

CITY OF BEAUMONT  
 POLICY AND PROCEDURES  
 PURCHASING AND PROCUREMENT PROCEDURES

To follow the Purchasing Ordinance, the purchasing of goods or services must follow a standard system of entry, have a reasonable cost, complete documentation, obtain appropriate verification and approval. The Purchasing Module of Tyler Technologies Incode 10 will be utilized to comply with all aspects of the Ordinance. To establish the procedures to be followed for the purchasing and procurement of paper and paper products and recovered organic waste products in compliance with state laws, including SB1383, the Short-lived Climate Pollutant Act.

**ORDINANCE SUMMARY**

For Non-Public Project Purchases:

<b>PURCHASE AMOUNT</b>	<b>SERVICES</b>	<b>MAINTENANCE or GENERAL SERVICE</b>	<b>GOODS</b>
Ordinance Chapter	3.02.04	3.01.040	3.01.050
Less than \$7,500	Director	Director	Director
Between \$7,500 and \$25,000	City Manager	City Manager	City Manager
Between \$25,000 and \$45,000	City Council – Alternative Procedure	City Council – Alternative Procedure	City Council – Alternative Procedure
Between \$45,000 and \$175,000	City Council – Informal Competitive Bidding	City Council – Informal Competitive Bidding	City Council – Informal Competitive Bidding
Over \$175,000	City Council – Formal Competitive Bidding	City Council – Formal Competitive Bidding	City Council – Formal Competitive Bidding
MAX TERM	5 Years	3 years w/ #2 1-Yr Extensions w/ CC Approval	N/A

EXCEPTIONS: Single Source or Emergency Situation

Public Projects: As provided in Section 22002(c) of the Public Contract Code, public projects include construction, reconstruction, renovation, improvement, demolition to, or painting/repainting of any publicly owned, leased or operated facility, street or sewer, and the construction or improvement of dams, reservoirs and wastewater treatment plants. A public project does NOT include maintenance work of any kind. Public Projects must follow more specific purchasing rules from what is presented here.

Alternative Procedure: Purchasing supplies, services or equipment by a simplified pricing procedure by obtaining oral price quotes from one or more potential contractors or suppliers.

Informal Competitive Bidding (Chapter 3.01.09): RFP Process with specific distribution of notice inviting formal bids.

Formal Competitive Bidding (Chapter 3.01.08): RFP Process with public distribution of notice inviting formal bids.

**EXEMPTIONS TO COMPETITIVE PROCUREMENT PROCEDURES FOR PROFESSIONAL SERVICES (3.02.05)**

Upon obtaining approval from the City Council, the Purchasing Officer may engage services of a Professional firm or individual without complying with the competitive procurement procedures in the following circumstances:

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- The services are available only from a single source; or
- Public exigency or emergency will not permit delay; or
- State or federal grant or loan requirements authorize noncompetitive procurement of such services; or
- After solicitation of a number of sources, competition is deemed inadequate

**WHY PURCHASE ORDERS?**

A completed purchase order will reserve budget for the applicable line item (termed Encumbrance). Purchase orders are used, not only to control vendor terms and pricing, but also to manage the departmental budgets. (See page 10 for examples in Tyler)

**PURCHASE ORDER EXCEPTIONS**

Certain types of invoices are not subject to purchase orders due to the nature of the cost:

- Utilities – Cities monthly services for water, electric and gas usage.
- Phone/Internet – Cities monthly services for phone and internet usage
- Insurance – Health, dental and vision insurance, general liability, and vehicle insurance
- JPA costs
- Legal – Attorney, court, and settlement costs
- Regulatory costs – any governmental authority

**REQUISITION APPROVAL TIMING**

To take advantage of the software system for purchasing, the approval process is being standardized and scheduled as follows:

<b>DAY</b>	<b>APPROVAL</b>	<b>STEP</b>
Every Wednesday	Budget Specialist	Interim Step
Every Thursday	Assistant Director of Finance	Interim Step
Every Thursday	City Manager	Interim or Final Step
Every Friday	Assistant City Clerk	Final Step

Every Friday, the finance department will process any fully approved requisitions into purchase orders. If a purchase order is urgently needed, please contact the next approval level when the requisition is complete. All attempts will be made to expedite the process when needed.

**NOTE:** Enter requisitions that relate to City Council approval when the staff report is prepared. Also, during the budget process, when the budget is finalized and approved by City Council, enter requisitions for all known vendors.

