

## **RESOLUTION R121125-02**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA VERNIA TEXAS AMENDING THE PROCUREMENT POLICY; ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, The City of La Vernia (“City”) considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods, or services, to exercise good judgment in spending taxpayer’s money; and

**WHEREAS**, It is the policy of the City to conduct all procurements in the highest ethical manner, and in accordance with all applicable laws and regulations; and

**WHEREAS**, To the extent required by law and regulation, and the maximum extent practical, City will conduct all procurement transactions in a manner providing full and open competition; and

**WHEREAS**, the City of La Vernia is in compliance with Texas Senate Bill 1173 raising the dollar threshold at which certain public entities in Texas must use formal competitive procurement from \$50,000 to \$100,000.

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA VERNIA, TEXAS:**

**SECTION 1.** That the Procurement Policy, attached hereto as “Exhibit A”, is hereby adopted as the official Procurement Policy of the City for any procurement that includes any State or Federal Grant procurement.

**SECTION 2.** To the extent that any procurement was initiated under a previous procurement policy of the City, or does not include the use of any State or Federal grant funds, that policy shall remain in effect only for the purposes of that or those particular procurement(s).

**SECTION 3.** That the City Administrator is hereby authorized to implement the Procurement Policy attached as Exhibit A.

**SECTION 4.** All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**SECTION 5.** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**SECTION 6.** This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

**PASSED AND APPROVED** this 11th day of December 2025.

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Martin Poore, Mayor

**ATTEST:**

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Madison Farrow, City Secretary

**APPROVED AS TO FORM:**

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City Attorney's Office

EXIBIT A

City of La Vernia, Wilson City  
Purchasing and Department Policies and Procedures  
December 11, 2025

City of La Vernia, purchasing policies and procedures are determined by Federal and State laws and regulations, and City Council approved policies. The City Council is the governing body of La Vernia, Texas. The City Council adopts a budget each year that sets the amounts of each major category of allowable expenditures. Included in the City budget preface are the following "Fiscal Restrictions":

- All personnel vacancies except law enforcement, and others exempted by law must be approved for posting by the Department Head.
- All technology requests should be coordinated with the current 3rd party internet company that the city uses, under approved contract. This includes any device, regardless of cost, that will interact with the technology system.
- Department requests for ammunition, tasers, and weapons will be coordinated through the Police Chief. This is being done to maximize grant requests and allow for better purchasing power.
- Budgeted allowances will be paid uniformly throughout 26 pay periods.
- Purchase request for services and projects, including repairs and maintenance, costing \$5,000 or more must be submitted to City Council for approval before purchase if not approved in the budget.

In compliance with the preceding fiscal restrictions, the City Administrator will not approve for payment any vendor invoice that is required to meet the above criteria unless it has been approved by City Council as evidenced by an approved budget or budget amendment.

For all purchases over ~~\$50,000-\$100,000~~, City of La Vernia follows the competitive bid requirements and purchasing practices and procedures outlined in Local Government Code Chapters 252 and 271.

## **General Policies**

- All elected and appointed officials of the City who participate in the negotiation and approval of purchases are personally responsible for becoming familiar with and abiding by all applicable Texas State Statutes and City policies and procedures governing such activities.
- The City's goal is to receive maximum value for the public dollar and to purchase in the best interests of the city.

- The City Council recognizes the City Administrator or designee (engineer) responsibilities for overseeing the purchase of items required to be competitively bid including:
  - Preparation of all bid documents and
  - Receiving and safeguarding the sealed bids and
  - Summarizing and evaluating the bids, or appropriate third party after opening if the City Council so requests.
- The mayor, unless designated to City Administrator, signs all contracts relative to the expenditure of funds once the contract has been approved by the City Council.
- Awards shall be made to the bid(s) that provides the best value to the City, taking into consideration the vendor's skill, business judgment, experience, facilities to carry out the contract and previous work and pecuniary ability. The city reserves the right to waive irregularities, reject and/or accept any and all bids, in whole or in part, or take any other action it deems to be in the best interests of the City.
- Acceptance of gifts, other than items of nominal value such as advertising novelties, will adhere to state law with regard to the acceptance of gifts and conflicts of interest. Officials and employees shall not become obligated to any vendor and must not conclude any City transaction from which they may personally benefit. The City has a conflict of interest policy that must be adhered to:
  - Employees of City of La Vernia shall not engage in any employment, relationship, or activity which would affect their job efficiency or which would reduce their ability to make objective decisions in regard to their work and responsibility as a City employee.
  - Activities which constitute a conflict of interest under this policy shall include but not be limited to:
    - Soliciting, accepting or agreeing to accept a financial benefit, gift or favor, other than from the City, that might reasonably tend to influence the employee's performance of duties for the City or that the employee knows or should know is offered with intent to influence the employee's performance or future decisions;
    - Accepting employment, compensation, gifts or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
    - Accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the City;
    - Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the City;

