



Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

(901) 222-2250
Fax: (901) 222-2064

Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Elected Officials
Division Directors
Department Administrators

From: Clifton Davis, Administrator
Purchasing Department

Date: April 18, 2016

Re: **CUT-OFF DATES FOR SEALED BID REQUISITIONS, REGULAR BID REQUISITIONS AND REQUISITIONS FOR PURCHASES FOR ENCUMBRANCE OF FUNDS FOR FISCAL YEAR 2015/2016 (FY'16)**

In order to provide you with the necessary lead time for your remaining 2015/2016 fiscal year requirements, we have established the schedule outlined below. These dates will affect your ability to encumber funds in this year's budget.

1. **Sealed Bids over \$50,000:**

Submit requisitions to Purchasing by Friday, May 13, 2016.

Sealed Bids over \$50,000 require Board of Commissioners' approval as well as advertising and public opening. Sealed bids are required for all expenditures (a) totaling \$50,000 and over, (b) involving CIP funds, (c) extending past the current budget year, or (d) involving the sale of property. Sealed bids require a minimum six (6) weeks turn around time from the date a requisition is received in Purchasing to the date a purchase order is issued.

2. **Requisitions for Regular Purchases:**

Submit Paper Requisitions to Purchasing by Friday, June 3, 2016.

This is to notify you that **4:30 p.m. June 3, 2016** has been established as the cut-off date for submitting paper requisitions for the 2015/2016 fiscal year which ends June 30, 2016.

Submit Electronic Requisitions to Purchasing by Friday, June 10, 2016.

This is to notify you that **4:30 p.m., Friday, June 10, 2016** has been established as the cut-off date for submitting electronic requisitions for the 2015/2016 fiscal year which ends June 30, 2016.

Requisitions for purchases in excess of \$5,000.00 will not be processed after June 3, 2016 unless prior approval is received from the Administrator of Purchasing, or if the order is being issued against a System Contract or a Sealed Bid.

Requisitions for merchandise that will not be received prior to June 30, 2016 will not be processed.

Requisitions received in the Purchasing Department after the above referenced dates and times will be charged to your FY'16/17 budget.

The above cut-off dates are necessary due to the bid process and the time required to process a regular requisition. To avoid unnecessary delays during the remainder of the year, please attach complete and accurate information or specifications to requisitions you send to the Purchasing Department.

FY' 15/16 requisitions received after the above dates may be returned to the requesting department unprocessed if **products cannot be received and invoiced prior to the end of the current fiscal year period.** Prior approval is required for processing any requisition for an emergency situation.

Regarding the minimum turn around times outlined here, purchases or projects of a complex nature may require additional time to process and such purchase may not be possible under the current budget unless requisitions are submitted earlier than the dates shown.

PLEASE VERIFY THAT FUNDS ARE AVAILABLE PRIOR TO SUBMITTING YOUR REQUISITIONS TO PURCHASING FOR PROCESSING.

If you have any questions, please contact our department at 222-2250.

CD/shw

cc: Harvey Kennedy, Chief Administrative Officer
Michael A. Swift, Director, Administration & Finance
Raymond Pipkin, Administrator of Finance