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**CITY DEPARTMENTS**

Using Tyler Technologies Incode 10, enter applicable information into Purchasing Module – Requisitions. (see documentation provided to input the required information). If the department does not have an individual with access to the purchasing system, there is a Request for Requisition form that can be completed. That requisition form and all applicable back-up documentation can be provided to the Finance Office for data entry. Required data entry is as follows:

- GENERAL TAB: Number, Description, Department, Issue Date, Requested By, Auto Approve Checkmark, Ship To, Vendor, and Detailed Description (specific detail of what and why)
- ITEM ENTRY TAB: Commodity, Item Description, Ship To, Ordered Amount, Account, Part Number
- BID/QUOTE TAB: Information can be attached here only if Bid/Quote is check marked on the General Tab
- NOTES TAB: Add note regarding what is attached, Add note regarding how purchasing ordinance was followed (3 bids, informal RFP, formal RFP, sole source, emergency, etc)
- DOCUMENTS TAB: Attach contracts, bids, forms, Staff Reports, or any other pertinent documents

**APPROVAL LEVELS**

DIRECTORS APPROVE UP TO \$7,500:

The Director responsible for the Department must approve the requisition before it can advance to the next approval level or be processed into a Purchase Order.

Budget Finance Specialist must approve that there is budget in the line item(s) of the requisition before it can advance to the next approval level.

Director of Finance or Assistant Director of Finance must review and approve the requisition before it can advance to the next approval level or be processed into a Purchase Order.

ABOVE \$7,500:

City Manager must review and approve the requisition before it can advance to the next approval level or be processed into a Purchase Order.

ABOVE \$25,000:

Deputy City Clerk, as representative of the City Council, must review and approve the requisition before it can be processed into a Purchase Order.

**FINANCE DEPARTMENT**

When requisitions have been approved by the applicable levels, the Finance Department will complete the steps necessary to generate a purchase order. The Purchase Order will then be available to the department to print as necessary to complete their vendor order.

**INVOICES**

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After the Purchase Order has been approved through all levels, goods may be ordered. Once orders are received and verified, The Director responsible for the Department must approve the Invoice by signing and coding the Purchase Order number to the Invoice. All Invoices must be turned into Finance by 12:00 pm every Tuesday to be paid out in that week's A/P run.

**PURCHASE ORDER CHANGES**

Following the approval of a purchase order for goods or services, the purchase order may be amended by the issuance of a change order, provided the change is reasonably related to the scope of the original purchase. The finance director will maintain control relative to the scoping, estimating, and negotiation of the proposed change order and the availability of funds for the proposed change in the event that the change order increases the cost. Any change order with a total cost less than \$25,000 may be approved administratively, in accordance with the ordinance summary above, provided the aggregate amount of all changes to a particular purchase, including the change order under consideration, does not exceed ten percent of the original cost. Any change order in an amount of \$25,000 or more, or any change order which, when considered with the aggregate amount of all other changes to a purchase, exceeds ten percent of the original contract cost, shall be approved by the city council. Any proposed changes to a purchase that does not increase the purchase price may be approved by the city manager in accordance with any applicable terms and conditions of the original purchase related to change orders or amendments. Purchase order changes will be completed through the Purchase Order Change Request Form.

**VENDOR LIMIT**

No employee shall be used for the procurement of goods or services. No International vendor shall be used unless they have a US office that accepts US dollars.

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The public procurement process and the people involved, are subject to complete public accountability regarding the proper expenditure of taxpayers' money. Public purchasing must guarantee fair and open competition with equal opportunities for every supplier. A unique characteristic of public purchasing is the underlying principle that prices are not as critical as fairness and impartiality in obtaining them.

It is a violation of State Law for any Employee or City Officer to be a part to, or have a financial interest in, any City contract made by them in their official capacity (CA Gov. Code 1090).

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## **RECYCLED CONTENT PAPER AND RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT REQUIREMENTS**

**Responsible Department: Purchasing Officer**

### STANDARD MANAGEMENT PROCEDURE

#### PURPOSE

The purpose of this Standard Management Procedure is to establish the procedures to be followed for the purchasing and procurement of paper and paper products and recovered organic waste products in compliance with state laws, including SB 1383, the Short-lived Climate Pollutant Act. This policy will replace any existing EPPP Policy.