- Soliciting, accepting or agreeing to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.
- All qualified bidders shall be afforded equal opportunities to quote and will compete on equal terms.
- The City shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the City. To accomplish this, purchasing activities shall be conducted so the vendors will value the City's business and will make every effort to furnish its requirements on the basis of quality, service and price.
- Individuals engaged in purchasing shall promote constructive competition by:
  - Constantly seeking new bidders,
  - Obtaining several quotes on lot or individual purchases over \$5,000 and
  - Developing more than one active supplier for where feasible.
- City attempts to standardize products used within and among departments in order to minimize stock levels and obtain better prices through large volume purchases.
- It is the intent of the City to buy only from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications, maintaining shipping promises and giving maximum service. New sources of supply will be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.

## General Guidelines

This section is an introduction to the general guidelines and/or rules for the purchasing process.

- No item or service is to be ordered, received, or paid for without sufficient funds available in the applicable major category budget.
- Expenses are recorded in the general ledger in the period in which goods are received or services are rendered.
- In line with the Fiscal Restrictions noted above, the following policies are required:
  - Lot or single item purchases over \$5,000 must be approved by City Council if not approved in city budget.
  - Durable assets with lives exceeding one year with a value over \$5,000 are capitalized.
  - Purchases over ~~\$50,000-\$100,000~~ are required to be competitively bid in accordance with Local Government Code Chapter 262.

Technology acquisitions must be pre-approved by current IT contract.

## Purchase Orders

A purchase order is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services. The purchase order number is the control and reference number and it is to be entered on all receiving documents, invoices, and inquiries pertaining to items on order.

Purchase orders are prepared and submitted by the City Administrators Office. Department Head handles travel arrangements, online ordering, maintenance and distribution of cell phone inventory and other requests from elected officials and department heads. See separate travel policy for rules concerning per diem meals, lodging and transportation.

## **Department policy and Procedures for State and Federal Grants/Funds**

### **Policy**

The City makes all purchases in compliance with Federal Executive Order 12549, 44FR 13.35, the Texas Uniform Grant Management System and Texas Department of Public Safety SAA Information Bulletin No. 12-003 dated June 29, 2012. Prior to any City personnel placing orders for goods or services which will utilize Homeland Security funds, that individual is required to verify the debarment status of each and every vendor for each and every order and contract. City personnel are required to use the EPLS system (WWW.EPLS.Gov) to make the verification.

### **Procedures for Documentation**

Before grant funds may be spent, the city employee placing the order shall:

- Go to the EPLS Website(WWW.EPLS.Gov).
- The City employee placing the order will search the EPLS system for the vendor.
- If the vendor is found not be debarred, a copy of the screen print indicating the vendor is not debarred at the time of the procurement should be included:
  - If EMO places the order and performs the EPLS verification,
    - The screen print should be included with the paperwork for that purchase and retained with the procurement records for audit and monitoring purposes.
    - EMO will also send a copy of the screen print to the City Administrator as supporting documentation in the grant reporting files and as backup for the payment authorization form.
  - If the City Administrator or designee places the order and performs the EPLS verification:
    - A copy of the screen print will be sent to the City Administrators for retention with the program files.
    - The screen print will be placed in the grant reporting files as supporting documentation and as backup for the payment authorization form.

