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PURCHASING MANUAL 2008

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National Purchasing Institute



Achievement of Excellence in Procurement®

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City of College Station Purchasing Manual



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FORWARD

This manual has been prepared to inform and instruct each department, division, and their staff of the many methods of procurement and duties and responsibilities of all those involved in the purchasing process.

The mission of the City's Purchasing Division is:

- ◆ The Purchasing Division shall assist each department, division, and their staff to procure quality goods and services at the best possible price that are necessary to provide the citizens with the services they expect. Quality goods and services are purchased within the guidelines of all applicable Federal, State, and Municipal purchasing laws.

The goals of the City's Purchasing Division include the following:

- purchasing quality goods and services;
- obtain the best possible price for goods and services;
- encourage and promote interlocal cooperation among area agencies;
- accept delivery of goods and services when and where needed;
- assure a continuing supply of needed goods and services;
- guard against misappropriation of any assets procured.

Additionally, we are committed to ensuring that:

- responsible bidders are given a fair opportunity to compete for the City's business. This is done partially by the statutory requirements for competitive bids and proposals, and partially by the City's own purchasing procedures;
- public funds are safeguarded. Although the purchasing division does not usually designate the types of purchases to be made, it should see that the best value is received of the public dollar.

This manual cannot address every situation. When an unusual situation occurs or a difficult legal problem arises, the City Manager may approve exceptions to this Policy, when in the best interests of the City, so long as the proposed exceptions are consistent with the local, state, and federal law. The *final* authority for City purchasing procedures is the law itself.

GLOSSARY OF TERMS

The following definitions are intended to assist you in understanding the language used throughout this manual. When using this manual, if you find a word or words that you may not clearly understand and if is not defined in this section, please do not hesitate to contact someone in the Purchasing Division for clarification and/or interpretation.

Award - Approval by the City Council, City Manager, Chief Financial Officer or their designee, under whose authority a purchase order is issued.

Best Value - If the sealed competitive bidding requirement applies to the contract for goods or services, the contract may be awarded to the lowest, responsible bidder (see definition on page 4) or to bidder who provides goods or services at the best value for the City. In determining the best value for the City, we may consider:

- ◆ the purchase price;
- ◆ the reputation of the bidder and of the bidder's goods or services;
- ◆ the quality of the bidder's goods or services;
- ◆ the extent to which the goods or services meet the City's needs;
- ◆ the bidder's past relationship with the City;
- ◆ the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
- ◆ the total long-term cost to the City to acquire the bidder's goods or services, and
- ◆ any relevant criteria specifically listed in the request for bids or proposals.

Bid advertisement - A public notice put in a newspaper of general circulation, containing information about an Invitation For Bid or a Request for Proposal.

Bid list - A list of vendors who have indicated in writing an interest in submitting bids for particular categories of goods and services. This list is a compilation of recommended vendors from the department and a database of vendors maintained by Purchasing.

Bonds:

bid bond - A bond required of a contractor that ensures that the contractor will enter into the contract for which he has submitted a formal written bid and/or proposal.

payment bond - A bond required that ensures that all suppliers and subcontractors of the contractor will be paid for work and/or material supplied in the course of the contract.

performance bond - A bond required that guarantees vendor performance during the execution of the contract.

Capital equipment – Property with a useful life of three years and a purchase cost of at least \$5,000.

Change Order – see page 30

City Council - The elected officials of the City of College Station, Texas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

City Manager Approval Form - This form should be used for routing all written contracts below \$50,000. It is intended to provide the City Manager with enough information to make an informed decision regarding the approval of requested purchases. At a minimum this information should include: summary information of purchase request, background information, number of bids solicited, number of bids received, funding source, budget vs. actual cost, summary tabulation.

Commodity code - A specific group of goods or services categorized into distinct classes that have been assigned a numerical reference number within the purchasing and inventory system.

Competitive bidding - The process wherein a vendor openly competes with other vendors, through a formal or informal process, for the City's business.

Component purchases – Purchases of component parts, that in normal purchasing practices would be purchased in one purchase.

Consulting Services - The service of studying or advising the City under a contract that does not involve the traditional relationship of employer and employee.

Contract - An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time, during which purchases are made of the commodity specified.

Contractor - The successful vendor(s) awarded a contract by the City of College Station.

Delivery date – The date by which goods or services are needed.

Emergency – Purchases that are made to meet a critical, unforeseen need of the City, where the City's ability to serve the public would be impaired if purchase is not made immediately. Emergency purchases are exempt from standard purchasing procedures and must qualify for exemption as outlined in LGC 252.022.

Encumbrance - The process wherein the City reserves funds for the purchase of supplies, goods, services, and equipment in one budgetary-accounting period, and pays for the purchase in another budgetary-accounting period.

Expedite – When the purchasing process is accelerated through normal procedures in order to prevent work stoppage or loss of government's money.

FOB destination point – Free on Board (FOB); the vendor pays freight charges to the destination; title to goods passes to buyer at his receiving dock; freight claims must be filed and handled by the seller.

FOB shipping point – Free on Board (FOB); shipment becomes ‘collect’ from seller’s shipping dock; freight charges may be prepaid and added to the invoice; City pays freight charges; title to goods passes to buyer at the shipping dock of seller; freight claims must be filed and handled by buyer.

Goods - A generic term that includes all types of property to be purchased by the City; equipment, supplies, materials, component and repair parts.

Invitation to Bid – This is a formal written document that requests from bidders a firm price and delivery details for specified merchandise listed on a purchase requisition. An Invitation to Bid is always required when the anticipated level of expenditure will be greater than \$50,000. It may be used any time the Purchasing Manager, the Department, or the City Manager feels it is justified.

Lowest responsible bidder – This is the vendor who offers the lowest bid which meets all the specifications, requirements, terms and conditions of the Invitation to Bid. It is expressly understood that the lowest responsible bid includes any related costs to the City, using a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract. The term is also used to refer to the experience or safety record of the vendor.

Personal Services - Services provided to the City personally by a particular individual. Any contribution of machinery and equipment compared to total cost must be substantially less than the contribution of wages.

Planning Services - Services primarily intended to guide the City to ensure the orderly and coordinated development of land areas.

Professional Services - Services rendered by a person or firm that requires years of education and service for one to attain competence and which calls for high order of intelligence, skill and learning. (Mental or intellectual skills, rather than physical or manual)

Purchase - An act that includes the acquisition of goods or services, to include the act of leasing personal or real property. Separate, sequential, and component purchases shall be treated as a single purchase.

Purchasing - The act, function, and responsibility for the acquisition of goods and services.

Purchasing Division - A division of Fiscal Services that is responsible for assisting all departments with the acquisition of goods and services to support their departmental mission.

Purchase order - A formal, binding, legal agreement issued by the City's Purchasing Division. A purchase order is requested by a departmental requisition that details the merchandise or services required. When accepted by a vendor without qualifications within a specified time period, the agreement becomes a contract. A Purchase Order grants the vendor the authority to deliver the goods or services and invoice for the same. It is the City's commitment to accept the goods or services and pay for them at the agreed price.

Request for Proposal - A formal written document requesting that potential vendors make an offer for services to the City. The Request for Proposal method of procurement may be used for goods or services including high technology and insurance when it is determined that the proposal process provides the best value to the City. When the RFP is used for the selection of professional services as allowed in the Local Government Code 252.022(a)(4), the City shall comply with Government Code 2254.003 in the procurement of these services. The City shall not award a contract for these services based on competitive bids but shall make the selection and award on the basis of demonstrated competence and qualifications for a fair and reasonable price. Fees must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations and may not exceed any maximum(s) provided by law.

Request for Qualifications - a formal written document used when soliciting providers of architectural, engineering or land surveying services. The City shall comply with Government Code 2254.004 in the procurement of these services. The City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications. After a firm has been selected based on qualifications and experience, then a fair and reasonable fee shall be negotiated. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City shall formally end negotiations with that firm and select the next most highly qualified firm and begin negotiations with that provider for a fair and reasonable price.

Requisition - The source document for all purchasing activity. This form communicates a department's needs to the Purchasing Division and authorizes the Purchasing Division to enter into a contractual relationship for delivery of the goods and/or services. A requisition is for communicating internal requirements and should not be used by the departments for the order and delivery of goods and/or services.

Reverse Auction - Single or multiple-item, open, descending-price auction. The initiator specifies the opening bid price and bid decrement. Each bidder submits a successively lower bid. At the end of the auction, bidders with the lowest bids win. Each winning bidder sells at a price equal to the bid he/she made.

Separate purchases – Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.

Sequential purchases – Purchases made over a period of time of items that in normal purchasing practices would be purchased in one purchase.

Services - A generic term to include all work or labor performed for the City on an independent contractor basis, including maintenance, construction, manual, clerical or professional services.

Sole source – Purchases of goods or services that are available from only one supplier. There may be just one vendor because of patents or copyrights, or simply because the vendor is the only one that supplies the good or service. These purchases are exempt from the standard bidding requirement and must qualify as outlined in LGC 252.022.

Specifications - Statements containing a detailed description of the terms of the contract, as well as specific details for the goods and/or services. The details or specifications should be descriptive, but not restrictive.

State contract purchase - An item available through the State of Texas General Services Commission Cooperative Purchasing Program. The State has publicly advertised and received qualified bids for specific items. These appear on a listing periodically published by the State. The City of College Station has elected to participate in the cooperative purchasing program for governmental subdivisions and other state agencies.

Surplus – Item(s) no longer needed by a department, regardless of its value or condition.

Vendor - A generic term applied to individuals and companies alike, who provide goods and services to the City.

DUTIES AND RESPONSIBILITIES

I. PURCHASING

A. Purpose

The purposes of the Division of Purchasing are:

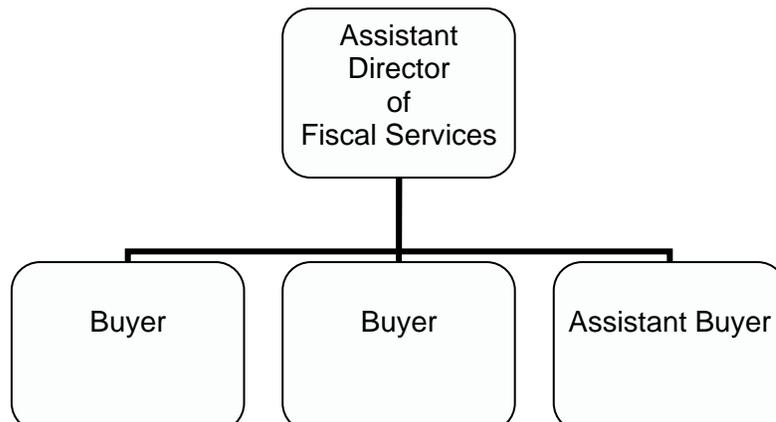
1. To recommend to the City Council, City Manager and Chief Financial Officer those policies and procedures needed to ensure that goods are acquired, stored, disbursed, utilized, and disposed of in a uniform and economical manner.
2. To aid all departments and divisions in understanding established purchasing and warehousing policies and procedures in order to ensure that they are consistently followed.
3. To assist all departments and divisions in any procurement needs.

B. Responsibility

1. Purchasing shall be responsible for legal advertising, invitations to bid, bid openings, and assist the departments in presentation of bids to the City Council for all materials, supplies, and construction contracts.
2. Assist the individual departments to develop quality and quantity specifications for goods and services to be purchased along with required delivery schedules.
3. Encourage competition between vendors through negotiations, competitive bidding, and quantity buying by continuously monitoring requisitions by all departments to facilitate consolidation of purchases where possible.
4. Purchasing shall solicit evaluation and recommendations from user departments on bids received from suppliers.
5. Explore the use of cooperative purchasing programs with the State of Texas and other local government units.

C. Organization

The Purchasing Division is organized as shown below.



