipment)
 - b. **Building and construction materials**, including lumber, drywall, fasteners, hardware, and insulation
 - c. **Flooring materials**, including tile, vinyl, laminate, adhesives, and trim
 - d. **Plumbing materials**, including pipe, fittings, valves, fixtures, and related supplies
 - e. **Electrical materials**, including conduit, wiring, breakers, outlets, switches, lighting, and related components
 - f. **Paint and surface finishing materials**, including paint, coatings, primers, and application supplies
 - g. **Safety and code-compliance materials**, including signage, guards, barriers, and minor safety hardware
3. No services, labor, professional services, rentals, maintenance contracts, warranties, or higher-dollar purchases are authorized under this resolution. Any such expenditure shall be procured in accordance with the City's standard purchasing policies and procedures.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on this 5th day of January 2026.



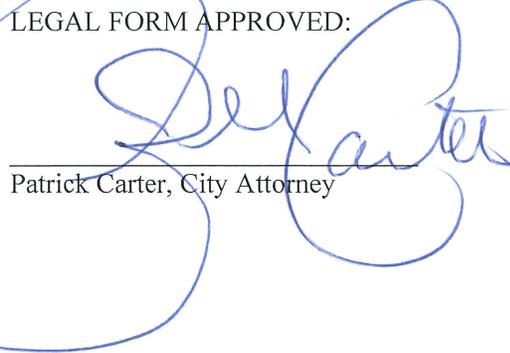
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Dan Allen, ACA, GM Water; Jeremy Vanderford, AGM-Water; Ryan LaMunyon, AGM-Reclamation

DATE: 1/5/2026

SUBJECT: Resolution 26-09 | Resolution Authorizing Blanket Purchase Orders for Repair and Remodel of Spring Hill Water Headquarters

RECOMMENDATION: Staff recommends approval of the resolution authorizing limited blanket purchase orders for Spring Hill Water with the specified vendors and not-to-exceed amounts to support minor capital and facility improvements at the temporary Water and Sewer Division Headquarters.

BACKGROUND: The Spring Hill Water Headquarters is currently undergoing temporary relocation pursuant to prior Board authorization. During this period, minor capital and facility improvements are required to support safe, efficient, and uninterrupted operations.

These improvements consist primarily of materials and tools necessary for basic facility readiness, safety, and functionality. The resolution is intentionally narrow in scope, limiting purchases to specific vendors and defined categories of materials to ensure strong internal controls and prevent project-level expenditures from occurring outside standard procurement procedures.

Blanket purchase orders with limited retail vendors allow staff to efficiently obtain incidental materials as needs arise, reduce administrative delays for small purchases, and avoid disruptions to daily operations. **Services, labor, specialty purchases, and higher-dollar items will continue to be procured through the City's standard purchasing process, including the solicitation of quotes where required.**

FINANCIAL IMPACT: Expenditures authorized under this resolution are limited to the vendor-specific and aggregate not-to-exceed amounts approved by the Board. All costs will be charged against existing, approved Fiscal Year 2025–2026 Spring Hill Water budget appropriations. No additional funding is requested or required as a result of this action.

SUPPORTING DOCUMENTS: N/A



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