- The City shall not do business with any vendor that has been debarred. Further, the restriction on purchasing goods or services with appropriated funds "from companies which have been found, in a judicial or state agency administrative proceeding, to be guilty of unfair business practices" remains in effect for one year from the date of the determination of guilt.
- Failure to follow these guidelines could result in the withholding of grant fund or a reduction in future grant funding.

## **Federal Policies**

All procurement of goods and services will comply with federal procurement and contract requirements outlined in 2 CFR 200.318 - 200.327. These procurement requirements must and will be followed for reimbursement from grant allocations originating from the federal government.

### **I. Solicitations**

Procurements subject to this Policy will be made on the basis of a written solicitation, after careful consideration by city Staff (with, as applicable, the support of a selection committee) of the needs of city and available resources. The written procedures in this Policy are intended to ensure that all solicitations meet the following Federal requirements as well as contracting best practices.

#### **A. Clear Description**

The solicitation must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. This description should include a written statement of work. 2 C.F.R. § 200.319(c)(1).

#### **B. Nonrestrictive Specification**

The description of the technical requirements must not contain features that unduly restrict competition. 2C.F.R. § 200.319(c)(1).

#### **C. Qualitative Requirements**

The description of the technical requirements may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. 2 C.F.R. § 200.319(c)(1). Product specifications should be limited to essential specifications only.

##### **1. Brand Name or Equal**

When it is impractical or uneconomical to write a clear and accurate description of the technical requirements of the property or services to be acquired, "brand name or equal" descriptions may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors must be clearly stated. The need for a " brand name or equal" specification should be documented.

## **2. Preference for Performance Specifications**

Product or service specifications based on performance, rather than designed specifications, are preferred. A performance specification describes an end result, an objective, or standard to be achieved, and leaves the determination of how to reach the result to the contractor. Performance specifications describe what the product should be able to do or the services to accomplish, without imposing unnecessarily detailed requirements on how to accomplish the tasks.

## **D. Requirements**

The solicitation must identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R. §200.319(c)(2). All solicitations for competitive proposals must notify offerors that the CITY reserves the right to award to other than the lowest priced offeror. Generally, the city will make a best value determination, balancing cost against technical merits, in awarding competitive contracts.

## **E. Type of Federal Funding**

The solicitation must acknowledge the source of the Federal funding for the contract, in compliance with the terms of its financial assistance award.

## **F. Contract Type**

The solicitation should state the type of contract that will be awarded.

### **1. Fixed Price**

A fixed price contract provides for a firm price that remains irrespective of the contractor's actual cost of performing the scope of work under the contract. The risk of performing the work, at the fixed price, is borne by the contractor. Fixed price contracts may include an economic price adjustment, incentives, or both.

### **2. Cost Reimbursement**

Cost-reimbursement type contracts provide for payment of certain incurred costs to the extent provided in the contract. They normally provide for the reimbursement of the contractor for its reasonable, allocable, and allowable costs, with an agreed-upon fee. There is a limit to the costs that a contractor may incur at the time of contract award, and the contractor may not exceed those costs without the city's prior approval. Cost allowability is determined by Federal regulations. There are many varieties of cost-reimbursement contracts, such as cost-plus- fixed fee, cost-plus-incentive-fee, and cost-plus-award-fee. Because the city incurs more risk in a cost reimbursement contract, these types of contracts should only be entered into after a careful analysis of the benefits compared to other contract types.

### **3. Time and Materials Contracts**

A time and materials type contract is a contract whose cost to the city is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. 2C.F.R. § 200.318(1)(i) and (ii).

This type of contract is used if no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

#### **4. Cost Plus Percentage of Cost**

The use of cost plus percentage of cost and cost plus a percentage of construction cost methods of contracting are prohibited.

### **G. Prohibitions**

Certain provisions that unduly restrict competition are prohibited. 2 C.F.R. § 200.319(a). The following are some examples of these prohibited provisions. Note that the provisions described below are not prohibited when they are improper or excessive. For example, some qualifications and experience may be required for a particular type of contract; only "excessive" or "unnecessary" requirements are not allowed:

#### **1. Excessive Qualifications**

Placing unreasonable requirements on firms in order for them to qualify to do business. 2 C.F.R. § 200.319(a)(1).