II. DEPARTMENT/REQUISITIONER

A. Purpose

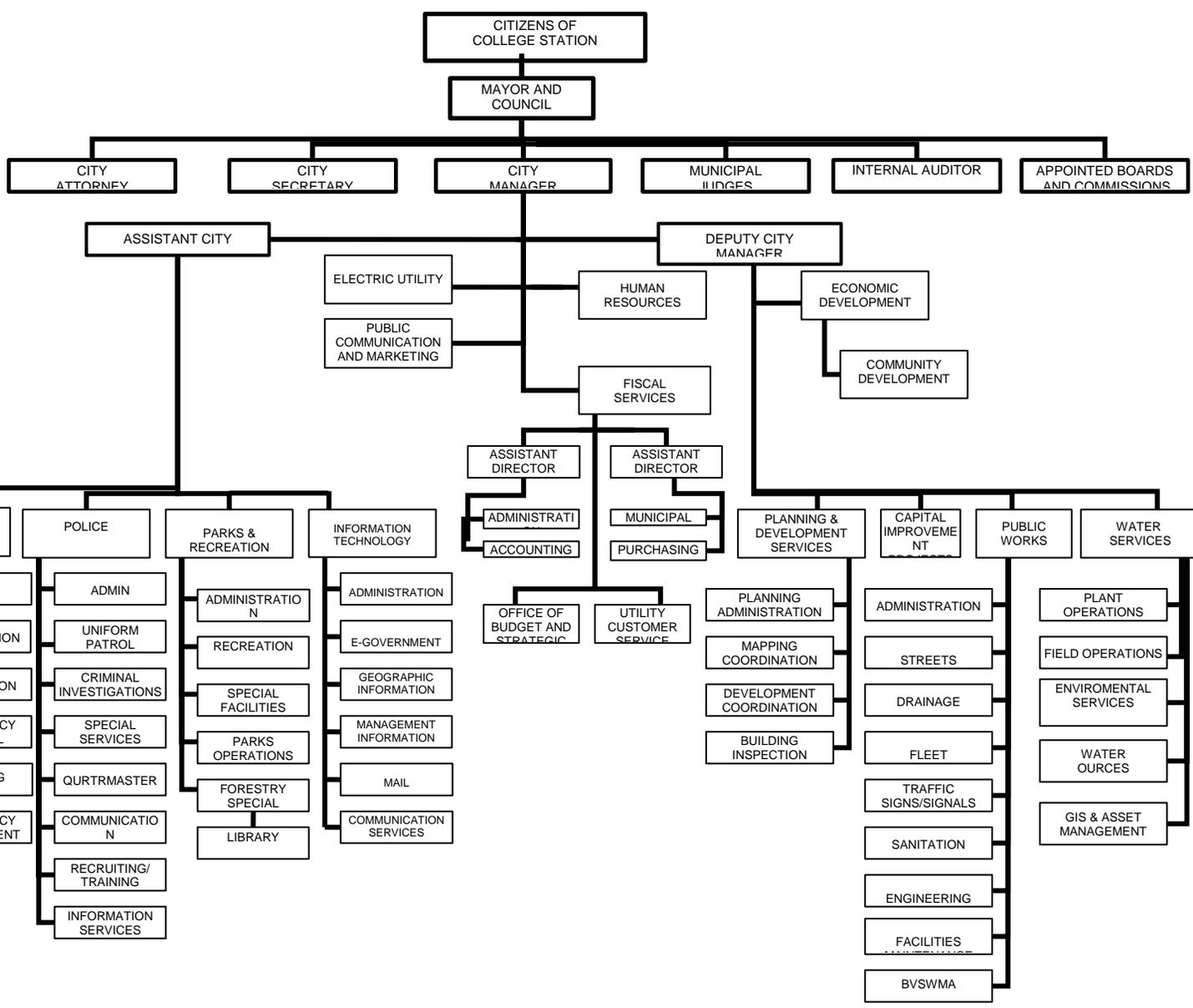
To promote the safety, health, and general well-being of the citizens of College Station within the bounds of fiscal responsibility, while preserving and advancing the quality of life for its citizens.

B. Responsibility

1. Allow sufficient time for the Purchasing Division to issue a purchase order and the vendor to make delivery.
2. Assist the Purchasing Division with specifications that require an engineering or technical background.
3. When requested, to supply to the Purchasing Manager a list of anticipated requirements in advance.
4. Inform the Purchasing Division of any abnormal or unusual demands.
5. Under any circumstances, not to obligate the City without a purchase order, except for an emergency or expedited purchase, as outlined in this manual.
6. Requisition items with a complete, clear, concise description of the item(s) or service(s) requested.

C. Organization

The departments and divisions of the City of College Station are outlined on the next page:



ETHICAL STANDARDS AND RELATIONSHIPS

I. PERSONAL INTEREST

Section 131, of the *City of College Station City Charter*, shall apply to all purchases or contracts entered into by any employee or officer of the City of College Station, and reads as follows:

“No member of the City Council or any officer or employee of the City shall have a financial interest direct or indirect or by reason of ownership of stock in any corporation, in any contract with the City, or be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services except on behalf of the City as an officer or employee; provided, however, that the provisions of this section shall only be applicable when the stock owned by the officer or employee exceeds one (1) percent of the total capital stock of the corporation. Any willful violation of this section shall constitute malfeasance in office and any officer or employee guilty thereof shall thereby forfeit his office or position. Any violation of this section with the knowledge expressed or implied of the person or corporation contracting with the City shall render the contract voidable by the City Council or City Manager.”

II. ACCEPTANCE OF GIFTS

The *City of College Station Personnel Policies and Procedures*, *Section entitled “Employee Conduct”*, shall apply to all purchases or contracts entered into by any employee or officer of the City of College Station, and reads as follows:

“It is the policy of the City of College Station that no employee shall accept or solicit any money, property, or any other item of value, which could be perceived in any way as intent to influence the employee in his/her official capacity. Any gift or money received by an employee must be approved by the Department Director and shared with other employees in the department. An award or gift received in a public ceremony may be accepted by an individual when approved by the Department Director.”

III. NATIONAL PURCHASING INSTITUTE, CODE OF ETHICS

As a member in good standing of the National Purchasing Institute, the City of College Station Purchasing Division shall adhere to the Code of Ethics as adopted and published by that organization:

1. A member shall be loyal to his organization and will not secretly represent conflicting interest, but will devote himself exclusively to the welfare of his principal.
2. A member believes in the importance and dignity of the service rendered by government and is aware of his own social responsibilities as a trusted employee and public servant.
3. A member is governed by the highest ideals of honor and integrity with regard to all business and personal relationships in order that he may be deserving and inspire the confidence of those he serves.

4. A member believes the misuse of public or personal relationships to achieve selfish ambitions is dishonest.
5. A member should never, under any circumstances, accept gifts or other things of value from vendors.
6. A member has the obligation to keep his employer informed of the activities of the National Purchasing Institute and to promote a better understanding of the ethics and functions of purchasing.
7. A member handles all personal matters on a merit basis. Political, religious and/or racial considerations carry no weight in personnel administration of the organization represented.
8. A member resists interference of control of personnel in order to preserve his integrity as a professional administrator. He handles each administrative problem objectively, without discrimination on the basis of principle and justice.
9. A member cooperates with all organizations engaged in activities which develop and further enhance purchasing as a profession.
10. A member subscribes to and supports the professional objectives of the National Purchasing Institute, Inc.

IV. CODE OF ETHICS

Furthermore, the employees of the City of College Station shall strive always to uphold the Constitution, laws, and ordinances of the United States, State of Texas, and the City of College Station, and shall strive to be:

- A. Honest and trustworthy in what they say and write and in all professional relationships;*
- B. Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;*
- C. Fair and considerate treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;*
- D. Committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the City of College Station;*
- E. Recognizing that public and political policy decisions are ultimately the responsibility of the City Council; and*
- F. Dedicated to service to improve the quality of life in the City of College Station.*

This Code of Ethics requires hard work courage, and difficult choices. In the long run, however, employees and citizens will always be better served by doing what is right, rather than what is expedient.

STATEMENT OF POLICY

I. GENERAL STATEMENT OF POLICY

It is the policy of The City of College Station that all purchasing shall be conducted strictly on the basis of economic and business merit to best promote the interest of the citizens of College Station. College Station encourages free and unrestricted competition on all bid requests and purchases, ensuring the taxpayers the best possible return on each dollar. All contracts and purchases shall be handled so as to obtain the best value for the City, with bids, proposals or quotations solicited whenever practical. The Purchasing Division has been established to assist each department head, division manager and their staff to procure necessary goods and services at the best possible price within all Federal, State and Municipal purchasing laws. The Texas State Legislature has passed and made Chapter 252 a part of the *Local Government Code* and it shall be the policy of the City of College Station to fully comply in all aspects with the rules, regulations, and procedures contained therein.

II. ELECTRONIC PROCUREMENT POLICY

- A. Electronic sealed bids or proposals shall be in accordance with Section 252.0415(a) of the Local Government Code requiring the identification, security, and confidentiality of electronic bids or proposals to remain effectively unopened until the proper time.
- B. Electronic reverse auctions shall be in accordance with Section 271.906 of the Local Government Code and defined by Section 2155.062(d), Government Code, requiring a real-time bidding process taking place during a previously scheduled Internet location with multiple suppliers, anonymous to each other, submitting bids to provide goods or services.

III. PROCUREMENT CARD POLICY

The purchasing card is provided to the City of College Station employees based on their need to purchase business related goods and services. The card is not an entitlement nor reflective of title or position and may be revoked at any time. The card shall be used for business related purchases only. Personal charges shall not be made on the card. The employee whose name appears on a card is the only person entitled to use the card. That person is responsible for all charges made with the card. In those rare circumstances where an individual's name does not appear on the card, the employee who was issued the "departmental" card will be responsible for all transactions made with the card while in his/her care and custody. Improper use of the card may be considered misappropriation of City funds, which may result in disciplinary action, up to, and including termination. Cardholders must comply with internal control procedures in order to protect the City's assets. These procedures include keeping receipts, reconciling transactions at least weekly, reviewing monthly statements and following proper security measures. Failure to follow policies and procedures and/or failure for supervisors to review and approve procurement card transactions in a timely manner will negatively affect the employee's performance

review and may include reimbursement of expenses, suspension of card privileges, or other disciplinary action up to and including termination. A cardholder must surrender his/her card upon termination of employment (i.e. retirement, voluntary or involuntary termination). In summary, the purchasing card is one of many purchasing tools that provide an efficient and effective method of purchasing. All related purchasing policies and procedures must be followed when using the procurement card.

IV. ARCHITECT, ENGINEERING, AND LAND SURVEYING PROCUREMENT POLICY

A. Engineering, Architectural, and Land Surveying Services

All Engineering, Architectural, and Land Surveying Services will be procured as provided in Chapter 2254, Professional Services Procurement Act, V.T.C.A. Government Code, which requires the selection of the firm which is the most highly qualified provider of those services on the basis of demonstrated competence and qualifications.

B. Criteria for Evaluation

The following criteria will be used for the evaluation of firms in the Request for Qualification (RFQ) process, to meet the requirement stated above for the selection of firms to provide engineer and architectural services. The criteria used will be specific to each RFQ solicited and may not include every listed criterion. Criteria-weighting factors may be utilized to identify the relative importance placed upon these items.

1. The competence and qualifications of the individual who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered.
2. Technical adequacy of the personnel and subconsultants to be utilized for the proposed work based upon education and experience pertinent to the work considered.
3. Demonstrated experience of the prime firm based upon previous work similar to that of the type considered.
4. Demonstrated success of the prime firm based upon the record of performance for City and other projects.
5. Demonstrated commitment of the prime firm to their continued involvement in project success throughout the entire period of the project life.
6. Prime firm's history of accuracy of cost estimates and ability to perform within budget constraints.
7. Prime firm's workload capability and current workload as well as the firm's history of performing work within a specified schedule.
8. The approach proposed for the design project or study.

9. Knowledge of the City of College Station administration, contracting, local contractors, codes, adopted design criteria and specifications, and local site conditions.
10. Consideration for the utilization of a prime firm or individuals that have prior experience with an existing project that is proposed for continuation or modification.
11. Demonstrated ability of key team personnel to work with City staff and/or other project managers in relation to the schedule and budget requirements, comments, suggestions, design rationale, and project alternatives.

C. Availability of Funds

No contracts may be entered into unless funds are available.

D. Approval Authorization

1. Any A/E services contract with a total fee amount exceeding the approval authorization granted by the Council to the City Manager, requires Council approval.
2. Standard contracts for A/E services with a total fee **not** exceeding the approval authorization granted by Council to the City Manager can be negotiated at the staff level with approval by the City Manager.

E. Request for Proposal (RFP) and/or Request for Qualification (RFQ) Process

1. The RFQ process is required only under the following conditions:
 - a. For A/E services on construction projects with an estimated construction cost greater than or equal to \$1,000,000.
 - b. For planning and analysis projects or studies where the professional services fee is estimated to be greater than or equal to \$50,000.
 - c. If any portion of the scope of work includes architect/engineering services, a Request for Qualifications (RFQ) is required subject to the provisions provided in this policy.
 - d. Projects may be grouped allowing for a single RFP process to be used to hire multiple projects.
 - e. A single consultant can be hired for a group of projects or multiple firms can be selected and assigned projects from the list. The consultant list obtained by this process cannot be used for projects not stated at the time of the RFP.
 - f. The RFP process may be used to hire a program or project manager for a group of projects.
2. The RFP process can be waived in cases where a proposed project is the extension or expansion of a previous project, and it is in the best interest of the City to use the same consultant because of his/her familiarity with the project.

F. Selection of Qualified Firms

In procuring architectural or engineering services, the City shall:

1. First select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
2. Then attempt to negotiate with that provider a contract at a fair and reasonable price.
3. If a satisfactory contract cannot be negotiated with the most highly qualified provider, the City shall formally end negotiations with that provider and begin negotiations with the next most highly qualified provider.
4. The City shall continue this process to select and negotiate with providers until a contract is entered into.

