

# Table of Contents

## Chapter 1 – Purchasing Polices and Standard Operating Procedures

1A – Mission Statement

1B - Authorization

1C – Ethical Conduct

1D – Payment Voucher (PV)

1E – Exclusive Contracts

1F – State Preference Laws

1G – Supply Agreements

1H – Contract Administration

1I – Receipt, Opening, and Tabulation of Sealed Bids

1J – Electronically Transmitted Procedure

1K – Purchase Recommendations

1L – Other Documents

1M – Alternate Bids

1N – Mistakes and Errors

1O – Prompt Payment Discounts

1P – Budget Year Closing

1Q – Inspection and Testing

1R – Invoices

1S – Partial Payments

1T – Advance Payments

1U – Vendor Follow Up

1V – Tax Exemptions

1W – Credit Applications

1X – JDE Access

1Y – Capital Buying Schedule

## Chapter 2 – Frequently Asked Questions

2A - What is the City's Policy of Vendor Insurance?

2B - When can I pay for something on a Payment Voucher?

2C - How can I buy something on an emergency basis?

2D - Can I specify a particular product that I want to purchase by brand and model number?

2E - What is the dollar limit on purchases?

2F - When is the City required to use the competitive bidding process?

2G - What are the procedures for competitive bidding?

2H - Are there any special provisions for hiring professional services?

2I - Can a large purchase of contract be let in several smaller contracts to avoid the competitive bidding requirement?

2J - What are the possible consequences of noncompliance with the competitive bidding requirement?

2K – Can a city employee have direct contact with a vendor during the bid process

2L - Can I purchase something and have it shipped to a non-city address?

2M - What is the city's policy on Employee Travel Expenses?

## Chapter 3 – Beginning the Purchasing Process

3A - Specifications

3B - Freight

3C - Commodity Coding

3D - How to enter a Requisition

3E - HIPPA – Business Associate Agreement

3F - Environmental Purchasing Policy

## Chapter 4 – Alternate Purchasing Methods

4A - Summary of Cooperative Purchasing Methods

4B- Summary of Alternative Purchasing Methods

4C - Two Step Bid System

4D - Best Value Bid System

4E - Sam's Club Policy

## Chapter 5 – The Bid Process

5A - Competitive Bid Process

5B - Bidders List

5C – HUB Requirements

5D – General Information

5E - Using the Departmental Quote Form

5F - Tie Bids

5G - Bid Advertising Requirements

5H - Advertisement

5I - Trade-Ins

5J - Used Equipment

5K - Bid Security

5L - Payment and Performance Bonds

5M - Purchasing Role in the Bidding Process

5N - Bid Addendum or Addenda Notification Policy

5O - Competition

5P - Emergency Purchases

5Q - Definition of a Miss-Bid

5R - Receipt of all Solicitations

5S - Late Bids

5T – Opening Procedures

5U - Local Preference Consideration

## Chapter 6 – Purchase Order / Contract Administration

6A - Purchase Orders

6B - Vendor Authority to Ship Product or Being Work

6C - Legal Contracts

6D - Invoices

6E - Reporting Receipt Online

6F - Vendor Policies

## Chapter 7 – Inventory Purchasing Policies

7A - Inventory Purchasing Procedures

## Chapter 8 – Purchasing Card

8A - Program Overview

8B - Program Advantages

8C - Operation Procedures

8D - Account Description

8E - Authorized Purchases

8F - City's Policy on Employee Travel Expenses

8G - Restrictions

8H - Obtaining a Purchasing Card

8I - Changes to the Purchasing Card

8J - Purchasing Card Closures

8K - Purchasing Card Holders

8L - Approval of the Monthly Purchasing Card Transactions

8M - Procedures for Handling Discrepancies

8N - Internal Controls

- 8O - Purchasing Department Activities
- 8P – Assistance from Bank
- 8Q - If the Supplier Denies Purchasing Card Approval
- 8R - Audit Procedures