### **SECTION 1.0 - STATEMENT OF POLICY**

It is the policy of City of Beaumont to:

- Purchase products that minimize environmental impacts, toxins, pollution, and hazards to worker and community safety to the greatest extent practicable;
- Institute practices that reduce waste and minimize environmental impacts whenever practicable and cost effective;
- Comply with California State requirements for local agencies to maximize the use of recycled resources and purchase recycled products; (Title 14 CCR, Division 7, Chapter 12; California Public Contract Code 22150-22154)
- Comply with CCR 14 Section 18993.3 and 18993.4 regarding recycled content paper procurement requirements;
- Comply with CCR 14 Section 18993.1 and 18993.2 regarding recovered organic waste product procurement to the best of the city's ability;
- Adopt this policy in support of the City's other environmental and sustainability goals; and
- Require vendors, contractors and grantees to buy recycled content paper and paper products, and when buying mulch and compost, procure such products meeting state requirements for applicability to the City's organic waste product procurement target.

### **SECTION 2.0 - PURPOSE**

This Policy is adopted in order to:

- Conserve natural resources;
- Comply with state law;
- Support strong recycling markets;
- Reduce materials that are landfilled; and
- Comply with SB 1383 regulatory requirements regarding procurement of recycled content paper products and recovered organic waste products.

## **SECTION 3.0 – SPECIFICATIONS**

### **3.1 Recycled Content Products**

3.1.1 A significant element of reducing waste contributions to landfills is recycling. Recognizing the impact of government spending on stimulating the recycling industry, the State has imposed requirements on the procurement of recycled products by local agencies. The California Public Contract Code (PCC) Sections 22150-22154 outline these requirements. The City will give preference to buying the recycled content products as outlined in the PCC whenever recycled products are available at the same or lesser cost and fitness and quality are equal. Also in accordance with the PCC, and SB 1383 regulations, the City will require the vendor to certify the recycled content and the recyclability of the products being provided.

3.1.2 City staff shall strive to incorporate the requirements the U.S. EPA has established for various materials, such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products. The programs, known as the Comprehensive Procurement Guidelines (CPG) and Recovered Materials Advisory Notice (RMAN), are updated periodically to identify categories of material for which there are recycled content alternatives and the recommended recycled contents.

3.1.3 Printing paper and writing papers and paper products and janitorial paper products shall contain the highest postconsumer content practicable, but no less than 30 percent by fiber weight, postconsumer fiber, as outlined in Sections 22150-22154 of the Public Contract Code and as defined in Section 12209 of the Public Contract Code.

3.1.4 Vendors shall certify in writing, under penalty of perjury, as to the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper, and janitorial paper offered or sold to the Jurisdiction. A sample certification is contained at the end of this policy. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, and/or Janitorial Paper can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website. These products shall also be certified to be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

3.1.5 Copiers and printers bought shall be compatible with the use of recycled content products. When necessary, suppliers shall train equipment maintenance personnel in the appropriate use of recycled products with their equipment.

### **3.2 Recovered Organic Waste Products**

3.2.1 City Workers and contractors providing landscaping services for City of Beaumont shall employ sustainable landscape management practices whenever possible, including:

- The use of Integrated Pest Management (IPM), including minimal pesticide use is encouraged.
- Meeting all MWELo requirements including use of compost and mulch; compost and mulch shall meet the definitions contained in this policy. Records shall be maintained and submitted to the City documenting such use.
- Recycling of plant debris by composting and/or maintaining a minimum 2-inch layer of mulch under all trees, shrubs and groundcovers and a minimum 3-inch layer in all open areas is strongly

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encouraged. Allowing leaf drop to become part of the mulch layer in tree, shrub and groundcover areas is preferred.

- Compost purchased by or for the City, or at the City's behest, by its landscaping service providers or other contractors shall meet the definition of compost in this policy and shall be eligible to help the City meet its SB 1383 organic waste product procurement target.
- Mulch purchased by or for the City, or at the City's behest, by its landscaping service providers or other contractors or direct service providers shall meet the definition of mulch in this policy, and shall be eligible to help the City meet its organic waste product procurement target. Such mulch shall meet or exceed the physical contamination, maximum metal concentration and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3). Mulch shall be made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not available.

#### **SECTION 4.0 - DEFINITIONS**

"Buyer" means anyone authorized to purchase on behalf of this jurisdiction or its subdivisions.

"Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with City of Beaumont or serves in a subcontracting capacity with an entity having a contract with City of Beaumont for the provision of goods or services.

"Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

"Paper Products" include but are not limited to paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a)(51).

"Postconsumer-Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

"Preconsumer Material" means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

"Printing and Writing Paper" includes, but is not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).

"Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper and janitorial paper products" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the California Public Contract Code, and as amended.