G. Fees for Professional Services

In no case will the City pay unreasonable fees for professional services.

V. GREEN COLLEGE STATION POLICY

College Station is committed to being a leader in resource conservation and protection of our environment. GREEN COLLEGE STATION will express the City's commitment to achieve resource conservation and sustainability over the long-term. It is recognized there are four interdependent elements to the quality of life aspects of sustainability: (a) balancing environmental stewardship; (b) economic development; (c) social equity; and (d) financial and organizational viability.

PURCHASING PROCEDURES

I. PURCHASES LESS THAN \$3,000.00

A. General Information

1. Purchase requisitions and purchase orders are not required for purchases less than \$3,000.00. Purchases may be made by directors or their respective designees, without further approval of the Purchasing Division.
2. However, this does not mean that Purchasing does not want to or will not handle purchases under \$3,000.00. Purchasing shall assist in purchasing materials regardless of how large or small the order. These procedures were developed primarily to reduce the number of purchase orders required for relatively low dollar purchases and to allow more flexibility in the purchasing process.
3. A sufficient unencumbered appropriated balance must be available to pay for the supplies, materials, equipment or contractual services for all transactions less than \$3,000.

B. Flow Sequence for Purchases of \$0.01 to \$2,999.99

1. \$0.01 to \$2,999.99 - The Ordering Division selects the vendor, places the order utilizing the City procurement card program (see procurement card policy) or by reserving a Field Purchase Order (FPO). The ordering division places the order and/or picks up the materials.
2. If the materials are picked up by the ordering division, the Field Purchase Order number (FPO) (if applicable) shall be indicated next to the recipient's signature on the invoice.
3. The Ordering Division receives the materials, completes the FPO (See Appendix C), codes the FPO, and sends them to Accounting within 48 hours. NOTE: This process can also be handled through "On-Line Receipts" or "Field Purchases."
4. Should a problem exist with goods received which would warrant a delay in payment, Accounting must be notified within 48 hours, by email or receiving report, describing the problem and requesting a "hold" on the invoice until the problem is resolved. Accounting shall be informed as to any status change of the order by the division that received the goods.
5. Accounting matches the FPO with the invoice and pays the invoice.
6. A copy of the invoice is attached to a copy of the check and filed in the permanent paid file by check number.

II. PURCHASES OF \$3,000.00 TO \$50,000.00

A. General Information

1. When feasible and practical, three (3) or more competitive quotes are solicited on all purchases of \$3,000.00 or more. These may be telephone quotes (Appendix L).
2. All purchases of \$3,000.00 or more shall require a purchase requisition initiated by the head of the Department or division (or their designee) whose appropriation will be charged, and a purchase order approved by the Purchasing Manager (or designee). No contract or order shall be issued to any seller unless and until the Chief Financial Officer or his designee certifies that a sufficient unencumbered appropriated balance is available to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued. Inclusion in an approved budget does not automatically entitle a City department to the equipment, supplies or materials requisitioned. Council approval is not required.
3. The purchase requisition must be completely filled in (either by the Department or Purchasing) with all known information -- including quantity, description, account code, unit price, total price, required delivery dates, freight and payment terms. Also, it should be accompanied by copies of at least three (3) competitive quotes. (See Appendix L). Should only estimated prices be available, each price should be clearly marked "est.". In the instance that only estimated prices are available, a maximum amount for each item must be established and so noted on the purchase requisition.
4. If the Purchasing Division is to obtain pricing, it will be necessary to fill in only the quantity and complete description of the items to be ordered. Quotations will be obtained by Purchasing. (See Appendix D).
5. The City is required to contact at least two historically underutilized businesses (HUBs) when making expenditures of more than \$3,000 but less than \$50,000. Two HUBs must be contacted on a rotating basis, based on information provided by the (Texas) State Procurement and Program Support Services Office pursuant to Chapter 2161, Government Code. If the list fails to identify a historically underutilized business within Brazos County, the City is exempt from this requirement. The list of Brazos County HUBs may be found on the State Procurement and Program Support Services Office's website.
6. The vendor should be informed of the correct "bill to" and "ship to" addresses and reminded to show the purchase order number on the invoice to avoid a delay in payment.
7. Under no circumstances should a vendor be instructed to send an invoice to the attention of anyone other than the Accounting Division. Should an invoice be received by anyone other than Accounting it should be immediately forwarded to the Accounting Division.

B.Flow Sequence for Purchases of \$3,000.00 to \$50,000.00

1. The user Division sends an automated purchase request to the Purchasing Division with minimum requirements, required delivery dates, and quantities.
2. Purchasing certifies the availability of funds, appropriateness of account code(s), and may assist the departments in soliciting competitive quotes.
3. Purchasing assigns a purchase order number and places the order.
4. After the materials are received, the Department enters an automated receiving report. The department then forwards all other receiving information, i.e.: delivery ticket, packing slip, and freight bill, if applicable, within 2 business days to the Accounting Division.
5. Should a problem exist with goods received that would warrant a delay in payment, Accounting must be notified within 2 business days by email or receiving report describing the problem and requisitioning a "hold" on the invoice until the problem is resolved. Accounting shall be informed as to any status change of the order by the division that received the goods.
6. If one or more items are back-ordered (i.e., only a portion of the items are received in a shipment), only the quantities and items received should be entered on the receiving report.
7. Accounting pays the invoice and files a copy of the check and invoices in the permanent paid file.

III. PURCHASES OF MORE THAN \$50,000.00

A. General Information

1. Purchases of more than \$50,000.00 must be expressly approved in advance and require legal advertising and formal sealed bids.
2. Each year the newly approved service level adjustments in the budget will be reviewed and items that can be combined for volume purchases will be grouped together and purchased based on the availability of funds and priority needs of the various divisions.
3. The Division for which the items are budgeted will be responsible for preparing or aiding Purchasing in development of specifications.
4. The Council is authorized to give local preference pursuant to LGC 271.9051 and may consider doing so on a case-by-case basis. In relevant situations, staff will present any economic development opportunities created by a local preference award, including the employment of residents of the City and increase tax revenues to the City. (Note: local preference cannot be applied to the purchase of telecommunication services, information services or professional services).

B. Flow Sequence for Purchases More than \$50,000

1. The user division or review committee submits specifications to Purchasing.
2. Purchasing assigns the bid package a number or groups it with other items already in a bid package. Bid packages are assigned numbers in ascending numerical sequence preceded by a two digit number identifying the current fiscal year (e.g. 08-93, 09-102, etc.).
3. Purchasing prepares the Invitation to Bid, legal ad(s), and bidder mailing lists. In consultation with the department, Purchasing will set the advertising dates and schedule the bid opening date and time.
4. Purchasing will receive the bids and place them in a secure location until the date of the bid opening at which time they will be presented to the Purchasing Manager and/or Buyer as appropriate.
5. The bid openings will be conducted by the Purchasing Manager, Buyer or Chief Financial Officer and will take place in the Council Room or a designated Conference Room unless otherwise specified.
6. The Purchasing Division will prepare a tabulation for each item or group of items following the bid opening and consult with each Division Manager involved in order to arrive at a mutual agreement for recommendation.
7. After the bids have been opened and tabulated, the Department is responsible for preparing the agenda coversheet and contract resolution (if applicable). Purchasing will prepare coversheets for inventory and multi-departmental purchases.
8. In the event an agreement cannot be reached between the Division Manager and Purchasing, then the Chief Financial Officer, the Department Head, the Division Manager and the Purchasing Manager will meet jointly to resolve their differences of opinion. In the event no conclusion is reached, the City Manager will determine the recommendation.
9. The Department will submit an electronic requisition for Buyer processing.
10. Bids, contracts, and all expenditures greater than \$50,000 must be presented to the City Council for approval. The only exception(s) are those items specifically approved in the budget ordinance for fleet and computer purchases made through established interlocal agreement(s).
11. Upon approval by the City Council, Purchasing will prepare and issue the Purchase Order(s) and place the orders with the appropriate vendors.

IV. ELECTRONIC PROCUREMENT PROCEDURES

A. Electronic Bidding

- 1. Identification**--Invitations to Bids and Requests for Proposals will be advertised and issued in the current manner. A notification will be added to bid terms and conditions stating vendors should submit responses electronically through City's

service provider at the appropriate electronic address listed. An automatic "e-mail return notification" will be sent to the submitting vendor upon receipt of their bid or proposal.

2. **Security**--At specified bid closing time, a *password-enabled* employee in the Purchasing Division will open, download, and print all bids and the bid tabulation summary assembled by City's service provider. The printing operation will occur in the controlled environment of the Purchasing Division. A bid submitted non-electronically within the bidding period will be considered as per the bid and proposal document terms and conditions.
3. **Confidentiality**--Purchasing staff will then read aloud all bid responses received by closing time and date to any interested parties present at the bid opening. After tabulation of bids or proposals, staff will post bid tabulation electronically with a qualifying statement: "The tabulation listing of a bid should not be construed as a comment on its responsiveness or an indication that the City accepts such bid as responsive. After evaluating bids or proposals, the City will post tabulation and staff award recommendation of the contract on City Purchasing Division's web site and through its Internet service provider."

B. Reverse Auctions

1. **"Real-time" Bidding Process**—Reverse Auctions will be will be advertised and issued in the current manner as are Invitations to Bid and Requests for Proposals. A notification will be added to bid terms and conditions stating vendors should submit responses electronically through City's service provider at the appropriate electronic address listed. The real-time bidding process will usually last up to one (1) hour, **or** normally up to two (2) weeks, and taking place during a previously scheduled period and scheduled Internet location.
2. **Multiple Bidders**—Purchasing Staff along with its selected Internet Service Provider shall insure multiple, qualified bidders are available, interested and notified electronically or otherwise of any current reverse bidding opportunity. A notification will be added to bid terms and conditions stating vendors should submit responses electronically through City's service provider at the appropriate electronic address listed.
3. **Anonymous Bidders**—City's selected Internet Service Provider (ISP) shall insure the anonymity of all responding bidders through the assignment of a "Bidder Number" to the Vendor (as opposed to their Vendor name) that will be reflected on the ISP's web-site during the reverse auction bidding process. The ISP web-site will reflect all active Vendors bidding by a) the Vendor's assigned Bidder Number and b) their last entered bid price. After tabulation of bids, staff will post bid tabulation with the same qualifying statement as expressed in Section II, A(3).

V. PROCUREMENT CARD PROCEDURES

A. Introduction

The procurement card is a new purchasing tool that offers an alternative to the existing City of College Station's purchasing processes. It provides an extremely efficient and effective method of purchasing and paying for goods and services with a value of \$2,999.99 or less. In most cases, the purchasing card will replace the field purchase order, some reimbursement requests, and other associated paperwork.

This policy describes the procedures for appropriate purchasing card use. By signing the accompanying agreement form, the employee promises to comply with program rules and regulations. A purchasing card will be issued to an employee upon management approval and after the employee executes a signed agreement form. Upon receipt of the card, the employee should immediately sign the back of the card and keep it in a secure place.

The purchasing card is issued to one employee only. No other person is permitted to use another employee's card. As a cardholder, the employee is responsible for the appropriate use of City funds. Although the card is issued to the employee, it remains City property and may be rescinded at any time. The employee should use the card only for the types of purchases described in this guide. In those rare circumstances where an individual's name does not appear on the card, the employee who was issued the "departmental" card will be responsible for all transactions made with the card while in his/her care and custody.

Each employee should document any questions, suggestions or difficulties he/she or the suppliers have regarding the purchasing card program. This feedback will provide vital information to our program during evaluations. Also, the employee should notify a Program Administrator of any suggestions for improvements or changes.

B. Card Issuance

A card will be issued to a City employee upon the approval of the department director. An individual will only receive the card after completing the application form, attending a Procurement Card Training Session, and signing a Cardholder Agreement Form (See Appendix I).

In addition to the above, the cardholder is required to read and sign the Procurement Card Cardholder Agreement and adhere to all procurement card policies and procedures of the City and his/her department. Each employee issued a card should read the entire documents carefully. It will explain appropriate card use, merchant participation, record keeping and reconciliation procedures.

Once an employee receives his/her card, it should be signed and kept in a secure place! Although the card has been issued to the employee, it is City property and may only be used for the purchases outlined in this document.

C. Procurement Card Benefits

The benefits of the procurement card to the cardholders and the City of College Station are significant.

1. Benefits to the Cardholder:

- Goods and services can be more quickly and easily obtained
- Work related to the purchase of and payment for goods and services is significantly reduced
- More efficient use of time will enable employees to focus on the value-added aspects of their jobs

2. Benefits to the City of College Station

- Reduces the number of requisitions, purchase orders, invoices and checks
- Enables Purchasing and Accounts Payable to focus on higher yield value-added activities
- Enables Purchasing to view daily reports to monitor buying trends that will give us the opportunity to maximize our buying power through contract negotiations
- Provides the City with a rebate relative to the amount spent using the card

D. How It Works

The procurement card simplifies the purchasing and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to the ordering department enabling the authorized cardholder to place an order directly with the supplier.