#### **2. Unnecessary Experience**

Requiring unnecessary experience. 2 C.F.R. § 200.319(a)(2).

#### **3. Unnecessary Bonding**

Requiring excessive bonding. 2 C.F.R. § 200.319(a)(2).

#### **4. Improper Qualification**

Using improper prequalification procedures that conflict with 2 C.F.R. § 200.319(d).

#### **5. Retainer Contract**

Making a noncompetitive solicitation only to a person or firm on retainer contract where that award is not for property or services specified for delivery under the scope of work of the retainer contract. 2 C.F.R. § 200.319(a)(4).

#### **6. In state, Local, or Tribal Geographic Preferences**

Imposing prohibited in-state, local, or tribal geographic preferences that conflict with 2 C.F.R. 200.319(b).

#### **7. Organizational Conflicts of interest**

Allowing entities to submit bids or proposals in response to the solicitation where there would be a prohibited organizational conflict of interest. 2 C.F.R. § 200.319(a)(5).

## **II. Methods for Procurement**

All procurements made under this policy shall avoid acquiring unnecessary or duplicative items (2CFR 200.318(d)). Conducting multiple steps in monitoring invoices received ensures avoiding unnecessary or duplicative items. Invoices for grant expenditures will be reviewed by the City Administrator or designee for potential duplicative items. Once approved the invoice will be sent to the Accounts Payable office will then review the invoice an additional time prior to approving for payment.

Procurements shall be made using one of the following methods: (A) Micro-Purchases (B) Small Purchase procedures, (C) Competitive sealed bids, (D) Competitive

negotiations, (E) Non-competitive negotiations. All procurements shall be made in accordance with these procedures.

#### **A. Micro Purchases**

Purchases below the Simplified Acquisition Threshold may be awarded without soliciting competitive proposals if the CITY considers the price to be reasonable. Efforts will be made to get the lowest and best price, but written records of such efforts are not necessary. Procurements may not be disaggregated for the purpose of falling below the Micro-Purchase threshold.

#### **B. Small Purchases**

Purchases of supplies, equipment and services which cost below \$50,000 require written supplier estimates but no formal bid is required. The city will solicit a verbal or written response from at least three (3) vendors and will document why the vendor was selected if it is not the lowest priced offeror. If no such responses are available, a statement explaining the procurement will be prepared and filed.

#### **C. Competitive Sealed Bids**

The use of sealed bids will be employed when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease or other agreement for materials, supplies, equipment or contractual services, other than those personal (procuring the services of an individual for staff augmentation services) or professional (provided by a degreed, licensed professional, principally engineering, accounting, and legal services), exceeds ~~\$50,000~~ ~~\$100,000~~, an Invitation for Bids ("IFB") notice will generally be prepared. This notice will be published in the city newspaper of record and/or such other places as the city deems appropriate. This notice will appear at least fourteen (14) days before the due date for bid proposals. The city may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such notice. To the extent possible, the City Staff is encouraged to maintain an open Bidders List. The IFB will include a complete, accurate and realistic specification and description of the goods or services to be procured, any required bid deposit, the amount of a payment bond and bond performance required (if applicable), the location where bid forms and specifications may be secured, the time and place for opening bids, and whether the bid award will be made on the basis of the lowest price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be used must be stated in the IFB. Sealed bids will be opened in public at the time and place stated in the IFB. The bids will be tabulated by the TABULATOR at the time of bid opening. The results of the tabulation and the bid procurements will be examined for accuracy and completeness by the CITY ADMINISTRATOR who will make recommendations to the CITY COUNCIL. In addition, the city shall determine that all firms are responsive and responsible. The CITY will make the decision as to whom the contract shall be awarded. After the bid award is made by the city

council, a contract will be prepared for execution by the successful bidder. After the contract is signed, all bid deposits will be returned to all unsuccessful bidders. The city may cancel an Invitation for Bid or reject all bids if it is determined that such is in the best interests of the city. Bidders will be notified in writing of such cancellation or rejection. The CITY may allow a vendor to withdraw a bid if requested at any time prior to the bid opening. Bids received after the time set for bid opening shall be returned to the vendor unopened. Bids which do not accept all terms and conditions of the IFB shall be deemed to be non-responsive and will be rejected. Any changes to the bidding terms and conditions shall be communicated to all bidders, and all bidders will have an equal chance to submit a bid responsive to those changed terms and conditions.