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“Recovered organic waste products” means products made from California, landfill-diverted organic waste processed at a permitted or otherwise authorized operation or facility. Such products include SB 1383 eligible mulch and SB 1383 eligible compost (see definitions below).

“SB 1383 Eligible Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4). Compost eligible for meeting the annual recovered organic waste product procurement target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State’s composting operations regulatory requirements.

“SB 1383 Eligible Mulch” means mulch eligible to meet the City’s Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions as specified by 14 CCR Section 18993.1(f)(4):

1. Produced at one of the following facilities:
  - i. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); SB 1383 Eligible Mulch excludes mulch from chipping and grinding operations.
  - ii. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
  - iii. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
2. Meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a)(24.5)(A)1 through 3.

"U.S. EPA Guidelines" means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and described at <http://www.epa.gov/epaoswer/non-hw/procure/products.htm>, or as updated.

## **SECTION 5.0 - IMPLEMENTATION**

5.1 Purchasing Officer shall help departments implement this policy including the following activities:

- Educating managers and staff about City of Beaumont's Recycled Content Paper and Compost and Mulch Procurement Policy.
- Ensuring that purchasing documents, specifications, and contracting procedures do not contradict each other and do not deter or inhibit the purchase of recycled content products as described in this policy.
- Providing information to facilitate the evaluation and purchase of environmentally preferable products, including identifying appropriate products and sources and providing technical assistance.



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- Evaluating obstacles to purchasing such products in order to create solutions,
- Tracking and recording progress in achieving successful results.
- Tracking and maintaining a record of recycled content paper purchases and SB 1383 compliant compost and mulch in an SB 1383 implementation record. Such records shall include proof of purchase describing procurement of paper products by volume and type for all paper purchases and copies of certifications or other verifications required of recycled content and recyclability. All invoices or other records showing procurement of SB 1383 compliant compost and mulch shall also be kept in the City's SB 1383 implementation record.

5.2 In compliance with State law, vendors shall be required to specify and certify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero. Such information shall be provided with each invoice provided to the city for paper and paper products, including janitorial paper products.

5.3 All contracts and grants providing services or products to the City of Beaumont shall adhere to the guidelines stated in this policy to the extent possible.

#### **SECTION 6.0 - PROGRAM EVALUATION AND MEASUREMENT**

6.1 Purchasing Officer shall institute a system for tracking recycled content paper procurement and procurement of SB 1383 eligible compost and mulch in compliance with 14 CCR Section 18993.4 and Section 18993.2. Copies of invoices, receipts or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases will be maintained as part of the City's required SB 1383 implementation record (14 CCR Section 18995.2). Copies of certifications or other verification of recycled content and recyclability will also be kept.

Copies of invoices and receipts demonstrating procurement of SB 1383 eligible compost and SB 1383 eligible mulch shall also be maintained in the SB 1383 implementation record.

6.2 Departments that independently purchase paper and paper products and compost and mulch will report the required information noted in 6.1 to the Environmental Services Manager each quarter.

#### **SECTION 7.0 - EFFECTIVE DATES**

7.1 This policy shall take effect on .

#### **EXCEPTION**

Exceptions to this policy may be authorized by the City Council.

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 PURCHASING MODULE – SCREEN SHOTS – REQUISITION GENERAL ENTRY

**ADD REQUISITION**

Vendor Name: \_\_\_\_\_ [Change Business Address](#)  
 Vendor Number: \_\_\_\_\_  
 Vendor Set: \_\_\_\_\_  
 Approval Status: Waiting for Approval

**General**  
 Item Entry  
 Shipping Entry  
 Items Distributions  
 Item Approvals  
 Item Approval History  
 Items Transferred  
 Bid/Quote  
 Notes  
 Documents  
 User Defined

Number: \_\_\_\_\_ **Next Number**  
 Description: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Issue Date: 3/4/2019  
 On Hold:   
 Requested By: Melana Taylor  
 Auto Approve:   
 Ship To: \_\_\_\_\_  
 Vendor: Type number or name...  
 Based on Bid/Quote:

Detailed Description: \_\_\_\_\_

If PO is for future FY enter that  
 FY 07/01/FY here

**DEPARTMENT**

Department Selection

Code	Code Description
1050	CITY COUNCIL
1150	CITY CLERK
1200	ADMINISTRATION
1225	FINANCE AND BUDGET
1230	I.T.
1240	RISK AND HUMAN RESOURCES
1300	LEGAL AND RISK MANAGEMENT
1350	COMMUNITY DEVELOPMENT
1550	COMMUNITY SERVICES
2000	ANIMAL CONTROL
2030	CODE ENFORCEMENT
2050	POLICE DEPARTMENT
2090	POLICE SUPPORT
2100	FIRE DEPARTMENT
2150	BUILDING
3100	PUBLIC WORKS
3250	STREET MAINTENANCE
4050	SEWER OPERATIONS
4500	REFUSE
6000	FACILITY MAINTENANCE
6050	PARKS
6100	COMMUNITY CENTER
6150	CITY POOL
7000	TRANSIT ADMINISTRATION
7100	DIAL-A-RIDE
7200	FIXED ROUTE
7300	VEHICLE MAINTENANCE
7400	ROUTE 120
7500	ROUTE 136
7600	ROUTE 125

**SHIP TO**

Ship To Code Selection

Ship To Code	Description	Full Address
ADMIN	ADMIN	ADMINISTRATION, 550 EAST 6TH STREET, BEAUMONT, C
CITY MANAGER	CITY MANAGER	CITY MANAGER, 550 EAST 6TH STREET, BEAUMONT, C
COMM DEV	COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT, 550 EAST 6TH STREET, B
COMMUNITY	COMMUNITY SERVICES	COMMUNITY SERVICES, 1310 OAK VALLEY PARKWAY,
FINANCE	FINANCE	FINANCE, 550 EAST 6TH STREET, BEAUMONT, California
HR	HUMAN RESOURCES	HUMAN RESOURCES, 550 EAST 6TH STREET, BEAUMO
MAINT YARD	GROUPS/PARKS/BUILDINGS	MAINTENANCE YARD, 715 W 4TH STREET, BEAUMONT,
PUBLIC SAFETY	PUBLIC SAFETY	PUBLIC SAFETY, 660 ORANGE AVENUE, BEAUMONT, C
PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS, 550 EAST 6TH STREET, BEAUMONT, C
TRANSIT	TRANSIT	TRANSIT, 650 MAGNOLIA AVE, BEAUMONT, California 92
TRANSIT MAINT	TRANSIT MAINT YARD	ATTN: DANIEL, VEHICLE MAINTENANCE YARD, 550 N C

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 PURCHASING MODULE – SCREEN SHOTS – REQUISITION ENTRIES

**DETAILED DESCRIPTION**

Detailed Description is necessary to describe what is being purchased and why. Complete this information with as much detail as possible.

*\*If PO is for a new FY, make a note in this description so that the approver knows.*

Requisition Manager: REQ0000616 - Double Map

Vendor Name: DOUBLE MAP PO BOX 44009 INDIANAPOLIS, IN 46224 U.S.A. [Change Business Address](#)

Vendor Number: 1437

Vendor Set: 01

Approval Status: Waiting for Approval

Number: REQ0000616 [Next Number](#)

Description: Double Map

Department: 7200 - FIXED ROUTE

Issue Date: 5/7/2019

On Hold:

Requested By: Melana Taylor

Auto Approve:

Ship To: TRANSIT - TRANSIT

Vendor: 1437 • DOUBLE MAP

Based on Bid/Quote:

**Detailed Description**

BASE SYSTEM ANNUAL SUBSCRIPTION 4/1/19-3/31/20 \$19,146.66  
 DPC REPORTING SUBSCR/SUPPORT 4/1/19-3/31/20 \$5,813.34  
 HARDWARE BASE SYSTEM CAD/AVL #3 \$6,002.45  
 HARDWARE FUNDING SOURCES:  
 PTMISEA \$5,504.29 STA \$498.16

**ITEM ENTRY TAB**

Save and Close Save and New Delete Print Screen Help Load Template Copy From Requisition

Vendor Name: HIGH TECH IRRIGATION, INC. 80-975 INDIO BLVD, BLDG A INDIANAPOLIS, IN 46224 U.S.A. [Change Business Address](#)

Vendor Number: 1624

Vendor Set: 01

Approval Status: Waiting for Approval

General

Item Entry

Shipping Entry

Items Distributions

Item Approvals

Item Approval History

Items Transferred

Bid/Quote

Notes

Documents

User Defined

Commodity: NA - NA [Load Commodity Defau](#)

Item Description: Surf Supreme Fertilizer - all parks and parkways

Ship To: MAINT YARD - GROUND

Vendor: 1624 - HIGH TECH IRRIG

Units	Price	Amount
		8,890.24
		0.00
		0.00
Total Item		\$8,890.24
		\$0.00

Account: 100605070705999 • 100-605 [View Budget](#)

Project Account... Type key, number or name...