When the supplier requests a purchase authorization, the MasterCard system validates the transaction against pre-set limits established by the City. All transactions are approved or declined (instantaneously) based on the following procurement card authorization criteria:

- Single purchase limit not to exceed \$2,999.99
- Spending limit per month.
- Approved merchant category code.

The authorization process occurs through an electronic system that supports the procurement card processing services under the City of College Station's agreement with JP Morgan Chase. In addition, Purchasing and Accounts Payable have the capability to view a large selection of daily reports to effectively monitor the use of procurement cards. Purchasing will also identify opportunities to further maximize the City's significant buying power through contract negotiations.

E. Purchasing Guidelines

The purchasing card program will not circumvent the City's purchasing rules and procedures. Instead, it is designed to streamline smaller purchases that are made on-site via telephone, fax or mail.

Each employee is responsible for the security of the card he/she is issued and for the purchases made with it. Consequences for card misuse are severe, and penalties may include reimbursement of expenses, suspension of card privileges, or other disciplinary action up to and including termination.

1. Restricted Commodities

Purchases listed below are strictly prohibited and purchases of \$2,999.99 or more must continue to be processed in accordance with established purchasing guidelines. The procurement card is not to be used for the following commodities:

- Alcoholic beverages
- Charitable, Civic, Political or Religious Organizations
- Court Costs, Fines
- Capital equipment
- Cash advances/travelers checks; Security Broker/Dealer; Travelers Checks; Money Orders
- Personal items
- Multiple, sequential purchases of less than \$3,000 from a single vendor for similar purchases adding up to more than \$3,000

2. Qualified Card Use

- Subscriptions, books
- Seminars, training , memberships, registration,
- Travel and meals
- Catering and delivery services
- Required maintenance, repair, operations
- Office supplies
- Computer peripherals (through MIS only)
- Software under \$3000 (no license agreements) (through MIS only)

Meal expenses incurred during professionally related training classes, seminars, and conferences are subject to Section 7 of the Employee Handbook: Employee Development and Reimbursement Procedures. Other meals (business lunches, catered events, or other substantiated business meals) where overnight travel is not necessary will be treated as non-taxable provided a substantial business discussion occurs during the meal. For business related meals, employees must document the purpose of meeting, the time, location, and who was in attendance. The Travel Expense Form and Non-Taxable Meal form(s) can be found on the City's intranet.

If you have any questions regarding restricted commodities or restricted merchant categories, please contact Accounting or Purchasing.

Each employee's card has been assigned an individual credit limit based on the department director's approval. If that limit becomes too low to accommodate monthly requirements, the employee may request an increase through the department director. Written authorization by a Department Director is required before a Program Administrator will change the credit limit. No single transaction may exceed \$2,999.99.

Certain merchant categories are blocked from the program, and purchases through them will be declined. If the employee feels that his/her purchase has been mistakenly declined, the employee should contact JP Morgan Chase by calling the 800 number on the card or contact a Program Administrator at x3563 or x3565.

F. Placing an order

When placing an order, the employee should provide the vendor the following information:

- Identify himself/herself as a City of College Station employee
- Indicate that it is a procurement card purchase
- Cardholder name
- Individual card number
- Expiration date of card
- Complete delivery address including building and room number
- Description of goods or services to be ordered
- Any other information necessary to make the purchase
- City's tax ID # after informing the vendor that the City is tax-exempt

G. Receipt of Goods & Services/Returning Item(s)

The cardholder is responsible for ensuring receipt of goods and services and follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods.

1. Returning Item(s):

Items should be returned directly to the vendor by whichever means the vendor requires. The cardholder is responsible for seeing that proper credit is posted for any returned items. (See Disputing a Transaction)

H. Proof of Purchase Documentation and Reconciliation

With the authority to purchase specific goods and services comes the responsibility to maintain adequate documentation at the source of the transaction. Whenever a packing slip or itemized sales receipt is received by a cardholder, the sales receipt should be retained until attached to the Transaction Detail Report showing the cardholder purchases and forwarded to Accounting. Each Friday, the previous weeks transactions must be edited, reviewed, approved and all invoices/receipts attached to the transaction report must be forwarded to Accounting. At the end of each month, the cardholder has

seven (7) working days to ensure that all transactions that have occurred during the last week of the month have been edited, reviewed, approved and forwarded to Accounting.

Each month the cardholder will receive the JP Morgan Chase Account Statement that will identify all of the cardholder's procurement card purchases for that month. This statement is for departmental information only and should not be substituted for the weekly transaction report. The cardholder should review this statement to ensure that all the goods and services have been received for which there is a charge.

Adequate documentation must be maintained to record the transaction at the source. Documentation must support the legitimate business purpose of all transactions made with the procurement credit card. In addition to itemized sales receipts and packing slips, the following are examples of supporting documentation:

- Copies of order forms or applications
- Service reports when service is provided by a vendor
- Internal order form
- Cash register receipts

To ensure accurate and up-to-date account balances, Accounting will download all transactions weekly following the procedures outlined above. Failure to provide Accounting with proper documentation and timely reconciliation will be considered administrative misuse of the Purchasing Card (see Section Q).

I. Discrepancies and Dispute Procedures

The cardholder is responsible for following up with a vendor for any erroneous charges, disputed items, or returns. A cardholder may dispute a charge that appears on their account statement. Disputed charges can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. The cardholder should contact the vendor first to resolve any outstanding issues. Most issues can be resolved this way.

If the cardholder is unable to reach agreement with the vendor, he/she should contact JP Morgan Chase by calling the 1-800 number on the back of the purchasing card. The employee should explain that he/she intends to dispute a charge and follow up quickly with written information. Dispute forms must be submitted within 60 days of the statement date. Dispute forms may also be completed online. The cardholder's next statement will be reduced by the amount of the disputed charge until the issue is resolved. A resolution from JP Morgan Chase will appear in 90 days. In the event of an audit, the cardholder must prove that a dispute is in process.

In addition to contacting JP Morgan Chase, the cardholder should contact a Program Administrator in Accounting.

Note: By law, vendors are not permitted to bill a credit card for purchases until the items have been shipped.

J. Cardholder Purchasing Log

Each cardholder may keep a purchasing log to record transactions and help reconcile to the monthly statement. A cardholder may create one that works for him/her. The information that should be included on the log is as follows: the transaction date, merchant name, ticket price, and the method in which the transaction was made, i.e. telephone, mail order or point-of-purchase.

K. Accounting

There are no manual accounting procedures (i.e. journal entries) to support procurement card transactions.

- Each procurement card is associated with a default 10 digit general ledger account number
- All merchants have a "merchant code" which is tied into the City's general ledger codes
- Each transaction must be supported with an itemized receipt or other substantive documentation (meal receipts with subtotal, tax and grand total are not acceptable – receipts must provide sufficient detail to confirm legitimate business purposes).

Therefore, each procurement card transaction will be automatically billed to the 10-digit account code and the appropriate element object must be entered per transaction. The account codes can be edited if necessary.

L. Payment

The City of College Station is responsible for purchasing card payment and liability. The purchasing card will not affect the employee's personal credit in any way.

M. Lost or Stolen Procurement Cards

It is the responsibility of the cardholder to immediately report a lost or stolen procurement card directly to JP Morgan Chase at 1-800-270-7760. As soon as possible thereafter, the cardholder must also report the lost or stolen card to the Department Director and Accounting at x3563. The City of College Station is liable for all transactions until the card is reported lost or stolen. Unauthorized use of the card will be reported to the College Station Police Department.

Verbal reports of lost or stolen procurement credit cards must be followed in writing to the department director and to Accounting using the "Lost or Stolen Procurement Card Notification". A replacement card may be issued to the cardholder within 10 days. The employee's quick response will reduce the risk of fraud.

N. Sales Tax

The City of College Station is tax exempt. The City’s tax-exempt number is 74-6000534. When traveling, hotel charges, food charges and fuel charges will most likely be taxed since tax exemption applies only to sales with the State of Texas. Hotel-motel taxes, fuel taxes, etc. are also not exempted.

The cardholder is responsible for ensuring compliance and will be held responsible for ensuring credit for any tax erroneously applied.

O. Canceling Procurement Credit Cards

To cancel a procurement credit card, the card should be cut in half and sent along with a written request (or email) to cancel the card by the cardholder to Accounting. A Department Director may cancel a card for any employee at any time by notifying a Program Administrator.

P. Renewal of Existing Procurement Credit Cards:

A renewal procurement card will be sent automatically to Accounting 30 days prior to the expiration date of the card. Accounting will notify the appropriate individuals when cards are available to be picked up.

Q. Misusing the Procurement Card

The procurement card represents the City’s trust in the employee and his/her empowerment as a responsible employee of the City of College Station to safeguard and protect its assets. As a cardholder, each employee assumes the responsibility for the protection and proper use of the procurement card including timely reconciliation.

The following situations are a few examples of "misuse" of the procurement card:

1. Personal misuse:

- Purchases using the card for the sole benefit of the employee; clothing and food not authorized by the employee’s department
- Assignment, transfer, or “loaning” of an individual card to an unauthorized person
- Use of a procurement card by a suspended or terminated employee

2. Administrative misuse:

- Lack of proper documentation, ie: itemized receipts for each procurement card transaction
- Lack of proper and timely reconciliation of individual cardholder account
- Card use in direct violation of acquisition goals (i.e. failure to use the procurement credit card for commodities available through contract or preferred suppliers)

Misuse of the procurement card will be handled promptly and uniformly for all cardholders. The following actions will be taken:

Using e-mail, cardholders and their supervisor will be contacted of any instance of non-compliance as they occur. If Accounting does not receive a response within two (2) business days, an e-mail will be sent to the cardholder's supervisor with a CC: to the department director. If a response is not received within two (2) business days of the second e-mail, an e-mail will be sent to the department director with a CC: to the Chief Financial Officer and the City Manager. Based upon the severity of misuse, disciplinary measures may include personnel action up to and including termination and legal action in accordance with the terms and conditions of the Cardholder Agreement Form.

R. Procurement Card Audits

To ensure the continued success of the Procurement Card Program, periodic audits will be performed. The purpose of the audits will be to ensure that the cardholders and their respective departments are adhering to authorized policies and procedures.

1. Audit steps

- Reviews to ensure that Procurement Cards are used for authorized purchases related only to the City's business
- Where City agreements exist, purchases of related goods and services are procured through the designated suppliers.
- Proper documentation (in the form of receipts, packing slips, etc.) are maintained to support procurement card transactions
- Timely reconciliation of the cardholder's account is performed between the goods and services received, and the charges reported on the cardholder's statement are submitted to Accounting.

S. Conclusion

The purchasing card should be used responsibly. Since the card is issued in the employee's name, all purchases are assumed to be made by the employee. Each employee should be aware that improper use might result in disciplinary action, up to and including termination and criminal prosecution. The department may maintain a purchasing card log, but the original sales receipts shall be forwarded to Accounting. The cardholder may be randomly audited to track purchasing and record keeping activity.

By using the procurement card for business transactions, the employee will help save the City of College Station both time and money. We welcome your feedback and suggestions for improvement. If you have any questions, or need further assistance, please contact Accounting or Purchasing.

VI. CONTRACT RENEWAL PROCEDURES

A. Terms

Renewal terms for contracts subject to competitive bidding should be limited to two (2) renewals following the original term. Exceptions may be made on a case by case basis when in the best interest of the City.

B. Multiple Award Contracts

When multiple vendor awards occur, if all vendors do not agree to renew, the contract in its entirety should be rebid.

C. Price Changes

The renewal must be under the same terms and conditions as the original contract; provided, however, that the unit prices bid under the original contract may, by mutual agreement, be increased by no more than eight percent (8%) of the original contract price.

D. Vendor Performance

Vendor performance will always be a consideration when deciding whether or not to renew or rebid.

VII. CONTRACT ROUTING PROCEDURES

A. General Information

All written contracts, whether they have been competitively bid or not, require the approval of the Chief Financial Officer and the City Manager.

1. Contracts greater than \$50,000
 - a. Contracts greater than \$50,000 require Council approval. Legal must approve the contract in advance of Council action. The Mayor and City Secretary must also sign contracts greater than \$50,000.
 - b. All contracts over \$50,000 approved by the City Council must be routed using the Contract Routing Form (see Appendix F).
2. Contracts less than \$50,000
 - a. A City Manager Approval Form (Appendix M) should be attached for all contracts \$50,000 and less.
3. Legal Review
 - a. Legal review is not required for purchase order transactions; procurement card purchases; standard form contracts less than \$50,000 (that do not go to

Council); and non-standard contracts less than \$50,000 that have been reviewed by the Contract Review Committee.

- b. Legal review is required on all written contracts being presented to Council for approval; all construction contracts (legal's signature is required on the bonds); community development contract (legal maintains the files, reviews title issues, etc); and all real estate contracts.