#### **D. Competitive Negotiations**

The City will use competitive negotiations, regardless of contract amount, upon a written determination that either of the following conditions apply:

1. Specifications cannot be made specific enough to permit the award of a bid on the basis of either the lowest bid or the lowest evaluated bid price (in other words, sealed bidding is not feasible); or
2. The services to be procured are professional (provided by a degreed, licensed professional, principally engineering, accounting, and legal services) in nature.

Competitive negotiations will proceed as follows:

1. Proposals will be solicited through advertisement in the city newspaper of record and/or such other places as the city deems appropriate. Additionally, a Request for Proposal (RFP) may be prepared and mailed, emailed, or faxed to qualified vendors. The RFP will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor. The RFP will also state where further details regarding the RFP may be obtained. The RFP will call attention to the applicable regulations. Requests for proposals will always include cost as a selection factor.
2. Award must be made to the offeror whose proposal is determined in writing by the city to be the most advantageous to the city with price and other factors considered. This evaluation and award process contemplates a balancing of cost and technical merit in arriving at a determination as to which proposal provides the best value to the city. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. The selection committee may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms, or the procurement may be abandoned.

For the procurement of certain professional services, an alternative to RFPs may be used. The city may publish a Request for Qualifications. RFQ's are handled in a similar method to RFP's

with the exception that cost is not a factor in the initial evaluation. The selection committee will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted, and the city will negotiate cost. If the city is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate.

## **E. Noncompetitive Negotiations**

The city requires competitive bids for purchases of goods or services including consulting services) over \$50,000; however, some exceptions apply.

In some circumstances, when competition cannot be obtained or the situation necessitates the required number of competitive bids to be reduced, a Sole Source or Reduction Justification Form must be submitted. The following information is a guide for requesting the waiver or reduction of competitive bids on RFPs for goods or services greater than \$50,000, The city may purchase goods and services through non-competitive negotiations when it is determined in writing by the city that competitive negotiation or bidding is not feasible and that:

### **1. SOLE SOURCE DEFINITION AND CRITERIA**

A single supplier that is exclusively capable of meeting the city requirements within the time available, including emergency and other situations, which preclude conventional planning and processing. These situations include:

- A. One-of-a-Kind/Specialized- the commodity or service has no competitive product or must meet specialized seaport, boat or marine requirements, or specialized professional or technical services, and is available from only one supplier.
- B. Compatibility- the commodity or service must match an existing brand of equipment for compatibility and is available from only one vendor.
- C. Replacement Part - the commodity is a replacement part for a specific brand existing equipment and is available from only one supplier of
- D. Delivery Date - only one supplier can meet necessary delivery requirements.
- E. Emergency - URGENT NEED for the item or service does not permit soliciting competitive bids; including purchases needed to address major facility failures, damages due to disasters, or purchases necessary to address immediate safety and security issues.
- F. Only one satisfactory proposal is received through RFP or RFQ
- G. The Federal or State awarding agency has authorized the particular type noncompetitive negotiation.

Procurement by noncompetitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. The city must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

H. Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor's bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and worker's compensation coverage. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.

### **III. Contracts**

Generally, all procurement in excess of the Simplified Acquisition Threshold will be memorialized and supported by a written contract. Where it is not feasible or is impractical to prepare a contract, a written finding to this effect will be prepared and some form of documentation regarding the transaction will also be prepared.