Split Distribution

Special Instruct...

Vendor Part N...

Need By Date

**COMMODITY**

Commodity Code Selection

Select Add Edit Refresh Print Screen Help

Code	Description
Goods	Goods
NA	NA
Services	Services

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PURCHASING MODULE – SCREEN SHOTS – REQUISITION ENTRIES

Services Code - Will allow entry of a dollar amount in the far-right box.

Goods Code – Not suggested unless only ONE item with ONE fixed cost.

N/A – Suggested for purchase of goods if MULTIPLE items.

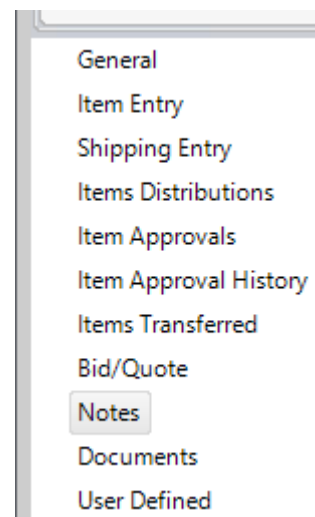
Shipping - Can be added if it is known or if it needs to be estimated.

Sales tax - Has not been added to the requisition module at this time. If using the Goods code, be sure sales tax is already added to the unit price (if applicable).

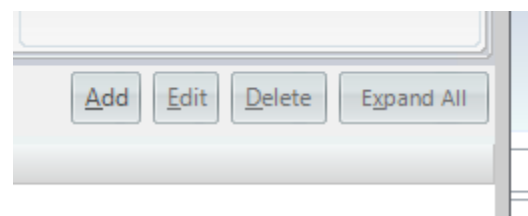
	Units	Price	Amount
Ordered	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Shipping			<input type="text" value="0.00"/>
Sales Tax	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>

**ADDITIONAL TABS TO UTILIZE**

All purchases for the City of Beaumont must follow the Purchasing Ordinance. To comply with the Ordinance, utilize the “Bid/Quote”, “Notes”, and “Documents”.



Each of these three items can “ADD”, “EDIT”, or “DELETE”. Only NOTES have the ability to “EXPAND ALL”.



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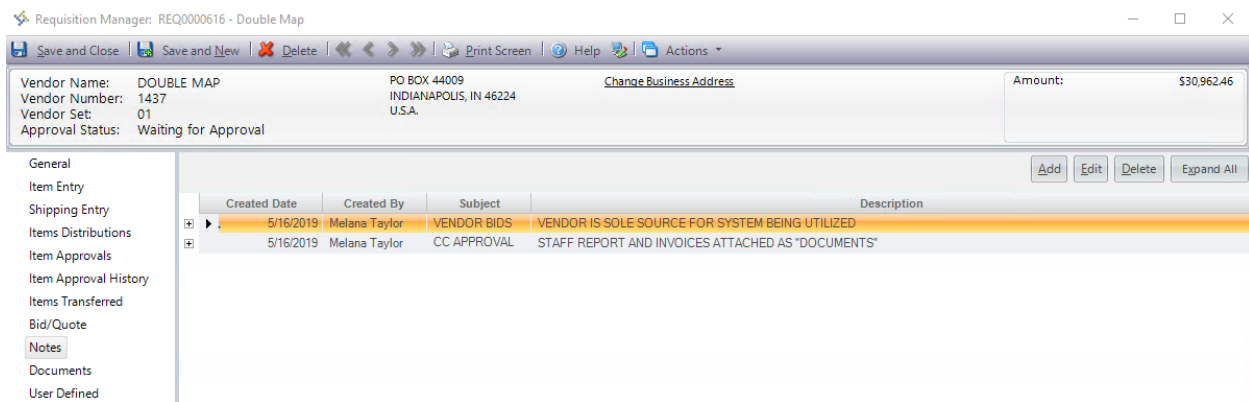
Bid/Quote - Use to record vendors, quotes provided, and awarded contract (requires checkbox on General Tab to make this option available).

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Notes

1. Enter what documents have been attached.
2. Enter under which element of the purchasing ordinance the purchase is being made (sole source, informal RFP, formal RFP, emergency, etc).

Other notes can be entered as deemed necessary.



Documents - Use to attach bids or pricing quotes obtained for the items(s)/service(s) requested (include staff reports, if applicable).

Final Step- Make sure to go back to the general screen and unclick the bid/quotes box and recheck the Auto Approve box. If this step is not completed the other approvers will not be able to see the requisition.