B. Standard Form of Agreement

The terms, conditions, and provisions reflected in the standard contracts [located P:\group\legal] have been approved by Council. When using these contracts, it is not necessary to attach the contract to Council coversheets as supporting material. A resolution for Councils approval of the contracts should be submitted along with coversheets and approved by Legal in lieu of the completed standard contract.

C. Non-Standard Contracts

Purchases where there may not be an applicable standard contract or contracts that have been modified must be presented to the Contract Review Committee (CRC). Upon approval of the CRC, the complete document must be presented to Council for approval.

In either case, it is required that the contract be executed by the contractor prior to Council approval. The contract must be signed, dated, notarized and all applicable certificates of insurance must be attached before the contract is presented to Council for approval.

D. Contract Review Committee

A Contract Review Committee (CRC) consisting of representatives of Legal, Purchasing, Risk and the requesting department shall review and approve all modified standard contract forms and all non-standard contracts. A risk assessment may determine if the modifications or proposed contract terms are acceptable to the City.

Appendix E provides a detailed flow chart for contract routing procedures.

VIII. CHANGE ORDERS

A. General Information

1. A change order is required if, after the contract has been executed:
 - (a) Changes in plans or specifications are necessary;
 - (b) It is necessary to decrease or increase the quantity of work to be performed; or
 - (c) It is necessary to decrease or increase the quantity of materials, equipment, or supplies to be furnished.

Material changes in scope, quantities, or related work may not be made. A material change is defined as substantial revisions. "Bidding presupposes that due advertisement, giving opportunity to bid, and contemplates a bidding on the same undertaking upon each of the same material items covered by the contract; upon the same thing. It requires that all bidders be placed upon the same plane of equality and that they each bid upon the same terms and conditions involved in all the items and parts of the contract, and the proposal specify as to all bids the same or substantially similar specifications." Attorney General Opinion MW-296. A change order form (Appendix G) shall be completed for all written contract documents.

2. All change orders must include sufficient explanation or detail for the City Manager to make an informed consent to change the original contract. If necessary, a supplemental memo or supporting documentation may be attached to the Change Order Form, Exhibit G.

B. Changes to Work Performed, Materials, Equipment or Supplies

If the change order involves an increase or decrease of \$25,000 or less, the City Manager (or his designee) may approve the change order request. The original contract price may not increase by more than 25 percent. The original contract price may not be decreased by more than 25 percent without the consent of the contractor.

C. Changes to Professional Services

1. Changes to Architectural and Engineering Contracts
Written change orders to the Standard Form Professional Services Contract for Architects and Engineers may be approved by the City Manager (or his designee) provided that the change order does not increase or decrease the original contract amount by more than five percent (5%). Changes in excess of this amount must be approved by the City Council prior to commencement of the services or work. Once you have reached the cumulative total of 5% or more, each subsequent change order must go to Council for approval. This requirement is applicable regardless of the original contract amount.
2. Changes to All Other Professional Services Contracts
Written change orders to the Standard Form Consultant Contract may be approved by the City Manager or his delegate provided that the change order does not increase the amount of the Contract to more than **a total of fifty thousand dollars (\$50,000.00)**. Changes that increase this amount to more than \$50,000.00 must be approved by the City Council prior to commencement of the services or work.

D. Change Order Routing Procedures

1. Change Orders of \$0.01 to \$2,999.99

- a. Approval for change orders less than \$3,000 may be authorized by the Project Manager. The change order form is required and shall be executed by the following people:
A/E Consultant (if applicable)
Contractor
Project Manager
CIP Director (if applicable)
Department Director
- b. Executed change orders must be forwarded to Purchasing within one week of execution in order to increase/decrease the encumbrance on the Purchase Order.
- c. The Project Manager will forward the original executed change order to Legal not later than two weeks after it is fully executed.

2. Change Orders of \$3,000.00 to \$25,000.00

- a. Change orders for \$3,000 to \$25,000 must be pre-approved by the following people prior to authorizing the work:
A/E Consultant (if applicable)
Contractor
Project Manager
CIP Director (if applicable)
Department Director
Chief Financial Officer
City Manager
- b. Executed change orders must be forwarded to Purchasing within one week of execution in order to increase/decrease the encumbrance on the Purchase Order.
- c. The Project Manager shall forward an original executed change order to Legal not later than two weeks after it is fully executed.

3. Change Orders Greater than \$25,000.00 subject to the bidding statute and greater than 5% for professional services

- a. All change orders greater than \$25,000 on contracts that are subject to the bidding statute and greater than 5% for professional services require Council approval prior to the commencement of the services or work.
- b. The following people must approve/execute the change order form in advance of Council approval:
A/E Consultant (if applicable)
Contractor
Legal
- c. Following Council approval, the following people must approve/execute the change order form:

Project Manager
CIP Director
Department Director
Chief Financial Officer
City Manager
Mayor
City Secretary

- d. Executed change orders must be forwarded to Purchasing within one week of execution in order to increase/decrease the encumbrance on the Purchase Order.

IX. PRINTING, COPYING AND GRAPHIC DESIGN PURCHASING PROCEDURES

All printed media being utilized outside the City, representing the City, must be approved in advance by the Public Communications Department. The Department may assist you with your graphic design projects or it may be outsourced as needed. The Public Communications Department will also assist you with coordinating your copy and printing projects, as needed.

X. REQUEST FOR PROPOSAL PURCHASING PROCEDURES

A. General Information

Solicitations for goods and services, including insurance and high technology may be solicited through a request for proposal (RFP). The City Manager authorizes the Chief Financial Officer, or his designee, in consultation with the appropriate Department, to determine the procurement method for goods and services that provides the best value to the City.

B. Best Value Criteria

The request for proposal shall specify the relative importance of price and other evaluation factors. In determining the best value for the City, the City may consider, but is not necessarily limited to, the following factors:

1. Conformity to specifications;
2. the purchase price, including payment discount terms;
3. the reputation of the bidder and of the bidder's goods or services;
4. the quality of the bidder's goods or services;
5. the extent to which the goods or services meet the City's needs;
6. the bidder's past relationship with the City;
7. the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
8. delivery terms;
9. payment terms;
10. availability of repair and maintenance parts;
11. financial condition;

12. the total long-term cost to the City to acquire the bidder's goods or services; and
13. any relevant criteria specifically listed in this request for proposal.

Although the cost of products to be provided is an essential part of the Bid, the City is not obligated to award a contract on the sole basis of cost.

C. Negotiations

Discussions may be conducted with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain best and final offers, revisions may be permitted after submissions but before award of the contract.

XI. ACQUISITION OF AUTOMATED INFORMATION SYSTEMS EQUIPMENT AND SUPPLIES

A. Requests

1. All requests for computer equipment, software, telecommunications and related services or supplies should be submitted to the Information Technology (IT) Department for review and technical evaluation. IT will review each request for compatibility with other hardware and software and will investigate alternatives. Whenever possible, IT will provide the requesting department with written recommendations and comments within three (3) working days of receiving the request. No purchase orders for computer related equipment or supplies will be processed by Purchasing without IT approval.
2. If it is determined that a response cannot be provided within three (3) working days, IT will so notify the requesting department upon receiving the request or as soon thereafter as possible.

Recommendations and comments will include but not be limited to:

- a. Additional costs incurred because of the purchase;
- b. Compatibility considerations;
- c. Cost effectiveness of the request; and
- d. Alternatives that would effectively meet the users' needs.

B. Determining “Best Value” Procurement Decisions

1. Products or services that are associated with automation (computers) or telecommunication systems may be purchased through the Texas Department of Information Resources (DIR) or other approved Purchasing Cooperative Programs. Purchases made through approved Purchasing Cooperative programs satisfy our competitive bidding requirements. However, the City is responsible for determining “best value” when making these procurement decisions. The purchase must be in the City’s best interest and based on best value criteria such as:
 1. installation costs and hardware costs;

2. the overall life cycle cost of the requested equipment;
 3. the estimated cost of employee training and estimated increase in employee productivity
 4. estimated software and maintenance costs;
 5. compliance with applicable standards and compatibility; and
 6. other criteria determined to be in the City's best interest.
2. When possible, at least vendors should be invited to quote or bid on automated information system purchases greater than \$3,000. Selected vendors should be provided with specifications. This may be done via mail, email or in person. Regardless, the method should be consistent and well documented.
 3. Information technology purchases greater than \$50,000 shall be made through a formal Request for Proposal process coordinated by the Purchasing division. Exceptions include those items specifically approved in Attachment A of the Budget Ordinance.
 4. Purchases made through the General Services Administration (GSA) Schedule 70 and Texas Multiple Award Services (TxMAS) or other approved Purchasing Cooperative programs satisfy our competitive bidding requirements and may be subject to the procedures described in this section as determined by the Director of IT, Chief Financial Officer, and Department Director (or their designees).

C. Placing the Order

After all questions have been resolved and a best value determination has been made, IT will prepare the necessary purchase requests, all required approvals will be obtained, and purchase orders secured. IT will place the orders.

D. Exceptions

Exceptions to the above process will occur when:

1. IT is unable to respond to a request within three (3) working days, or
2. The request is of an emergency nature and/or the purchase is to be made with funds from the requesting department's operating budget.

In either case, the user department should provide IT with information needed to update the database of hardware and software installed throughout the City. (This is very important, since the database is used to determine the funding level for the Microcomputer Replacement Fund.)

E. Purpose

Handling automated information system related purchases in this manner will:

1. Standardize the type and quality of equipment in the City's inventory;

2. Help ensure that purchases are made with a minimum of delay and confusion;
3. Facilitate tracking of requests and help expedite the purchasing process;
4. Assist IT in maintaining accurate inventories for insurance, licensing and other purposes; and
5. Contribute to the most effective use of City resources.

F. Appeal

If the requesting department disagrees with the recommendations of IT, they may either request that additional alternatives be developed or submit the request to the Management Team for disposition. In such instances, the decision of the Management Team will be final.

G. Major Purchase Approval

Prior approval of the Management Team will be required for all major computer related purchases not included in the Technology Plan and approved Budget. The Management Team will establish and/or revise such procedures as may be necessary to ensure that the acquisition of computing products is handled in an effective and efficient manner.

XII. ACQUISITION OF AUTOMOBILES, TRUCKS AND HEAVY EQUIPMENT

All requests for the purchase of new and replacement vehicles and equipment shall be coordinated through the Fleet Services Division of Public Works. The Fleet Division is responsible for making recommendations for the most cost-effective purchases for all departments taking into consideration the following three criteria:

1. the age of the vehicle and equipment;
2. the total miles on the vehicle or number of hours on the piece of equipment;
3. the units repair history

A vehicle inventory report will be run each year and all vehicles and equipment in the City fleet meeting the replacement criteria will be identified. Those vehicles and equipment that meet all of the criteria will then be further assessed by the fleet superintendent, who will submit a list of vehicles and equipment for replacement or sale and coordinate with budget and respective department. The fleet superintendent will prepare the purchasing requisition(s) and make recommendations to Purchasing for the most cost effective purchasing method – competitive bidding or purchasing through one of many cooperative purchasing programs.

XIII. EXEMPTIONS FROM COMPETITIVE BIDDING

Some of the most commonly used exemptions from competitive bidding are listed below:

A. Emergency Purchases

Competitive bids and advertising for all bids shall be required, except in the case of public calamity, where it becomes necessary to act at once to appropriate money to relieve the necessity of the citizens of College Station, or to preserve the property of the City of College Station, or when it is necessary to preserve or protect the public health of the citizens of College Station, or in the case of unforeseen damage to public property, machinery or equipment. Any of the aforementioned conditions shall constitute an emergency.

1. Emergency Purchases Up to \$50,000

Emergency purchases up to \$50,000 shall be executed by the Purchasing Division upon the authority of the Chief Financial Officer. Competitive quotes shall be solicited in the most suitable manner from at least three (3) sources if available and time permitting. The Department Head shall provide purchasing with a memo outlining the necessity for the emergency purchase. Purchasing will advise the City division facing the emergency of the bids received and request the recommendation. Advertising for bids is not required.

2. After-Hour Emergencies

When emergencies occur outside of normal working hours, emergency purchases will be completed by the department involved. Competitive quotes will be solicited by telephone from known suppliers, to the extent permitted by the emergency circumstances. A purchase request, along with quotation data and a memo outlining the necessity for the emergency purchase shall be delivered to the purchasing division by the requesting department as soon as normal working hours resume. The requisition should be clearly marked "EMERGENCY PURCHASE".

3. Emergency Purchases of \$50,000.00 or Greater

Emergency purchases of \$50,000 or greater shall be ratified by Council. These purchases must be exempt from competitive bidding as allowed in Local Government Code, Chapter 252.022; (1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality; or (2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents; or (3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

D. Sole Source Purchases

Purchases available from only one supplier or manufacturer are exempt from competitive bidding requirements. The Department declaring a sole source purchase may be required to certify that other reasonable sources of supply do not exist. Some sole source items might include:

1. items that are patented, copyrighted, secret processes, or natural monopolies;
2. films, Manuscripts, or books;
3. gas, water, and other utility services;
4. captive replacement parts or components for equipment;
5. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials, and
6. management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.

E. Professional Services (other than Architectural and Engineering Services)

A procurement for personal, professional, or planning services is exempt from competitive bidding requirements.

1. The Request for Proposal process is encouraged as time and the situation permits.
2. The selection of Professional Services must be made on the basis of demonstrated competence and qualifications for a fair and reasonable price.
3. Professional fees under the contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations; and may not exceed any maximum provided by law.

XIX. ALTERNATIVE PURCHASING PROCEDURES FOR CONSTRUCTION RELATED PROJECTS

A. General Information

The alternative purchasing methods in this section are not intended to replace the traditional competitive bidding procedures but rather offer additional options for purchasing construction services. The new alternative methods are available to procure contracts for the construction of a project which qualifies as a "facility" except as noted below. A facility is defined as buildings, the design and construction of which are governed by accepted building codes. It does not include such projects as roads, streets, bridges, highways, utilities or buildings that are incidental to projects that are primary civil engineering construction projects. The City Council or their designated representative must first determine which method provides the best value for the City. This must be done before advertising for bids or proposals has begun.

B. Best Value Bids

Under this method the City is no longer required to award a construction contract to the "lowest, responsible bidder". The City may, in its discretion, develop best value criteria that will be used in the evaluation of bids received. This weighted criteria must be published in the request for bids, proposals, etc. Some established criteria might include:

1. the purchase price;
2. the reputation of the vendor and of the vendor's goods or services;
3. the quality of the vendor's goods or services;
4. the extent to which the goods or services meet the City's needs;
5. the vendor's past relationship with the City;
6. the impact on the ability of the City to comply with rules relating to historically underutilized businesses;
7. the total long-term cost of the City to acquire the vendor's goods or services;
and
8. any other relevant factor(s) specifically listed in the request for bids or proposals.

Note, however, that the contract must be awarded at the bid amount offered by the bidder who is considered to offer the best value.

C. Competitive Sealed Proposals

In the competitive sealed proposal method, the City must first hire an independent architect or engineer to prepare construction documents (if the City does not employ, as a full time employee, an individual to perform this service). The City prepares a Request for Competitive Sealed Proposals (RFCSP), which includes construction documents, estimated budget, project scope, schedule, and other information contractors may need to respond to the request. The City must also state the selection criteria and relative weighting of the criteria that will be used to select the successful offeror. The City must publicly open and read aloud the proposals, including price information if such was required, and evaluate and rank the proposals in relation to the published selection criteria within 45 days after the opening. The City negotiates first with the highest ranked offeror. If the two parties are unable to reach an agreement, the City must inform the offeror in writing that negotiations have ended, and negotiations may begin with the next ranked offeror.

A contract for construction typically associated with civil engineering that requires an expenditure of \$1.5 million or less may be awarded using the competitive sealed proposal method described above. Civil engineering construction includes highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects or other related types of projects.

D. Construction Manager - Agent

A construction manager - agent (CMA) provides consultation to the City regarding construction, both during and after the design of the facility. A CMA acts as an overseer on behalf of the City, when the City may not have the in-house expertise and/or sufficient staff and/or sufficient time to effectively oversee a construction project. A CMA is intended to represent the City in a fiduciary capacity, and may not self-perform any portion of the actual design or construction of the project. Responsibilities of the CMA may include on-site management, administrative personnel, insurance, bonds, equipment, utilities, and incidental work, including minor field labor and materials. Prior to or concurrent with the selection of a CMA, the City must hire an architect or engineer to design the project. Both the CMA and the architect/engineer must be selected on the same professional services procurement rules provided for in the Professional Services Procurement Act GC 2254.004. Under the CMA method, the City would be responsible for contracting with trade contractors and subcontractors.

E. Construction Manager-at-Risk

A construction manager-at-risk (CMAR) assumes the risk for construction, rehabilitation, alteration, or repair of a facility at the contracted price in the same manner as a general contractor; but also provides consultation to the City regarding construction during and after the design of the facility. The City may select a CMAR utilizing a one-step process or a two-step process. In both processes, the City must evaluate and rank the offers according to the published criteria within 45 day of their being opened. The one-step process allows you to consider both qualifications and pricing in the request for proposal. In the two-step process, the City issues a Request for Qualifications, which may be identical to the RFP, except that no cost or price information may be requested initially. In the second step, the City would select no more than five (5) offerors to provide additional information, which may include proposed fees and prices for completion of the terms of the agreement. The CMAR contracts directly with the selected trade contractors and subcontractors and is required to advertise for bids in the same manner that the City would be required to if the City was contracting directly with the subcontractors.

F. Job Order Contracting

The job order procurement method may be used when the contract is for minor repair, rehabilitation or alteration of a facility; the work called for by the contract is of a recurring nature, but delivery times and quantities are indefinite; and the orders are awarded substantially on the basis of pre-described and pre-priced tasks. Examples of the type of work that would qualify for this procurement method include: ceiling tile replacement, door hanging, carpet replacement, repainting, etc. The City must properly advertise for and publicly open sealed proposals for job order contracts. The City may award job order contracts to one or more of the offerors in the same solicitation. The City is not required to award the contract to whoever submits the lowest rates. Instead the City may award on the basis of a

combination of price and other factors including: experience, past performance, proposed personnel, methodology, safety record, and other appropriate factors.

Specific work projects under the contract are authorized by execution of a work order. The order may be a fixed price, lump sum order, or a unit price order based on estimated quantities. If the amount of the individual work order(s) is in excess of \$25,000, then the contractor must post a payment bond on the work order. If the work order is \$100,000 or more, a performance bond is also required. Note, that the bonds are provided on each specific job order and not on the overall job order contract.

G. Design-Build

Once the City has decided that the design-build is the best procurement method to use, a request for qualifications and design criteria package is required. The procedure for the selection of a Design-Builder is always a two-step process: Phase One - evaluate statements of qualification; Phase Two - selection process whereby firms are ranked on the basis of criteria established in the RFQ and contract negotiations begin with the top ranked firm. Under this type of construction contract procurement, the City must award a single contract to a firm who both designs and constructs the facility. The design-build team contracts directly with the trade contractors or subcontractors, and assumes complete responsibility for both the design and construction of the project.

WAREHOUSING POLICIES AND PROCEDURES

I. WAREHOUSING POLICIES

A. Stocked Commodities

Only those commodities that are repeatedly used and/or can be purchased and stocked more economically than purchased on an as used basis shall be stocked.

B. Inventory Control

Inventory control policies shall be established as needed in order to:

1. Provide for minimum inventory investment and maximum inventory turnover commensurate with minimum stocks (not having the materials in the warehouse);
2. Establish safe stock levels, reorder points and quantities ordered aimed at insuring against stock-outs;
3. Maintain a perpetual inventory system to facilitate charges to user departments and a history of usage by item as well as control on selected items;
4. Advise Purchasing of supplier delivery performance, quality problems incurred by user departments, and suggestions on economical material substitution.
5. Monitor and make recommendations on economic use of materials by user departments.

C. Lead-Time

User Departments shall provide advance information on equipment, material and supply requirements to allow sufficient lead-time to facilitate timely and orderly delivery of commodities. (Lead-time is defined as the time elapsing between placement of the order and the delivery of materials.)

II. WAREHOUSING PROCEDURES

A. Inventory List

An inventory list of all items centrally warehoused is available by inquiry on the automated inventory control system. Items may be added or deleted and inventory levels adjusted up or down by contacting Purchasing.

B. Ordering Supplies

The person ordering supplies will notify the Warehouse Supervisor by interdepartmental mail, fax, telephone, or in-person with a list of the items needed. The items are recommended to be ordered directly via the automated inventory control system. Contact Purchasing for instructions. The supervisor or warehouse staff delivers daily, Monday through Friday (unless being picked up). Only authorized personnel will be issued supplies.

LEGAL REQUIREMENTS

In addition to the Purchasing and Warehouse Policies and Procedures already presented, several other provisions of the City of College Station Charter and Texas Statutes, as well as administrative policies, apply to the purchasing and warehouse functions.

I. CITY ATTORNEY APPROVAL

A. Review by the City Attorney

The City Attorney shall review all documents, contracts, and legal instruments in which the City may have an interest (City Administrative Policy). Departments should allow at least ten (10) days for the review of changes to standard contracts and at least thirty (30) days for the review of all other non-standard documents.

B. Previously Reviewed Terms and Conditions

Purchase orders, supply agreements and contracts containing only City of College Station standard terms and conditions, which have once been approved by the City Attorney, are considered to have been reviewed by the City Attorney.

C. Approval by the City Attorney

Equipment, materials, supplies and service contracts bearing any special terms and conditions, other than administrative provisions, not previously approved by the City Attorney, shall be submitted for such approval and must receive approval prior to issuance.

II. INTERLOCAL COOPERATION

The Interlocal Cooperation Act, Chapter 791 of the Government Code authorizes local governments to enter into cooperative purchasing agreements with other jurisdictions such as Independent School Districts and Counties (Local Government Code 271, Subchapter F). Furthermore, LGC 271, Subchapter D provides for the extension of state contract prices/bids to participating local governments when the General Services Commissions considers it feasible.

III. PROMPT PAYMENT ACT

Chapter 2251 of the Government Code stipulates that the City shall pay all payments owed not later than 30 days after the goods or services are received, or the date that the invoice is received, whichever is later. This acts also requires that when payment is not made as

required, the City shall automatically add interest to the payment at the rate of one percent per month.

IV. BONDING

Chapter 2253 of the General Government Code requires bonds for payment and performance of contracts on certain public works projects, and sets the standards for when the bonds are required and the amount of the bond.

V. PROFESSIONAL SERVICES PROCUREMENT ACT

Chapter 2254, VTCA Government Code states that contracts for the procurement of defined professional services may not be awarded on the basis of bids. Instead, they must be awarded on the basis of demonstrated competence and qualifications, so long as the professional fees are consistent with, and not higher than the published recommended practices and fees of the various professional associations and do not exceed any maximums provided by law.

VI. PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES

- A. Local Government Code, Chapter 252 has the competitive bidding requirements and the exceptions to competitive bidding. It also provides that certain municipal charter provisions prevail over the statute. It covers areas such as awarding bids, time warrants, changes to plans and specifications, the alternative competitive proposal for goods and services, and criminal penalties for violation of the chapter.
- B. Local Government Code, Chapter 271, Subchapter H governs the alternative delivery methods for certain projects. When entering into a contract for the construction of a facility, the City may use alternative methods that provide best value for the City. However, the City must, before advertising, first determine the method that provides best value.

GREEN COLLEGE STATION

REDUCE – REUSE – RECYCLE – REBUY RESOURCE EFFICIENT PROCUREMENT AND UTILIZATION

I. INTRODUCTION

Waste recycling and the purchase of products containing recycled content can facilitate a dynamic market in recycled products.

This policy addresses the efforts that have been made by the Purchasing Division as well as other City Departments to meet the objectives. This policy will cover those activities that have some degree of procurement involvement and provide an outline of the significant efforts in this area that are currently underway in other City departments. Because these efforts are spread amongst the various departments, some departmental efforts may have been omitted in this report. However, it is anticipated that this report is only a starting point for the centralization of information on the City's environmental efforts.

The City of College Station is committed to protection and preservation of its natural resources, preservation of neighborhoods, and promotion of community health. The City is committed to meet or exceed the applicable regulatory and legal requirement at City owned and operated facilities.

The City of College Station is a Bronze Member of the nationally recognized Clean Texas program. The Clean Texas program and its members are leaders in promoting environmental performance and leadership. As a Clean Texas member, the City makes environmental improvement goals and submits progress reports annually. This membership is renewed every three years.

II. REUSE

One of the most beneficial procurement activities to promote resource efficiency is the reuse of products. Below are examples of waste stream reducing products and services and the approximate uses by the City at large.

A. Valve Maintenance and Fire Hydrant Repair

The City of College Station's Water Services Division has a valve maintenance section in their Operations Division. The personnel in this section open and close, or "exercise", the valves in the water system on a scheduled basis in order to stop the accumulation of deposits and to prevent the valve from "freezing" in an open or closed position, thus eliminating costly valve replacement.

The fire hydrant repair section of the Operations Division repairs fire hydrants on site. This extends the useful life of hydrants and helps the City avoid the purchase of

new costly hydrants. However, factors such as age, location and the manufacturer make replacement more economical than repair. The Purchasing Division supports these programs by procuring the appropriate repair parts, equipment and supplies utilizing competitive selection processes.

B. Items Reused By the City

The items that are picked up by our contracted vendor for recycling resulted from a bid done by Purchasing. This is a five year contract. The City's Sanitation Division manages the contract.

Cardboard - accumulation of extensive quantities of boxes through shipping and receiving. Many of these boxes are reused to store inventory items. Empty boxes are made available to employees. Remaining is picked up by contracted vendor for recycling or donated to a local mission

Styrofoam "peanuts" – These packing materials are saved and used to package outgoing shipments. Excess quantities are donated to UPS store, Mail Store, etc.

Wooden wire reels – Empty wire reels are made available to citizens and employees free of charge. Periodically, an outside contractor hauls off a load in a semi-truck.

Pallets – used pallets are used to store materials on. Excess quantities are available to citizens or employees. Some are hauled off by scrap dealers (free) and the rest are thrown away.

Used utility poles – used poles are sold to citizens or employees at 40 cents a foot.

Scrap lumber – Lumber acquired as dunnage or used for construction is saved and used to build racks or store materials, etc. Excess is disposed of and not made available to employees.

Used inventory materials – used inventory supplies are refurbished and added back to inventory if possible. This includes fittings, hardware, transformers, electric meters, etc. Transformers may be serviced by CSU employees or sent to an external entity for reworking. Meters are serviced by our Meter Services team. The value of this material can exceed \$100,000 annually.

Obsolete inventory material – is disposed of through City's online auction process.

Obsolete office furniture – is disposed of through City's online auction process.

C. Surplus Property Program

The Purchasing Division operates a surplus property program for the City of College Station. When departments have equipment and other items that are no longer needed for their operations, the items are transferred into the Surplus Property Process. The property is then made available to all departments via transfer for use in their operations. If the property is not transferred out of surplus to another department, it is offered to other governmental agencies at fair market value. If it does not sell, then it is disposed of through public auction.

D. Ammunition/Brass

The brass ammunitions is saved and sold to a local metal company for recycling.

E. Turf Sprinklers Brush, Firewood

Irrigation components are reused on brass sprinklers. Brush generated from tree care operations is taken to the City's compost facility. Firewood sized material (cut to length) at the work sites, is stacked in a visible location from the road for citizens to pick up free of charge. Chipped material that is generated is used for rough, non-composted mulch on trees and areas with poor grass coverage. This reduces the required purchase of composted mulch material.

III. REDUCE

Reducing the number of products the City buys saves resources and money through creating less waste. The City carries these ideas even beyond its own actions and influences the community and those who do business with the City to adopt waste reduction policies.

- A. Waste Reduction** – Since 2001, The City's Public Works Department has sold over 1,000 compost bins to the general public through events, composting classes, and walk-in purchases. The bins were sold for \$15 each or were free through the Brazos Valley Solid Waste Management Agency Master Composter Class. Currently, the composting bins are only available through the Master Composter Class.

IV. RECYCLE

A. City Recycling Program

All City offices are supplied recycling containers to collect and store their recyclable materials for collection. The City provides a weekly collection service for the materials listed below. The City receives a percentage of the sales from these items each month.

White paper

Newspaper

Magazines

Aluminum/Steel cans

Plastic bottles #1 and #2

Glass bottles and jars (clear and brown only)

The materials listed below are collected as needed by a Recycling Division employee. The recyclable materials are transported to a facility to be recycled and the City may or may not receive revenue from these items.

Mixed/Colored paper - picked up by City employee and delivered to Texas A&M University Recycling Center for recycling.

Books - picked up by City employee and delivered to Texas A&M University Recycling Center for recycling.

Cardboard - boxes are reused to store inventory items, made available to employees, or recycled at the Texas A&M University Recycling Center.

Toner cartridges - collected and sold to a national recycling facility

Ink Jet cartridges – collected and sold to a national recycling facility

Cell Phones – collected and sold to a national recycling facility

Rechargeable/Household batteries – shipped to a national recycling facility

Small electronics – small electronics such as digital cameras, computer media, laptops, video tapes, audio tapes, and pagers are shipped to a national recycling facility

Computers – the IT department collects computers and delivers them to the Household Hazardous Waste Collection event for recycling.

Copiers/Printers/Faxes - the IT department collects computers and delivers them to the Household Hazardous Waste Collection event for recycling.

Scrap metal – scrap metals such as steel, iron, brass, copper and aluminum are collected and sold to a local recycling facility

Scrap wire – scrap wire collected and sold to a local recycling facility.

Fluorescent bulbs and ballast – collected and delivered to Earth Protection Services, Inc. in Round Rock, Texas.

Used oil and oil filters – collected and sold to a local recycling facility

Antifreeze - collected and sold to a local recycling facility

Tires - collected by a local recycling facility

B. Residential Collection Of Curbside Recyclables

In June 1991 the Mayor and Council adopted city-wide residential curbside recycling for the City of College Station. The overriding purpose of the curbside program is to divert as much of these materials as possible away from landfill disposal and into recycling.

All eligible residents were supplied with clear recycling bags to collect and store the recyclable materials for collection. The Contractor provides weekly curbside collection service, within the City limits, for the following materials: clear and brown container glass; steel cans; aluminum cans; high density polyethylene (HDPE #2) milk/water containers; polyethylene terephthalate (PET #1) soft-drink containers and custom PET #1 pourable necked bottle containers; newspapers; magazines (not including phone books); and automotive batteries. The recyclable materials are collected by the Contractor and then transported to the contractor's facility.

The audit averaged composition by weight of the materials collected, based on June 2005 load audits was: 74.86% newspapers and magazines, 9.05% clear glass, 6.42% brown glass, 2.32% steel cans, 2.2% aluminum cans, 5.14% plastic beverage containers (HDPE #2 & PET #1), 0% automotive batteries. The total weight of the material collected in June 2005 from the City was 65.73 tons.

Background: Current Curbside Collected Recycling Program -The average (based on the last six months of 2005) weight per households from the citywide curbside program was 9.96 pounds per household (weekly collection). The Purchasing Division does a bid for this service which results into a yearly contract with four annual renewals.

C. Residential Drop Off

The residential drop off is located at the Public Works Office. The City allows the following materials to be dropped off for recycling: phone books; cell phones; rechargeable and household batteries; ink jet cartridges; digital cameras and accessories; pagers; computer media (Cd's, Dvd's, floppy discs); audio and video tapes; handheld games; and palm pilots. The recyclable materials are collected by the City and shipped to a facility to be recycled.

D. Landfill Gas System

Gases, largely methane, produced from the decomposition of garbage causes nuisances and hazardous conditions around a landfill. The Rock Prairie Road Landfill (RPRLF), operated by the Brazos Valley Solid Waste Management Agency (BVSWMA), has installed a landfill gas (LFG) collection and flare system to help remedy these problems. With 70 acres of landfill space in final closure and another 30 acres with about five years left, this LFG system should eliminate any future concerns caused by these gases.

The LFG system consists of numerous wells to extract the gas from various locations, which are then piped to a candlestick flare station where the gas is burned. Gas quality and flare operations are monitored to ensure the safety of BVSWMA personnel, surrounding citizens and environment. The current goal of the LFG collection and flare system is to control this natural occurrence and eliminate the migration of LFG offsite into surrounding air and waters.

Future considerations for BVSWMA's LFG collection system may include installation of an electricity generator or other suitable use. The LFG can be converted to electricity and potentially returning that electricity back to the power grid or used as a fuel for other uses, such as distilling waste cooking oil into bio fuel.

E. Whitegoods Recycling Program

The Whitegoods Recycling Program was started in 1995 to divert large appliances and remove freon-containing appliances from the landfill. The Rock Prairie Road Landfill has a designated area to collect, store, and process certain metal items that enter the

landfill. This area is away from the working face so as not to impede disposal and for the safety of employees and customers.

Appliances are salvaged by BVSWMA employees at the working face and taken to the White Goods Area. Non-municipal collection customers are also sent directly to the White Goods Area to set aside all metal materials. Metals are then sorted (iron, aluminum, copper, tin, and lead batteries) and taken to a local metal market. A BVSWMA employee, certified in freon recovery, extracts freon when necessary from A/C units, refrigerators, and compressors and the freon is then recycled locally free of charge.

F. Computers

In 2003, BVSWMA established a computer collection event in conjunction with the Household Hazardous Waste Collection Event to recycle used computers in order to divert them from the landfill. The computer recycler transports these back to their facility where the computers are either recycled or refurbished and donated to non-profit agencies and lower-income individuals.

The City's IT department and Purchasing are currently researching purchasing energy saving monitors.

V. REBUY

The City encourages the utilization of environmentally friendly products and the purchase of items made from post consumer recycled content.

A. Polyethylene Containers

The Sanitation Department has established a set of specifications for all polyethylene containers. These specifications include very clear guidelines as to what the City expects as far as recycled content. The residential garbage containers are made from 25% recycled content.

B. Paper

The City encourages all departments to purchase post-consumer recycled paper and paper products.

VI. HAZARDOUS WASTE MANAGEMENT

This Section details procurement's activities in management of hazardous waste avoidance and disposal.

A. Waste Oil

"Clean" used oil and used oil filters are collected by a local vendor for recycling at no cost to the City. The oil is eventually used as a burner fuel under the regulations of the Clean Air Act. The filters are recycled according to the Texas Commission on Environmental Quality (TCEQ) and Federal regulations.

B. Contaminated Fuels, Oils, Antifreeze and Solvents

The Brazos Valley Solid Waste Management Agency in partnership with the City of College Station, City of Bryan and Texas Commission on Environmental Quality provide a Household Hazardous Waste Collection for the Brazos Valley, where both residents (free of charge) and small businesses (will be charged a fee) can bring hazardous items for recycling and safe disposal. We also provide a computer collection and a mercury thermometer exchange. Contaminated fuels, oils, antifreeze, chemicals, and solvents are collected for disposal. BVSWMA contracts with a contractor to perform these services and shall attempt, whenever possible and practicable, to recycle materials for energy or material recovery. In addition, the Rock Prairie Road Landfill has established a site for residents to bring oils and oil filters at the oil drop off center. The Brazos Valley Solid Waste Management Agency (BVSWMA) has maintained a used oil recycling center at the Rock Prairie Road Landfill since 1997. This center was a result of grant funding from the Texas Commission on Environmental Quality as part of their used oil program. Annually this center receives around 1,500 gallons of used oil and over 1,000 used oil filters. Since opening, landfill customers from approximately 13 counties have been provided a convenient access to used oil disposal. Batteries and antifreeze can be taken to designated places around the city for disposal.

The HHHW Event is held twice a year, in the spring and the fall. The Purchasing Division prepared, along with the help of the BVSWMA, the bid documents for this service. This bid resulted in an annual contract with two annual renewals.

C. Tires

The Rock Prairie Road Landfill receives on average almost 8,000 used tires per year. The Texas Commission on Environmental Quality prohibits used tires from being landfilled. These tires are usually commingled with customers' loads and pulled out of the waste. Customers are then charged for tires disposed at prices ranging from \$3 to \$20 based on size. BVSWMA employees remove the tires from the working face and stack them in an enclosed trailer. A trailer holds approximately 1,000 used tires. The cost of a pickup for a full trailer, return of empty trailer, and processing of used tires is \$1,300.00.

The used tires are then taken to a processing plant where 99% of the material is recycled by the vendor. Whole tires are shredded to ½" to 2" then used as a fuel source by industries such as cement kilns, electric utilities, and pulp and paper mills due to their intensive fuel requirements.

The Purchasing Division also does an annual bid for the purchase of new tires for the City's vehicles and pickup of used tires for recycling. The Fleet Division for the City manages the contract after the contract is awarded.

VII. CONCLUSIONS & RECOMMENDATIONS

In the future, the Department of Purchasing, working with other City personnel, hope to present processes and solutions which have been proven to work in other regions of the Country, and increase our efforts on the resource efficient procurement front. Opportunities are presenting themselves as the manufacturers of recycled products strive to increase productivity and quality of recycled products.

The City of College Station is committed to working to provide an environmentally friendly community for its citizens to live in. We will continually evaluate the policy and strive to enhance and adapt it as warranted.

PROTESTS, CONTESTED BIDS

I. NOTICE OF PROTEST

If a department is contacted by a vendor wishing to protest the advertising of bid notices, deadlines, bid openings, or alleged improprieties or ambiguities in the specifications, the department should contact either the Purchasing Manager or instruct the vendor to contact the Purchasing Manager. The Purchasing Manager will attempt to determine the reasons behind the potential protest, and if unable to satisfy the vendor, will instruct the vendor to prepare a written protest. The written protest should:

- a. Include both the name and address of the protestor, as well as the vendor they represent, if different;
- b. Identify the bid number and the item; and
- c. Contain a statement of the grounds for protest and any supporting documentation.

II. STAFF REVIEW

Protests must be submitted not later than three (3) days from notice of award (posted Council agendas). A decision and response to the protest will be prepared by the Purchasing Manager, in consultation with the department and the City Attorney, within ten (10) days of receipt of the protest. The response to the protest will include information regarding the appeal of the staff determination to the City Council. Within the ten-(10) day time period, the City will:

- a. Allow for an informal conference on the merits of the protest with all interested parties;
- b. Allow for reconsideration if data becomes available that was not previously known, or if there has been an error of law or regulation;
- c. Render a decision supporting or canceling the award, such decision shall be in the form of a staff recommendation.

III. APPEALS

If the protesting vendor does not agree with staff recommendation, they may pursue the following appeal channel:

Protests relating to staff recommendations may be directed to the City Council by contacting the City Secretary. All staff recommendations will be made available for public review prior to consideration by the City Council.

INSPECTING, TESTING, RECEIVING

Departments should contact the vendor, or Purchasing Division, if materials and/or services are not received or performed by the due date. Always keep the Purchasing Division apprised of the situation.

I. INSPECTING

Since there is no central receiving point, each department is responsible for receiving commodities and services. Any shortages, late deliveries, damaged merchandise or other problems relating to the vendors' performance should be reported to the Purchasing Division as soon as possible. Initially, affected Departments should call the Purchasing Division, and follow up with a written explanation of the situation utilizing the Vendor Performance Form found on the network [P:group/purchasing/forms] (see Appendix N).

A. Inspection

When receiving ordered goods, the user will conduct an initial inspection of the merchandise to determine its condition. A comparison is made of the goods received against the product specifications. Once a determination has been made that articles(s) received meet specifications and are not damaged, an electronic receiving report should be initiated.

B. Damage

1. **Visible damage:** If freight is visibly damaged, receiving personnel should instruct the freight line driver to:
 - a. Note the damage on the freight bill; and
 - b. Sign the freight bill.
2. **Concealed damage:** If there has been concealed damage, save the shipping cartons. Notify the freight line and request an "inspection report of concealed damage." The receiving report should note the damage also.
3. **Packing Materials:** All boxes and packing materials should be kept in the event of visible or concealed damage freight shipments.

C. Reporting Damage

Damaged freight should always be reported to the freight line, within the same day of the delivery, if possible.

D. Returns

Damaged supplies, equipment, or materials should not be returned to the freight line, or the vendor. If the vendor requests return of the items, the Purchasing Division should be notified. The items should be returned after determining that a claim has been filed, and that authorization has been given by the vendor and/or Purchasing Division.

II. TESTING

Arrangements for the utilization of outside testing laboratories will be made by the Purchasing Division. Payment for testing will normally be made from the requesting departments' budget; however, if the test reveals non-spec material has been supplied the vendor will pay for the testing or face disqualification from future bidding.

III. RECEIVING

All materials and equipment received in poor condition, damaged, or noncompliance with the contract, should be reported to the Purchasing Division in writing as soon as possible. All relevant documentation should be retained by the department. The Purchasing Division will notify the vendor, and prescribe corrective action.

Departments shall pay particular attention to the delivery ticket, and how it matches the City of College Station Purchase Order. The employee receiving the materials must verify that all items were shipped as stated on the delivery ticket prior to electronically receiving the goods. Once the goods have been received electronically and a valid invoice has been received in Accounting, the vendor will be paid.

IV. INCOMPLETE/PARTIAL ORDERS

In the event an order is incomplete, the department should make the inquiry for scheduled shipment of the remaining order or contact the Purchasing Division to make that inquiry.

INVOICES

The Accounting Division is centralized and includes Accounts Payable, Accounts Receivable, and Payroll. Accounts Payable processes all invoices and payments. This area is under the Chief Financial Officer.

Vendors are requested to submit invoices to the attention of:

***City of College Station
Accounting Division
1101 Texas Avenue
P.O. Box 9973
College Station, TX 77842-9973***

A purchase order (PO) number or field purchase order (FPO) number shall be noted on all invoices.

FIXED ASSETS

All capital assets acquired by the City of College Station shall be capitalized in accordance with the following guidelines:

I. CAPITAL ASSETS ASSOCIATED WITH GOVERNMENTAL ACTIVITIES

Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives of 3 years and a purchase cost of at least \$5,000 shall be capitalized. This criteria does not apply to assets classified as utility assets.

II. CAPITAL ASSETS ASSOCIATED WITH UTILITY OPERATIONS

Federal Energy Regulatory Commission (FERC) mandates capitalization criteria for electric utilities. Therefore, property purchased/owned by Utilities will be capitalized in accordance with FERC regulations. (See Code of Federal Regulations 18, Parts 101 to 141.)

National Association of Regulatory Commission (NARUC) mandates capitalization criteria for water and wastewater utilities. Property purchased/owned by the water and wastewater utilities will be capitalized in accordance with NARUC regulations. (See Code of Federal Regulations 18, Parts 101 to 141.)

III. CONTROLLED ASSETS

Certain property items with a value less than the capitalization requirement may be subject to control due to their sensitive, portable or theft-prone nature. These items may include audio-visual equipment, power tools, radio equipment, cellular telephones, hand held electronic devices, etc. Internal controls over these assets are established at the departmental level. Departments should maintain lists of controlled assets and perform physical inventories on an annual basis.

Additional guidelines for purchasing, selling and accounting for capital assets can be found in the Accounting Manual. Furthermore, the Accounting Manual explains the internal controls, policies and procedures for safeguarding capital assets, property, equipment and inventory.

DISPOSITION OF ABANDONED OR UNCLAIMED PROPERTY; DISPOSITION OF SALVAGE OR SURPLUS PROPERTY; AND DISPOSITION OF SEIZED WEAPONS, EXPLOSIVE WEAPONS, OR OTHER PROHIBITED CONTRABAND; ACCEPTANCE OF DONATED PROPERTY

I. ABANDONED OR UNCLAIMED PROPERTY

A. Code of Criminal Procedure

The disposition of abandoned or unclaimed property shall be made in accordance with Article 18.17 of the Code of Criminal Procedure as it may be amended from time to time.

II. SALVAGE OR SURPLUS PROPERTY

A. Definitions

1. Salvage Property - personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.
2. Surplus Property - personal property that:
 - a. is not salvage property or items routinely discarded as waste;
 - b. is not currently needed by the City,
 - c. is not required for the City's foreseeable needs; and
 - d. possesses some usefulness for the purpose for which it was intended.

B. Disposition

1. General
 - a. It shall be the intent of this section to dispose of salvage or surplus property within 30 days of identifying it as surplus; 180 days for vehicles and/or heavy equipment. This will maximize value of salvage and surplus property by avoiding hidden costs such as storage, maintenance, and obsolescence.
 - b. A Department that determines it has surplus or salvage property shall inform the Fiscal Services Department of the property's kind, number, location, condition, original cost or value, and date of acquisition.
 - c. No transfer of salvage or surplus property with a fair market value greater than \$50,000, other than transfers among city departments, shall be made unless it is first approved by the City Council.
 - d. It is a violation of City Charter, Section 131 "Personal Interest" for any member of the City Council or any officer or employee of the City to purchase or bid on City salvage or surplus property.
2. Method of Disposal
 - a. Direct Transfers to Other City Departments
During the first five (5) business days after surplus property is identified, the Fiscal Services Department shall make available the reported surplus property to

any City Departments. It shall remain available for direct transfer to other City Departments until final disposition or sale. The Fiscal Services Department will coordinate the transfer directly to another City Department on a first come - first serve basis.

- b. **Transfer to Other Governmental Entities**

If no City Department requests the transfer of City salvage or surplus property within five (5) business days after such property is made available to City Departments, such property may be transferred to another governmental entity. The Fiscal Services Department shall establish a fair market value that the government entity will be required to pay prior to the transfer. The Fiscal Services Department will coordinate the transfer to another governmental entity on a first come - first serve basis.
- c. **Direct Sale to Public**

If no City Department or governmental entity acquires the salvage or surplus property within ten (10) business days after such property is made available to governmental entities, the Fiscal Services Department may dispose of the property by sale directly to the public. This may be accomplished by (but not limited to) public auction, internet auction, or competitive bids.
3. **Notice**

Notice of available surplus property may be posted on the City's intranet, the City's website, or in the case of sealed competitive bids or live public auctions, the notice must be published at least 10 days prior to the sale but no more than 30 days before the date of the sale.
4. **Record**

The Fiscal Services Department shall keep a record of each item of surplus or salvage property sold and the sale price of each item. The City shall maintain a record of each disposed item in accordance with the City of College Station Cod of Ordinances, Section 27 "Records - Retention, Disposition and Microfilming:", as it may be amended from time to time.
5. **Proceeds**

The Fiscal Services Department shall deposit the proceeds from the sale of salvage or surplus property in the City treasury to the credit of the general fund or the fund from which the property was purchased.
6. **Exceptions**
 - a. **Civic and Charitable Organizations**

The Fiscal Services Department may dispose of the property by donating the property to a civic or charitable organization if the Purchasing Division undertakes to sell the salvage/surplus property and is unable to do so because no bids are made.
 - b. **Fleet**

The inter-departmental transfer of vehicles and heavy equipment shall be coordinated by the Fleet Manager and will be made available to other local governments and/or the public in the same manner listed above only after the Fleet Manager has exhausted the equipment's useful life by transferring it to other City Departments and/or declaring it salvage or surplus.

- c. Information Technology
The inter-departmental transfer of computer and high technology items shall be coordinated by the IT Director and will be made available to other local governments and/or the public in the same manner listed above only after the IT Director has exhausted the equipment's useful life by transferring it to other City Departments and/or declaring it salvage or surplus.
- d. In unique circumstances, in the sale of surplus property, the term and provisions of this section may be varied by resolution of the City Council.

III. DISPOSITION OF SEIZED WEAPONS, EXPLOSIVE WEAPONS, OR OTHER PROHIBITED CONTRABAND

A. Disposition of Gambling Paraphernalia, Prohibited Weapon, Criminal Instrument, and Other Contraband

The disposition of gambling paraphernalia, prohibited weapon, criminal instrument, and other contraband shall be made in accordance with Article 18.18 of the Code of Criminal Procedure as it may be amended from time to time.

B. Disposition of Explosive Weapons and Chemical Dispensing Devices

The disposition of explosive weapons and chemical dispensing devices shall be made in accordance with Article 18.181 of the Code of Criminal Procedure as it may be amended from time to time.

C. Disposition of Seized Weapons

The disposition of seized weapons shall be made in accordance with Article 18.19 of the Code of Criminal Procedure as it may be amended from time to time.

D. Exceptions

All weapons prohibited by the Penal Code of the State of Texas which are not being held as evidence in any pending cases filed of record and have been ordered by a Judge to be destroyed or which the Chief of Police (in his determination) requests destruction shall be destroyed in the presence of two (2) police officers of the rank of lieutenant or higher. A record of the destruction listing the make, model, type and serial number of the property, together with the date, time, place and manner of destruction shall be kept for at least one (1) year. This section shall not apply to (a) weapons which the Chief of Police of the City has determined to be serviceable or useful; (b) weapons which the Chief of Police has determined would be appropriate for display purposes; (c) weapons which have been classified as antique or collectors items by a qualified expert in the weapons field, shall be advertised as such and sold by public auction as provided in this article. The Chief of Police shall determine and select a qualified expert in the firearms field to classify such weapons.

IV. ACCEPTANCE OF DONATED PROPERTY

Any donation or gift offered to the City must be approved in writing by the Chief Financial Officer prior to acceptance. The determination to accept or reject the donation will be based upon the best interest of the City, considering such things as projected operating, maintenance and insurance costs. Solicitations for donations to the City must be approved by the respective Department Head, prior to the actual request being made.

APPENDICES

Appendix A.....	ITB Standard Terms and Conditions
Appendix B.....	RFP Standard Terms and Conditions
Appendix C.....	Sample FPO (Field Purchase Order issued by Department)
Appendix D.....	Sample PO (Purchase Order issued by Purchasing Division)
Appendix E.....	Flowchart for Contract Routing
Appendix F.....	Contract Routing Form
Appendix G.....	Change Order Form
Appendix H.....	Procurement Card Application
Appendix I.....	Procurement Card Cardholder Agreement
Appendix J.....	Sales Tax Exemption Certificate
Appendix K.....	Fixed Asset Change Form and Instructions
Appendix L.....	Telephone Quote Sheet
Appendix M.....	City Manager Approval Form
Appendix N.....	Vendor Performance Form

APPENDIX A

ITB STANDARD TERMS AND CONDITIONS

APPENDIX B

RFP STANDARD TERMS AND CONDITIONS

APPENDIX C

**SAMPLE FIELD PURCHASE ORDER (FPO)
ISSUED BY DEPARTMENT**

APPENDIX D

SAMPLE PURCHASE ORDER (PO) ISSUED BY PURCHASING DIVISION

APPENDIX E

FLOWCHART FOR CONTRACT ROUTING

APPENDIX F
CONTRACT ROUTING FORM

APPENDIX G
CHANGE ORDER FORM

APPENDIX H

PROCUREMENT CARD APPLICATION

APPENDIX I

PROCUREMENT CARD CARDHOLDER AGREEMENT

APPENDIX J

SALES TAX EXEMPTION CERTIFICATE

APPENDIX K

FIXED ASSET CHANGE FORM AND INSTRUCTIONS

APPENDIX L

TELEPHONE QUOTE SHEET

APPENDIX M

CITY MANAGER APPROVAL FORM

APPENDIX N

VENDOR PERFORMANCE FORM