#### Chapter 9 – Debarment of Bidder Policy

- 9A - Statement of Purpose
- 9B - Definitions
- 9C - Grounds for Debarment of Person and Affiliate
- 9D - Debarment Review Board Procedures
- 9E- Temporary Suspension
- 9F - Appeals to City Manager from Certain Decisions of Debarment Hearing Board
- 9G - Notices
- 9H - Creation of List of Debarred and Suspended Persons
- 9I - Effect of Debarment or Suspension
- 9J - Effect of Debarment or Suspension on an Affiliate
- 9K - Effect of Debarment or Suspension on Existing Contracts
- 9L - Liability for Increased Costs
- 9M - Agreement Not to Bid
- 9N - Contractual
- 9O - Procedure to Administer Delinquent Account Lists

#### Chapter 10 – Vendor Protest and Appeal Policy

- 10A - Vendor Protest and Appeal Policy

#### Chapter 11 – Disposal of City Property

- 11A - Disposal of Property
- 11B - City Auction

- 11C - Firearms Disposal Policy
- 11D - Prohibitions
- 11E – City Logo
- 11F- Requesting Disposal
- 11G - Form to be filled out if Asset

## Chapter 12 – Federal Purchasing Policy

- 12A - Introduction
- 12B - FTA Third Party Contracting Guide
- 12C - Amarillo City Procurement Forms
- 12D - COA Standards of Conduct
- 12E - Contract Administration System
- 12F - Written Protest Procedures
- 12G - Prequalification System
- 12H - Ensuring Most Efficient and Economic Purchase
- 12I - COA Purchasing Policies and Procedures
- 12J - Independent Cost Estimates and Cost and Price Analysis
- 12K – COA Purchasing Policies and Procedure
- 12I - Geographic Preferences
- 12M - Unreasonable Qualification Requirements
- 12N – Contract Term Limitation
- 12O - Written Procurement Procedures
- 12P - Solicitation Prequalification Criteria
- 12Q - Award to Responsible Contractors
- 12R - Sound and Complete Agreement
- 12S - No Splitting (Micro-Purchase)
- 12T - Fair and Reasonable Price Determination (Micro-Purchase)
- 12U - Micro-Purchase Davis Bacon

12V - Price Quotation (Small Purchase)

12W - Clear, Accurate, and Complete Specifications

12X - Adequate Competition – Two or More Competitors

12Y - Firm Fixed Price (Sealed Bid)

12Z - Selection on Price (Sealed Bid)

12AA - Discussions Unnecessary (Sealed Bid)

12AB - Advertised/Publicized (Sealed Bid)

12AC - Adequate Number of Sources Solicited (Sealed Bid)

12AD - Sufficient Bid Time (Sealed Bid)

12AE - Bid Opening (Sealed Bid)

12AF - Responsiveness (Sealed Bid)

12AG - Lowest Price (Sealed Bid)

12AH - Rejecting Bids (Sealed Bid)

12AI - Evaluation (RFP )

12AJ - Price and Other Factors (RFP)

12AK - Sole Source if Other Award is Infeasible

12AL - Cost Analysis Require (Sole Source)

12AM - Evaluation of Options

12AN - Cost or Price Analysis

12AO - Written Record of Procurement History

12AP - Exercise of Options

12AQ - Out of Scope Changes

12AR - Advance Payments

12AS - Progress Payments

12AT - Time and Materials Contracts

12AU - Cost Plus Percentage of Cost

12AV - Liquidated Damages Provisions

12AW - Piggybacking

12AX - Qualification Excluded Price [A&E]

12AY - Serial Price Negotiations [A&E]

12AZ - Bid Guarantee

12BA - Performance Bond

12BB - Payment Bond

12BC –Federal Clauses

12BD – Wage and Hour Requirements – Veterans Hiring Preference

Chapter 13 – Glossary of Common Purchasing Terms