- A. All contracts will contain language which allows the city the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with Davis-Bacon wage laws (where applicable), failure to keep accurate and timely records of the job, or failure to make those records available to the city (on request) or any other documented matter which could cause a hardship for the city if a claim should arise or the work not be completed on schedule at the specified cost.
- B. All contracts will contain a termination for convenience provision, which allows the city to cancel the contract without fault on the part of the contractor. In the event of a termination for convenience, the contractor will receive reimbursement and/or proportionate payment for costs and work done until the point of termination, but not anticipated profits on the work that was cancelled. The termination provision will specify the procedures for the contractor to submit a claim for termination costs.
- C. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "Federally assisted construction contract" in 41 C.F.R. § 60-1.3 must contain the applicable contract clauses described in Appendix II to the Uniform Rules (Contract Provisions for non-Federal Entity Contracts Under Federal Awards), which are set forth in 2 C.F.R. §200.326. These provisions will be provided to all bidders

### **IV. Documentation**

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall

be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

**V. Locally owned, Minority owned, Female owned and Small Businesses**

All necessary affirmative steps will be taken and documented to solicit participation of small and minority businesses, women's business enterprises, and labor surplus area firms. Where possible and feasible, delivery schedules will be established and work will be subdivided to maximize participation by small businesses or minority- or women-owned businesses. Subdivided components will be bid as a separate contract. A list of locally owned, minority-owned, female-owned, and small businesses and also minority businesses located within the trade region shall be used when issuing IFBs, RFPs and RFQs. This list shall also be consulted when making small purchases. The city will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce when appropriate. The successful bidder will be required to use these same criteria in selection of suppliers and subcontractors whenever possible.

**VI. Code of Conduct**

**A. Conflict Of interest**

No city member, employee, consultant, elected official, appointed official or designated agent of the city will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of the city, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms or will otherwise benefit financially or otherwise from a contract award. No city member, employee or designated agent of the city may acquire a financial interest in or benefit in any way from any activity which uses any Federal funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members. NOTE: These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position (or office, in the case of elected officials).

**B. Acceptance of Gratuities**

No city member, employee or designated agent of the city shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors or potential subcontractors.

### **C. Penalties**

Any city member, employee or designated agent who knowingly and deliberately violates the provisions of this code will be open to civil suit by the city without the legal protection. Furthermore, such a violation of these procurement standards is grounds for dismissal by the city (if an employee) or such sanctions as available under the law (if an elected official). Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with the city.

## **VII. Additional Provisions**

City Federally funded contracts are subject to a variety of required of statutes, regulations, and contract clauses. While it is the responsibility of bidders and offerors to be aware of and comply with those requirements, city staff shall include applicable requirements in all city contracts to the maximum extent possible, either in full text, via addendum or attachment, or by reference. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the contract. The provisions below are common to many covered contracts:

### **A. Labor and Employment Laws and Regulations**

A variety of construction and non-construction labor and employment laws and regulations are required as a condition of the CITY' s Federal funding. These are assembled at 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, and include provisions related to Equal Employment Opportunity, Prevailing Wages, Antikickback provisions, Overtime and Work Safety requirements, and a variety of whistle blower protections. In dealing with all potential bidders and offerors, City Staff should ensure that the applicable requirements are included in all solicitations and contracts. To the extent possible, city Staff should highlight these requirements to bidders and offerors unfamiliar with or inexperienced in Federally funded projects.

### **B. Rights to Inventions Made Under a Grant or Contract**

If a contract awarded by the city may result in the creation of protectable intellectual property, including a patentable invention, copyrighted material, trade secret or technical data, or any other invention or discovery, the requirements of 37 CFR § 401 may apply.

### **C. Environmental Regulations**

Contracts over \$150.000 require the contractor to comply with Clean Air Act and Federal Water Pollution Control Act. Specific provisions and requirements are set forth in 2 C.F.R. Part 200, Appendix II.

### **D. Contracting with Suspended or Debarred Persons or Entities**

The city shall not enter into any agreement with any person or entity subject to Federal Debarment or suspension, nor consent to a subcontract with any such person or entity. A list of all such persons or entities can be found at [www.sam.gov](http://www.sam.gov). The city should obtain written certification from all contractors that they are not suspended or debarred from federal procurements.

### **E. Byrd Anti-Lobbying Amendment**

The following provision should be included in each contract over \$ 100.000 (Federal Byrd threshold): "Contractors who apply or bid for an award of \$100.000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient."