

Purchasing Rules & Regulations

Purpose

The purpose of these Rules and Regulations is to protect the public interest by providing the Town of Truckee a means of assuring continuity and uniformity in its purchasing operations, and to provide guidelines to users in implementing Town of Truckee Municipal Code Chapter 3.12.

Policy

The Town of Truckee is committed to purchasing supplies, services and equipment in an efficient, consistent, fair, open and equitable manner and at the lowest possible total cost commensurate with the quality and scope needed. The Town shall secure professional services based upon demonstrated competence, professional qualifications, and suitability for the project in general. Any price and value considerations and justifications should be documented in the Town's electronic records system. Each person responsible for the procurement of goods and services for the Town of Truckee must comply with both these Rules and Regulations and the Municipal Code Chapter 3.12.

Code of Ethics

Public employees and officials shall act in good faith to perform their duties ensuring fair and equitable treatment of all persons dealing with government procurement; to foster public confidence in the integrity of the procurement process; and to ensure the appropriate application of purchasing ethics. When engaging in procure, any person employed by the Town of Truckee, or vendors and third parties doing business with the Town of Truckee, shall be bound by the following code of ethics, including but not limited to:

1. Avoid the intent and appearance of unethical behavior or fraudulent practices;
2. Diligently follow the procurement laws, rules, and procedures;
3. Refrain from any activity that would create a conflict between personal interests and the interests of the Town;
4. Identify and eliminate any conflicts of interest;
5. Avoid soliciting or accepting money, loans, credits, discounts, favors, gifts, or services from present or potential suppliers which may influence or appear to influence purchasing decisions;
6. Ensure that all persons are afforded equal opportunity to compete in a fair and open environment; and
7. Encourage any person, including any actual or prospective bidder, offeror, contractor, or business to act in good faith to practice purchasing ethics, and display business integrity as a responsible offeror.

Conflict of Interest

Town employees shall not participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict arises when

a financial interest or other interest in the company selected for the award of a contract is held by:

- An employee;
- Any member of his or her immediate family;
- His or her partner;
- An organization which employs, or is about to employ, any of the above.

Town employees are prohibited from soliciting or accepting gratuities, favors, gifts, or anything of monetary value from actual or potential contractors, bidders, vendors, or parties to purchasing agreements with the Town. Provided however, this prohibition shall not apply to gifts of nominal value which are intended for all town employees' use or consumption, or which the individual receives in recognition of national holidays, anniversaries, birthdays or similar occasions. If you are not sure whether you have a conflict of interest regarding a particular vendor, please check with the Town Attorney.

The Town of Truckee reserves the right to deny approval, purchase, payment, or reimbursement of expenses that are considered fraudulent, lavish, extravagant, or are unsupported by required documentation.

General Purchasing Regulations and Procedures

These rules apply to the purchase of materials, supplies, services (professional, consulting, public works, maintenance and other general services), and equipment.

- Town Department Manager (aka Department Heads) are responsible for identifying the best products and services for their departments.
- The Administrative Services Director is responsible for ensuring that the purchasing rules and guidelines are followed and that proper documentation is secured and maintained in the Town's electronic records management system to support purchasing decisions.
- Only the Town Manager, or the Mayor as directed by the Town Council, is authorized to sign Town contracts. The Town Attorney will review all contracts prior to submitting a contract to the Town Manager for signature. This review will be for form and other legal issues.
- A contract is any document that contains terms and conditions, whether or not it includes an amount to be paid
- Mid-managers are authorized to approve purchases up to \$1,000 unless the purchase is for their personal use and being made with their personal funds, for example membership dues or reimbursement for supplies or services for the Town of Truckee. In such cases, the Department Head must approve the purchase.
- Purchases in excess of \$1,000 require Department Head approval unless a standard purchase order or contract has already been approved and the purchase fits within the scope and budget for that purchase order or contract.
- The Town Manager must approve all purchases made with the Department Heads' purchasing cards.
- The Town Manager can authorize the purchase of service, supplies and equipment from a vendor, by a Town Division up to ~~\$50,000~~75,000 per Town fiscal year (excluding sales

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tax). This applies to both single and cumulative purchases.

- Council approval is required for all purchases from a vendor by a Town Division greater than ~~\$50,000~~75,000 (excluding sales tax) per fiscal year. This applies to both single and cumulative purchases. This limit does not apply to public works contracts or other exceptions identified in Section 7. Council approval must be obtained prior to the purchase except in cases of Town Manager approved emergency, for which the Council approval can be obtained afterward.
- All purchasers shall consider the Town's *Recycled Product Procurement Policy* as stated in Municipal Code Section 3.12.380, and the *Green Procurement and Sustainable Practices Policy* adopted by Resolution 2009-04.
- All purchases shall consider the Town's preference to local businesses as stated in Municipal Code Section 3.12.295 and Resolution 2012-11.
- For the purposes of these rules, a Town Division is defined as those operations, which are overseen by a single Town Division Manager. For example, if one Division Manager oversees the Facilities, Fleet and Trails Divisions, these are considered to be one Town Division for the purposes of this policy.
- Account number coding – the department that is making the purchase is responsible for determining which budget account line should be charged for the expenditure. Administrative Services will review the coding and assist with any inconsistencies.
- Original invoice – All original invoices must be directed to the Administrative Services Department, Accounts Payable, preferably via email, and will then be entered into the system and routed for approval electronically. The division making the purchase must enter the date the item was received in the Town's electronic purchasing system when requested by Finance.
- Purchasing card receipts must be forwarded to Accounts Payable or directly uploaded into individual folders within LaserFiche and the account coding will be completed by the ~~Division Manager~~divisional administrative staff, electronically prior to the end of the month following the purchase date.
- Document purpose of purchase – The purpose of each charge must be documented in the Town's electronic system.
- Travel Requisition (TR) – If the receipt is for travel, the Travel Requisition (TR) number must be included.

Purchasing Requirements – Materials, Supplies, and Equipment – Tangible Items

- All purchases shall, to the extent practical, be based on at least three informal bids, unless one of the exceptions in Section of these Rules and Regulations applies.
- The purchase shall be awarded to the bidder offering the most advantageous bid to the Town after consideration of price, quality, durability, servicing, delivery time, standardization, and the preference for local businesses as stated in Resolution 2012-11, or an updated resolution.
- Purchase orders are required for all single purchases over ~~\$5,000~~6,500 unless already included in a blanket purchase order.

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- All shopping documentation about price or other considerations must be attached to the electronic purchase order document. [Shopping documentation should be comparison shopping between 3 vendors.](#)
- Purchases requiring a purchase order shall not be made until the purchase order has been approved by the Department Head, Administrative Services Director, and Town Manager.
- Purchases shall consider the *Recycled Product Procurement Policy* as stated in Municipal Code Section 3.12.380, and the *Green Procurement and Sustainability Practices Policy* adopted by Resolution 2009-04.
- Blanket purchase orders shall be created when cumulative annual (fiscal year) purchases will exceed ~~\$5,000~~ [\\$6,500](#) within a Town Division. Single item purchases from a vendor, which have a separate purchase order, will not be counted towards the threshold for creating a blanket purchase order.
- Price shopping a “bucket” or group of commonly purchased items may be used to justify a blanket purchase order.
 - A minimum of three items commonly purchased shall be priced from three or more vendors.
 - The shopping may be used to justify the creation of a blanket purchase order for more than one vendor in order to justify as-needed purchasing.
 - A written justification must be made along with the pricing matrix. This can be completed on the “Vendor Selection Form”.
 - Any local preference consideration should be clearly noted in the justification.
- Blanket purchase orders may be established for a three-year period. The blanket purchase order will be valid for three years but must be updated prior to the end of the three-year period if: 1) New vendors are available and need to be included for price comparison purposes. 2) The Division Manager or Department Head determines that the change in quality, service or pricing warrant the deletion of the blanket purchase order. Should any of these conditions exist; any amount remaining on the purchase order will be voided.
- Blanket purchase orders must identify annual amounts and are subject to the annual authorization limits for approval authority. For example, a three-year blanket purchase order for \$20,000 per year for a total of \$60,000 would need Town Manager approval but not Council approval.

Local Vendor Master Account Purchases

Many local vendors allow Town employees to make discretionary purchases against an approved master account (ex: Mountain Hardware, Truckee Rents, The Office Boss, etc.). Departments utilizing these options should do the following:

- Ensure budget is available and that the purchase is necessary
- Ensure the staff member who is making the purchase is a designated employee on the account; (reach out to Accounts Payable to verify)
- Provider name, department, and clear, legible signature at point of purchase;
- Receive a copy of the receipt/invoice up point of purchase;

- Submit a copy of the receipt/invoice to accounts payable via email within 5 business days of purchase

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Purchasing Requirements – Services

- Services should be obtained from the most qualified provider with the highest service level considering cost, specialty, timing and other factors. All purchases shall, to the extent practical, be based on at least three informal bids, unless the services are professional in nature and do not lend themselves to award by competitive bidding.

NOTE: Selection of consultants for architectural, landscape architectural, engineering, environmental, and land surveying services shall be based on qualifications, as required by Government Code Sections 4525-4529.5. Cost may be considered but shall be secondary to qualifications.

- Documentation of requests for proposals or other informal inquiries shall be included with the electronic contract purchase order.
- All services require a contract to be executed with the service provider. See attached Contracting Matrix for process details.
- The Division Manager is responsible for the initial contract draft, including scope of work.
- A Department Head must approve all contracts in excess of \$1,000 before they are submitted to the Town Manager for approval.
- The Town Manager can authorize the purchase of services from a vendor, by a Town Division up to ~~\$50,000~~75,000 per Town fiscal year.
- The Town Attorney will review all proposed contracts. All contracts will meet Town requirements for allocation of risk (i.e. indemnity and insurance). Proposed changes to risk allocation will be conferred upon by the Town Attorney, Administrative Services Director and the Division Manager.
- Only the Town Manager, or the Mayor as directed by Town Council, can sign contracts on behalf of the Town.

- A contract is any document that includes terms and/or conditions to which the Town must agree in order to make the underlying purchase

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- A contract purchase order will be created when a contract is signed by both parties. Services may not be utilized until there is a signed contract and the contract PO is in place.
- Contracts for services can be executed for up to three years, however annual authorization limits apply, and annual updates of insurance information may be necessary.

All contracts without a not-to-exceed amount require Council approval at least every three years. Examples of appropriate types of contracts include legal services, benefit contracts that are required per employment group agreements and long-term lease agreements. A contract purchase order for these items is not required but is encouraged for tracking purposes.

Selection of consultants for architectural, landscape architectural, engineering, environmental, and land surveying services shall be based on qualifications, as required by Government Code

Sections 4525-4529.5. Cost may be considered but shall be secondary to qualifications. The following methods are acceptable regardless of the amount of the contract:

- Request scope of work and cost estimate, from two or more consultants and choose the most qualified.
- Conduct a Request for Qualifications process, or choose a consultant from a list of qualified consultants that was developed through a previous Request for Qualifications process.
- Conduct a Request for Proposals process. This option should be considered when the project is complex, or the required services are not available from the consultants the Town typically uses.
- Designated Source – if only one consultant was considered for the work, provide a written justification in the project file. A designated source written justification must verify that the Town has negotiated a fair and competitive fee with the consultant based upon a comparison of that fee with other professional fees for similar specialized sources. Valid designated source justifications include:
 - Consultant has specialized knowledge of the project that is unique and not available from other firms;
 - The consultant has expertise relating to the services to be provided that are unique and not available from other firms;
 - Project timing would not allow for RFP process. This justification requires details on the schedule and consequences associated with delays in the schedule.

Council Authority Exception

The Town Manager can authorize purchases in excess of \$50,000 75,000 (excluding sales tax), under the following circumstances:

- The item(s) being purchased are routine operating supplies that are included in the approved annual budget. Examples include road sand, paint, office supplies and personal desktop computers.
- The item(s) being purchased are capital items that were included in both the Fleet Replacement Program and the annual capital budget. Council may, at its discretion, request that a capital purchase item still be brought to them for approval regardless of this exception. Staff will request and document Council consent to dispense further Council action during the budget process for these items.
- Software maintenance costs or software upgrade costs which are available from only one existing vendor.
- Some Public Projects as outlined in Section 10.
- If the contract is related to planning deposit work and quotes have been solicited from multiple vendors, the applicant selected the vendor, and the applicant is covering the entire cost of the contract.

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Purchase Order Exceptions

- Purchases of motor vehicles fuel for use in Town vehicles may be completed using the open market or informal big procedures set forth below and shall not require a purchase

order;

- Travel Requisitions or online training registration fees that would otherwise be covered on a travel requisition except it is online
- Town Memberships (i.e. League of California Cities, TNT TMA)
- Employment ads and public notices;
- Utility billings and mandated fees by other public agencies, which are included in the budget, including Caltrans signal maintenance fees.
- Payments made under a Town Grant Program such as the Lease to Locals program

Other than utility billings, employment ads and notices, and mandated public agency fees, purchases of these items will still be subject to the price shopping and documentation process as described in Section 5 above and the documentation of those processes shall be included with the purchase order.

Vendor Requirements

Vendors must adhere to the following requirements:

- Provide the Town with a valid W9
- Be registered to do business with the State of California
 - If not, they must be willing to file form ##### for sales tax withholdings

Exceptions to Competitive Bidding (PO Still Required)

Certain exceptions to competitive bidding are allowed. Those include:

- Original equipment manufacturer (OEM)
 - A Division Manager will determine when OEM parts are necessary. When a purchase order is prepared for an OEM vendor, proof from the vendor is required of OEM status, such as a website listing OEM vendors for a particular type of part, or a memo from the vendor verifying OEM status.
 - OEM purchase orders should be prepared for a three-year term.
- Sole Source Vendors
 - Sole source means the product/service needed is available from only one vendor. Further, the item is held under exclusive title, trademark, or copyright by a private person or company and there are no close substitutes for that item that provides a similar quality, safety, or service for a more competitive price.
 - Examples: software maintenance from the software vendor, matching existing equipment/supplies (trashcans), insurance, and equipment that is compatible with existing equipment, etc.
 - Sole source is not based on price and price shopping is not included in the documentation.
 - Specific reasons for determining a vendor is a sole source must be included in the electronic purchase order documentation. The required documentation is rigorous in nature and must overcome the overarching need to competitively shop for goods

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- and services.
- o A vendor is not deemed to be sole source due to their proximity to the Town or the fact that other purchases were made from that vendor.
- Piggybacking on Government Contracts
 - o Purchases may be piggybacked on other government contracts where price shopping has already been done, and vendors provide quantity discounts based on other government purchases.
 - o This mostly applies to capital equipment purchases.
 - o Example: joint powers purchasing groups.
 - o If piggybacking on government contract, proof of the existence of the government contract needs to be attached, such as joint powers group information showing which vendors are included in agreements.
 - o “Government prices” offered by vendors should be price shopped against other vendors and documentation of price shopping needs to be included. There is no exception to price shopping based on the vendor only offering “government pricing” without proof of an outstanding contract with other government that was competitively bid.
- Emergencies
 - o An emergency is defined as resulting from a circumstance or the occurrence of a disaster, including, but not limited to fire, flood, snowstorm, power outage or disease or a situation which may lead to the impairment of the health, safety or welfare of the public if not immediately attended to. This may also include repairs to roads, building, drainage, infrastructure, bridges, parking lots, and any other Town maintained assets that are required due to a circumstance to maintain public safety.
 - o The Town Manager has the sole authority to approve an emergency bidding exception.

Public Contracting

Award Authority

The Town Manager has the authority to approve public works contracts for up to \$100,000 if they were included in the approved annual budget. The Town Council must approve all other public works contracts.

Exemption from Public Contracting Code

The Town is exempt from the requirements of the Public Contracting Code to the extent the purchasing ordinance conflicts with the Public Contract Code. If the purchasing ordinance and the purchasing policies do not address an issue that is addressed by the Public Contract Code, follow the Public Contract Code. Note that the Town is **not** exempt from prevailing wage requirements, and the “public project” definition for prevailing wage purposes is not the same as “public project” definition used in these purchasing policies.

Project/Contract Types

Professional Services

Procurement of professional services is covered by Section 6 above.

Public Projects

“Public project” means a project that includes:

- Construction, reconstruction, alteration, renovation, improvement, demolition, and most repair work involving any publicly owned and/or maintained non- building infrastructure such as roadways, trails, landscaping, and storm drains, excluding maintenance work defined below;
- Construction, reconstruction, erection, alteration, and demolition work involving any publicly owned, leased, or operated building infrastructure;
- Work in or about streams, rivers, lakes, embankments, or other work for protection against overflow; and
- Furnishing supplies or materials for any such projects.

Public projects do **not** include maintenance work defined as follows:

- Routine, recurring, and usual work for the preservation or protection of any publicly owned or public-operated building for its intended purposes including roof repairs or replacements, heating and air conditioning repairs, painting, carpet replacement, and electric repairs;
- Road and trail maintenance including utility patching, crack filling, filling of potholes, edge grading, street striping, sign replacement, sidewalk repair and replacement, curb and gutter repair and replacement, and street and traffic light repair and replacement;
- Traffic signal maintenance. Installation of new traffic signals is a public project, not maintenance;
- Storm drain related maintenance such as cleaning or minor repairs. Replacing storm drains is a public project, not maintenance;
- Landscape maintenance, including mowing, watering, trimming, pruning, planting, tree and plant replacement, irrigation and sprinkler system servicing, retrofit and repair, and landscape rehabilitation; and
- Vehicle and equipment maintenance and repairs.

Maintenance projects shall follow the purchasing requirements for Services as defined in Section 6 above.

Basis of Award/Bidding Procedures

Bidding Thresholds

In Emergency Situations:

- The *Public Project Designated Source Procedure* shall be used.
- Emergency projects, as defined in Section 9, are projects that do not permit delay resulting from a competitive solicitation for bids and that are necessary to respond to the emergency and/or as determined by the Town Manager.

In Non-Emergency Situations:

- \$15,000 or less per project – *Public Project Designated Source Procedure* shall be used.
- \$15,000 to \$100,000 per project – *Public Project Informal Bid Procedure* shall be used.
- Greater than \$100,000 per project – *Public Project Formal Bid Procedure* shall be used.

Public Project Bidding

Public Project Informal Bidding Procedure

- Town will maintain informal contractor list, which is non-exclusive and available to any person, corporation or entity. Bid notices will be emailed to the members of the list.
- Notice of Informal Bid shall be published on the Town Website. Notice shall include
 - Description of the project in general terms;
 - Time and place of informal bid meeting (if applicable);
 - Information on how to obtain more detailed information about the project;
 - Date, time and place for submission of sealed bids; and
 - Any other information required by state or local law, as determined by the Town Attorney.
- Informal bids may be solicited in written requests to prospective vendors (including email), by telephone or by public notice.
- All contractors shall be provided with access to the same information.
- Informal bids shall be due at a specific time/location although email submissions will be allowed. If email is used, the bid information must be included in the subject line and the bids shall not be reviewed until after the bid due date.
- The Town Clerk shall keep written or electronic record of all informal bids for a period of two years. This record, while so kept, shall be open to the public for inspection.
- The contract shall be awarded to the lowest responsible bidder provided that it may be awarded to a different bidder on the basis of the low bidder's incomplete bid, superior qualifications of the other bidder, prior Town experience with the low bidder or other bidder, or other reasons demonstrating that the award is a responsible use of public funds, and acceptable to the Administrative Services Director, that are documented in writing.

Public Project Formal Bidding Procedure

- The process shall be consistent with Public Contract Code Sections 20160 – 20174 unless otherwise specific in the Municipal Code.
- The first publication or posting of the notice shall be published in one or more of the following ways
 - At least twice, not less than five days apart, in a newspaper of general circulation, printed and published in the city, or if there is none, it shall be posted in at least three public places in the city that have been designated by ordinance as the places for posting public notices; and/or on the Town website.
- The notice shall distinctly state the project to be done.

Limited Bid Force Account

Limited Bid Force Account projects are bid such that the contractors bid their markup on labor, materials and equipment consistent with the Caltrans Limited Bid Emergency Force Account Highway Projects, attached by reference. This type of bidding may be used in special circumstances where the development of detailed plans and specification is not recommended because the scope of work cannot be adequately defined prior to the initiation of construction or an urgency to start the work exists. An example of a project would include flood damage repairs.

In general, the contractor will bid their markup for labor, materials, and equipment, which are generally based on the following:

- Labor: Labor payment is full compensation for the cost of labor used in the direct performance of the work; including:
 - Basic hourly wage
 - Health and welfare
 - Pension
 - Vacation
 - Training
 - Other State- and federally-recognized fringe benefit payments
- Materials – Material payment is full compensation for materials furnished and used in the work.
- Equipment: Equipment rental payment will be based on the Caltrans published Labor Surcharge and Equipment Rental Rates.

State Prevailing Wage

State Prevailing Wage shall be paid on all public works projects, maintenance contracts, and general service and professional services contracts where applicable wage rates have been established (e.g. surveying), with the following exceptions:

- Maintenance projects (alterations, demolition, repair, or maintenance work) with a total contract amount less than \$15,000 per project;
- Construction projects (public projects, general service, and/or professional services contracts related to construction) with a total contract amount less than \$25,000;
- Janitorial services;
- Hand snow removal;
- Certain other contracts that fit statutory prevailing wage exemptions – check with the Town Attorney.

Purchasing Card Policies

~~Purchasing cards are issued to Town Employees as directed by the Administrative Services Director (ASD). All purchases must be made in accordance with the budget and purchasing policies. This includes advance approvals as necessary, in accordance with the purchasing rules. Purchasing cards may not be used for an employee's personal purchases. If the purchasing card is accidentally used for personal expenditures, the employee must immediately notify the ASD and reimburse the Town for the charges. Town Division Managers can approve single charges of up to \$1,000 for their Division. Department Heads must approve all purchasing card charges in excess of \$1,000 for their departments.~~

Information Technology (IT) Equipment

To maintain proper internal controls, including cybersecurity, and asset inventory, ANY item requiring installation, support, or security evaluation, needs to be vetted with IT. Under no circumstance should these items be purchased by individual departments prior to approval from IT, and preferable should be purchased by IT. These items include but are not limited to:

- Printers
- Smart TVs
- Computers

- [Laptops](#)
- [Tablets/iPads/Accessories](#)
- [Software/Software Subscriptions](#)
- [Monitors](#)
- [Cell Phones/Cell Phone Apps](#)
- [Any network connected device \(wired or wifi/Wi-Fi\)](#)
- [Any other IoT \(Internet of Things\) devices](#)

An IoT device is any web-enabled smart devices that uses embedded systems, such as processors, sensors, and communication hardware to collect, send, and act on data acquired from their environment.

Departments should consult IT via helpdesk to ensure compliance and/or compatibility for small purchases such as USB drives, keyboards, mice, charging devices, etc.

Please Note: all employees who utilize any Town information devices are required to complete the annual Cyber Security trainings issued Town-wide by IT. Employees who do not complete this training are prohibited from using the Town's information systems and devices.

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General Guidelines

Town Divisions are responsible for monitoring the due dates for their invoices and ensuring all necessary approvals occur in time for on-time payment.

Local Business/Local Bidder Preference

- Preference to local businesses and public project bidders shall be given for any Town public works contract as outlined in Resolution 2017-25.
- The percentage allowed for local bidder preference as by Council Resolution is 5.0%.

Shipping Instructions

To facilitate efficient and direct shipment of your department orders, please be sure to specify your department name and delivery address on all orders either verbal or written. Also, Attention: (your name) is very helpful in directing deliveries if another department receives a misdirected delivery. This information applies to all orders including blanket purchase orders. Please note shipments to a home address are not allowed unless there is an emergency circumstance or preapproved by Administrative Services Director.

TRAVEL EXPENSES

A Travel Requisition (TR) must be completed for all Town-related travel if there are any changes or reimbursements beyond just the registration fee.

- Approval by a Division Manager or Department Head prior to commitment of Town funds is required. Division Managers can approve TRs up to one thousand dollars (\$1,000) in value. Department Heads must approve all Division Manager's TRs.

- The TR replaces the purchase order and must include estimated travel expenditures for lodging, meals, transportation costs and conference-related fees.
- The TR must be logged in the Travel Requisitions Log. Copies of conference agendas and/or itineraries must accompany the form.
- The TR can also be used to request an advance for conference fees, hotel, meal per diem, airfare, etc. Actual meal costs are not reimbursed; the TR form includes a tab for per diem meal rates based on cities for low, medium, or high rates.
- The Town's travel policy, included in the Personnel Rules and Regulations, must be followed and is included by reference with this document.
- Wherever possible a Town vehicle will be used for driving to training.

Upon return, a TR is resubmitted to Accounts Payable, providing a final accounting of the travel and conference-related expenses. Department Head approval is again required if there are any material increases in the actual costs (more than 10% of the approved total costs). All receipts listed on the TR must be attached; this includes the final hotel invoice and reimbursements for car rentals, taxis, tolls, etc.

TRANSFER OR DISPOSAL OF FIXED ASSETS

Transfer or disposal of Town assets must be approved by the Administrative Services Director in advance of such a transaction and must be in accordance with Section 3.12.310 through 3.12.340 of the Town's Municipal Code.

Federal Procurement

When purchasing with federal money, follow the stricter of either Uniform Guidance or Town Policy. The detailed version of Uniform Guidance can be found here: <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-300> . The following is a summary of procurement types and rules under Uniform Guidance:

- Check www.sam.gov for vendor disbarment or suspension. Do NOT use vendors who are on this list for projects that are federally funded.
- Local business preference is not allowed when using federal funds.
- Micro Purchases –
 - \$10,000 in aggregate (as of January 2020) - \$2,000 if for construction subject to the Davis-Beacon Act
 - Quotes are not required
 - Equitable distribution among qualified vendors, if possible
- Small Purchases –
 - Single and informal procurement methods
 - Not more than the simplified acquisition method - \$250,000 (as of January 2020)
 - Price and rate quote must be obtained from an adequate number of qualified sources
- Sealed Bids –
 - Above simplified threshold – greater than \$250,000 (as of January 2020)
 - Preferred for construction projects

- Must be publicly advertised
- Competitive Proposals –
 - Above simplified threshold – greater than \$250,000 (as of January 2020)
 - More than one source for proposal
 - Usually for fixed fee or cost reimbursement type agreements
 - A written method of evaluation and selection must be detailed
 - Award must go to “most advantageous” proposal
- Sole Source –
 - MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA
 - 1) Single source availability
 - 2) Public emergency
 - 3) Written request has been made and approved by federal or pass-through entity
 - 4) Competition is determined to be inadequate
- Federally funded contract requirements (if exceeding the “simplified acquisition threshold”; CANNOT be waived by Council)
 - Bid guarantee equal to five percent (5%) of the bid price
 - Performance bond on the part of the contractor for 100 percent (100%)
 - Payment bond on the part of the contractor for 100 percent (100%) of the contract price