CITY OF COUNCIL BLUFFS, IA PURCHASING POLICY

APPROVED BY CITY COUNCIL XX/XX/2019

The Purchasing Division's main function is to assist in all purchases made by the City of Council Bluffs and to ensure these purchases are in compliance with State and City Municipal Codes.

Our objective is to process all purchase requests and associated documentation in a timely manner and to ensure all goods, services, and materials are properly authorized, received, and recorded.

Purchase orders are to be requested either when it is a vendor requirement or when the dollar amount of the purchase exceeds $5,000. City P-cards should be used, whenever possible, under that dollar amount. Refer to the P-Card Policies and Procedures for further instruction.

All personnel involved in the procurement of goods and services, whether in the Purchasing Division or a requesting department, must be have a thorough understanding of purchasing policies and procedures. It is the responsibility of personnel in departments that perform purchasing functions to know and apply applicable laws, policies, and procedures. Spending authority will be given by Department Heads. City personnel may be assigned to the following spending authority levels:

Level 1 – Up to $250
Level 2 – Up to $1,000
Level 3 – Up to $5,000
Level 4 – Up to $20,000

An individual may not make any purchases that exceed his/her assigned spending authority. Spending authority will be assigned by Department Heads based on, but not limited to, the following factors: job description, need, volume, and functional convenience.

Only City staff with adequate spending authority are authorized to request and execute purchase orders. Vendor name, account code, complete description, dollar amount, and any applicable documentation are required for purchase order generation.

An authorized representative must confirm the receipt of goods in order to fully process a purchase order.

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THE PURCHASING DIVISION WILL ISSUE PURCHASE ORDER NUMBERS TO APPROVED CITY STAFF ONLY. Purchase order numbers will not be issued to sales representatives without prior request from an approved city employee.

The following are prohibited practices:

Serial Purchasing:
The practice of issuing a series of orders within a ninety day period to the same vendor for the same item or service in order to avoid the appropriate competitive procurement process.

Fragmented Purchasing:
The intentional splitting of requisitions for like items or services in order to avoid the appropriate competitive process. This differs from serial purchasing in that the fragmented purchases usually occur at the same time, and the items may not be identical, though they are related by project or commodity.

Personal Gain:
When City employees obtain financial gain or anything of substantive value as a result of their positions as a City employee. Personal gain is extended to include the employee's immediate family and any organizations with which the employee is associated. Specific examples include the following:

- Using City funds to make purchases of goods or services from yourself, your immediate family, as defined in the Financial Disclosure Form, or an associated organization.
- Converting City property to personal use or gain without legally obtaining the property through normal surplus procedures.

EMERGENCY PURCHASES:

An Emergency can be justification for suspending the rules on competitive procurement. An emergency is defined in City ordinance 1.32.080.

The Purchasing Division will screen all "Emergency" purchases to ensure procedure has been met. Failure to plan ahead does not constitute an emergency.

REIMBURSABLE PURCHASES:

All purchases which are to be reimbursed by an outside entity must be procured in a manner that follows local regulations, applicable state regulations, applicable federal regulations, and the regulations of the reimbursing entity, whichever is most restrictive.

Procurements which are to be reimbursed by the federal government must also, at a minimum, comply with the City of Council Bluffs, IA's Procurement Policy for Federally Funded Projects.

NEGOTITED AND SOLE SOURCE PURCHASES:

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As stated in the City's purchasing ordinances 1.32.070 and 1.32.080, sole source and negotiated purchases are permissible. Definitions can be found on the Procurement Justification Form and the same is to be executed for any and all such purchases.

SURPLUS PROPERTY:

Once the Department Head determines that property can no longer be utilized by his/her department, the purchasing division should be contacted to classify the property as junk or surplus. The Purchasing Division reserves the right to transfer items declared as surplus between departments or to dispose of sale surplus in accordance with the guidelines set forth by the Municipal Code 1.32.090. Anything considered junk will be disposed of properly. All surplus electronic equipment considered junk must be transported directly to the Solid Waste Management Facility located at 4441 Gifford Road for proper disposal.

This procedure excludes land.

BIDS/ REQUESTS FOR PROPOSALS:

Any time a department would like the Purchasing Division's assistance in obtaining quotes, bids, or RFPs, the department should contact Purchasing as early in the process as possible

FLOW OF BID/RFP

1. Department representative submits Bid/Proposal Request Form and specifications.
2. Purchasing creates document.
3. Document approved for release by department representative and department head.
4. Questions from vendors submitted in writing to purchasing.
5. After deadline, questions given to department, answered, and sent back to purchasing.
6. Answers posted by purchasing.
7. Bids collected by purchasing.
8. Winner chosen by department.
9. Notice of award, bid tab, and contract execution administered by purchasing.