

**CITY OF ONEONTA, NEW YORK
PURCHASING POLICIES
AND
PROCEDURES**

**Adopted by Common Council
March 16, 2010**

INTRODUCTION

Ordinance No. 3, 1987, an ordinance amending the provisions of section 3.24 of Article III, City Officers and employees of the Oneonta City Charter, which was approved by the Common Council on October 20, 1987 and signed by the Mayor on January 5, 1988, established a Purchasing Department of the City of Oneonta, pursuant to the provisions of Sec. 20-a of the General City Law.

Section 104-b of the General Municipal Law requires that goods and services which are not required by law to be procured through competitive bidding must be procured in a manner which assures the prudent and economical use of public monies in the best interests of the taxpayers. It further requires that to further the objectives of economical use of tax monies, the acquisition of goods and services of the best possible quality at the lowest possible cost, and to guard against favoritism, improvidence, fraud and corruption, internal policies and procedures governing procurement of all goods and services not required by law to be procured through competitive bidding must be adopted by all municipalities. It also requires that, effective January 1, 2009, such policies and procedures identify the individual or individuals responsible for purchasing and their respective titles. Purchasing Agent Edith Polhamus, Deputy Purchasing Agents Nicole Camarata and Jamie McNamara-Kirk are responsible for purchasing for the City of Oneonta. Further, it requires that such policies and procedures must be reviewed annually by the governing board (Common Council).

Comments have been solicited from all officers involved in the procurement process, in accordance with the requirements of Section 104-b of the General Municipal Law.

PURCHASING POLICY AND PROCEDURES

The Purchasing Agent and such assistants as may be designated shall be appointed by the Mayor subject to the confirmation of the Common Council, and subject to the provisions of the Civil Service Laws of the State of New York. The Purchasing Agent shall be responsible for developing and administering the purchasing program of the City of Oneonta.

Except as otherwise provided herein, the acquisition of services, equipment and supplies is centralized in the Purchasing Department, functioning under the supervision of a person designated by the Mayor and Common Council as Purchasing Agent, and through whose office all purchasing transactions are conducted. Any purchases made otherwise, the City will not be liable therefor and the person purchasing the same does so for his individual account and not that of the City.

The Purchasing Agent shall procure the necessary items of material, equipment, supplies and services as needed, at the best possible prices and maintain adequate records to show that this was done.

The Purchasing Department may sell, under the direction and control of the Common Council, all property, real and personal, of the City which is not needed and authorized for disposal.

The Purchasing Department shall have charge of storerooms maintained and designated as storage space for all materials and supplies belonging to the City.

Where formal bidding procedures are not required by law, quotations shall be solicited, except in those instances where a gift is being offered to the City and the Common Council determines by resolution that it is in the City's best interest to expend a reasonable sum of money to effectuate the gift. The Purchasing Agent shall issue Purchase Orders only after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.

The purchasing procedure employed by the City of Oneonta shall comply with all applicable laws and regulations, State and/or Charter.

Purchases shall be made through available State Contracts of the Office of General Services, Procurement Services or through Industries for the Blind or New York State Correctional Services when required, and whenever such purchases are in the best interest of the City of Oneonta.

Items commonly used in the various departments thereof shall be uniform whenever consistent with operational goals and in the interest of efficiency or economy.

Pursuant to General Municipal Law, Article 5A, Section 103, all purchases for materials, equipment or supplies of the same category that involve an aggregate annual estimated total expenditure over \$10,000.00 (combining all City departments) shall be awarded only after public advertising soliciting formal bids.

Also pursuant to General Municipal Law, Article 5A, Section 103, all public work contracts (those projects that involve labor or both material and labor) involving an expenditure of over \$35,000.00 shall be awarded only after public advertising soliciting formal bids.

The Department of Purchasing shall prepare and place the advertising for each contract or bid in the designated official newspaper of the City of Oneonta upon authorization from the Common Council to solicit bids.

The City Engineer or other authorized representative shall provide technical assistance and guidance in the preparation of the advertisement for bids and the contract documents.

The issuance of plans and specifications for the bidding and the receiving of mailing fees, deposits, bid bonds, or certified checks and contract bonds shall be handled by the Purchasing Department and/or City Engineer when required by law. The Purchasing Agent or assistants are authorized to receive, open and record such bids and read them publicly at scheduled times during regular business hours in City Hall, Oneonta, New York. The Purchasing Agent will determine whether deposits for plans and specifications will be waived for a specific project.

The Purchasing Agent and/or City Engineer shall review contract bids to determine the low bidder meeting the specifications in order that a recommendation for an award can be made by the Purchasing Agent at the next regularly scheduled meeting date of the Common Council.

All formal bid contracts (those which require public advertising and competitive bidding- General Municipal Law, Article 5A, Section 103) shall be awarded as provided by law and by Resolution of the Common Council. Recommendations for the award of all such contracts shall be submitted to the Common Council by the Purchasing Agent.

When an award is made by the Common Council, the Department of Purchasing shall arrange for the execution of all required contract documents by the contractor and/or the Mayor.

It shall be the policy of the Purchasing Agent to recommend that low tie bids be rejected and rebid to eliminate any question of vendor favoritism by making a choice of award on other than low price.

No official or employee, etc. of the City of Oneonta shall be interested financially in any contract entered into by the municipality (as defined in Sections 800 thru 808 of the

General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, by the above persons, from any suppliers of materials or services to the municipality.

All purchases made outside of the purchasing procedure will be considered unauthorized purchases and are not the financial responsibility of the City of Oneonta.

With the exception of those purchases made under blanket purchase orders and/or true emergency situations (those requiring immediate action) only the person designated by the Mayor and Common Council as Purchasing Agent may commit the City for a purchase.

Opportunity shall be provided to all responsible suppliers to conduct business with the City of Oneonta. To this end, the Purchasing Agent shall develop and maintain lists of potential bidders for various types of supplies, equipment and services. Such lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request. It shall be noted that the preparation of this list is not all-inclusive and the City of Oneonta is not obligated by law to notify any contractor or supplier of pending projects.

It is the responsibility of the requisitioner to provide an adequate description of items needed so that the Purchasing Agent may be able to prepare specifications to procure the desired service, equipment or supply item. The requisitioner will assist the Purchasing Agent in the preparation of the specifications.

It is the responsibility of the Purchasing Agent to make alternative suggestions to the requisitioning department if, in the judgment of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of a required item.

The material, equipment, supply and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the requisitioners and the Purchasing Agent.

Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate requisitioners. These lists shall be used as a basis for requisitioning.

The Purchasing Agent is designated to approve Purchase Requisitions and process an appropriate Purchase Order for the items requisitioned. Each department head shall be responsible for compliance, by himself and his subordinates, to the Purchasing Procedures as herein stipulated.

The Purchasing Department will maintain and operate a Central Stores Inventory.

The Purchasing Department will maintain and operate a Fixed Asset Inventory system.

The Purchasing Department will maintain and operate a Materials Management Operation covering the time from the acquisition of an item to its eventual transfer or disposal.

The Purchasing Department will maintain a Petty Cash fund for payment of small claims under \$30.00.

The Purchasing Agent will have the sole authority to sign contracts for service agreements for City owned equipment when necessary & required by vendor for agreements included in City budget.

It will be the policy of the City to refuse unsolicited “free” offers.

PROCEDURES

PETTY CASH

A petty cash fund has been established in the amount of \$500.00 and will be maintained and operated by the Purchasing Department for the purpose of purchasing minor items of \$30.00 or less. Such fund shall be used for the payment of properly itemized invoices of nominal amounts and under conditions calling for immediate payment. No petty cash will be disbursed if not accompanied by the proper store receipt or invoice. The petty cash fund shall be maintained and accounted for in accordance with the rules and regulations established by the Common Council.

ENCUMBERED PURCHASE ORDER

An encumbered Purchase Order is a written order for goods whereby City funds are set aside (encumbered) by the Finance Department for payment for the goods. An encumbered Purchase Order is required when a department wishes to order an item that will take longer than five (5) days to receive & will cost over \$1,000.00. A Purchase Requisition is required to process an encumbered Purchase Order.

These purchases shall be prepared by the Purchasing Department on a written Purchase Order, based on information set forth on Department's Purchase Order Requisition. After preparation of written Purchase Order by Purchasing Department, the Purchase Order is then forwarded to the City Chamberlain who will certify on each Purchase Order that monies are available for the purchase and that the appropriation has been encumbered.

The approved Purchase Order is then returned to the Purchasing Department, who in turn will then mail the Purchase Order to the vendor. After Purchase Order has been mailed to vendor, the ordering Department will receive a pink copy of the Purchase Order.

A Purchase Order is a legal contract by and between the City of Oneonta and a vendor which authorizes the vendor to deliver a product. In no event are individual departments to prepare and/or mail out Purchase orders to any supplier. Only Purchase Order forms prepared by the Purchasing Department will be considered valid. Each department is responsible for compliance with the Purchasing Procedure adopted by the Common Council. No encumbered Purchase Order will be prepared by Purchasing when a department has received the item or work has been started except in the case of a Declared Emergency. The City of Oneonta will not be responsible for any purchases made without prior authorization of the Purchasing Agent.

PURCHASE ORDER REQUISITION

The Purchasing Agent is designated to receive and approve Purchase Order Requisitions and process an appropriate Purchase Order for the items requisitioned. Each department head shall be responsible for compliance by himself and his subordinates to the Purchasing procedures as herein stipulated.

- 1) Only Purchase Order Requisition forms provided by the Purchasing Department shall be used for requisitioning.
- 2) All Purchase order Requisitions to be submitted to the Purchasing Department on a timely basis and when requested by the Purchasing Department.
- 3) A Purchase Order Requisition is required to provide authorization by department head to prepare a Purchase Order.
- 4) The Purchase Order Requisition must contain the following information:
 - a) DATE: date of preparation
 - b) REQ. NO.: number used by department for their own records
 - c) FROM: title of department item is being charged to
 - d) Deliver to: address for delivery
 - e) Delivery Date: date order is needed
 - f) QUANTITY: quantity to be ordered
 - g) UNIT: unit size (i.e. gal., ft., cu. Yd., doz., etc.)
 - h) DESCRIPTION: complete description of item being ordered
 - i) CODE: department code to which item is to be charged
 - j) UNIT PRICE: price per unit
 - k) AMOUNT: total price
 - l) REMARKS: name & address of suggested vendor
 - m) REQUISITIONER: signature of department head
 - n) fill in telephone quote results, or attach written quotation results
- 5) The Department Code is subject to correction and review by the Finance Department.
- 6) No Purchase Order Requisition will be accepted by the Purchasing Department if any required item is left incomplete on the Purchase Order Requisition. All such incomplete Purchase Order Requisitions will be returned to the appropriate Department Head for proper completion.

Department Heads may identify individuals in their departments to sign requisitions & initiate orders in their (Department Head's) absence only by submitting the "AUTHORIZATION FOR REQUISITION" form (page 9 of this document).

CANCELLATION OF ENCUMBERED PURCHASE ORDER

Purchase Orders are to be canceled by the Purchasing Department only. Department wishing to have a Purchase Order canceled issues a memorandum to Purchasing Department with full information regarding the Purchase Order to be canceled. The Purchasing Department will then notify the City Chamberlain to cancel same.

AUTHORIZATION FOR REQUISITION

The following City employees in _____
Department are authorized to sign and submit Purchase Requisitions to the
Purchasing Department:

EMPLOYEE NAME

DEPARTMENT CODE

SIGNATURE OF DEPARTMENT HEAD

DATE

PURCHASING DEPARTMENT ACKNOWLEDGEMENT

DATE

INSUFFICIENT APPROPRIATION BALANCE

In the event an appropriation code balance is insufficient to cover a purchase, no Purchase Order will be issued to a vendor. The requisitioning Department Head must take the necessary steps for budget transfer before such Purchase Order is issued.

CALL-IN (CONFIRMING) PURCHASE ORDERS

A Call-In Purchase Order number system has been instituted by the Purchasing Department when necessity for immediate action exists. Naturally, such a deviation from “normal” should have a very limited use. Lack of proper planning should not be considered a valid reason for this process to be utilized.

The Call-In Purchase Order number system shall be utilized for the following situations:

- 1) True emergency purchases
- 2) Chemical purchases
- 3) A purchase under \$1000.00, Public Work with a cost under \$4,000.00, or Professional Service with a cost under \$2000.00 IF the item will be received by the department five (5) days from the date of the Call-In Purchase Order number. Call-In Purchase Orders for equipment or a Capital Project must be approved by the City Chamberlain.
- 4) Daily Star advertisements

Call-in Purchase Order numbers will only be issued by the Purchasing Department and will be issued to a department when the code balance has been checked for sufficient funds.

Within five (5) days after a call-in Purchase Order number has been obtained, the invoice must be forwarded to the Purchasing Department.

At any given time, there will be no more than five (5) Call-In Purchase Order Numbers allowed per departmental code that overextend the five (5) day time period which are not substantiated with a coded and signed invoice. No further Call-In Purchase Order Numbers will be issued by Purchasing for such department until outstanding Call-In Purchase Orders are substantiated.

The City of Oneonta will not be responsible for orders placed utilizing the Call-In Purchase Order Number system, unless such order has been cleared through the Purchasing Department to determine availability of funds.

Department Heads may identify individuals in their departments to obtain Call-In POs & initiate orders in their (Department Head's) absence only by submitting the “CALL-IN PURCHASE ORDER AUTHORIZATION” form (page 11 of this document).

CALL-IN PURCHASE ORDER AUTHORIZATION

The following City employees in _____
Department are authorized to request call-in Purchase Orders from the Purchasing
Department:

EMPLOYEE NAME

DEPARTMENT CODE

SIGNATURE OF DEPARTMENT HEAD

DATE

PURCHASING DEPARTMENT ACKNOWLEDGEMENT

DATE

BLANKET PURCHASE ORDERS

Blanket Purchase Orders (or Annual Purchase Orders) are open end Purchase Orders issued to various vendors for purchase of items considered to be of immediate need or for the purpose of consolidation of bulk or numerous purchases over the year.

The reasons for the use of the Blanket Purchase Order are twofold:

- 1) To eliminate the necessity for the issuance of separate orders for groups of items which are purchased frequently from the same vendor
- 2) To permit the department to purchase items of this nature on an “as needed” basis.

Blanket Purchase Orders are normally prepared for a twelve month period. Vouchers will be processed monthly.

The user department shall keep a record of the purchases made to insure that they do not exceed the amount allowed under the Blanket Purchase Order.

All City employees obtaining items for the City under a Blanket Purchase Order must use the Purchase Order Number each time a purchase is made. That Purchase Order Number must be indicated on each invoice.

When supplies are delivered or picked up, receipts, delivery slips, or other documents transmitted by the vendor will be signed by the individual receiving the supplies.

If at any time the amount allowed on the Blanket Purchase Order will be exceeded, a new Purchase Order Requisition is to be forwarded to Purchasing.

In no case shall Blanket Purchase Orders be issued which would violate the General Municipal Law.

VOUCHERS

Vouchers are prepared by Purchasing Dept. only. (Exception: Recreation Dept. prepares vouchers for referees.)

INVOICES

Invoices are to be stamped with a stamp that reads “I hereby certify that the services and/or materials on this invoice, as ordered, were furnished to the City of Oneonta on the dates indicated.” Invoices are then to be signed by the department head prior to the purchasing department processing for payment.

Department Heads may identify individuals in their departments to sign & authorize payment in their (Department Head’s) absence only by submitting the “AUTHORIZATION TO APPROVE EXPENDITURES” form (page 13 of this document).

AUTHORIZATION TO APPROVE EXPENDITURES

The following Deputy in _____ Department is authorized to sign vouchers authorizing payment on behalf of the Department Head:

DEPUTY NAME & TITLE

DEPARTMENT CODE

SIGNATURE OF DEPARTMENT HEAD

DATE

ACKNOWLEDGEMENT BY CITY CHAMBERLAIN

DATE

The following chart of requirements & procedures for acquisitions at various dollar limits constitutes a minimum requirement. When appropriate, the Purchasing Agent may require or the Department Head may choose a greater level of competition.

FOR PURCHASE OF COMMODITIES & SERVICES

DOLLAR LIMIT	PROCEDURE
up to \$1000	No competition required-Call-in Purchase Order or Requisition
\$1001-\$3000	Documented solicitation of verbal quotes from at least three sources if available
\$3001-\$9999	Formal solicitation of written quotations from at least three sources if available
\$10000 and over	Subject to competitive bidding

Exceptions to Requirement for quotations: Where City owned equipment has been sent to an authorized shop for an estimate for necessary repairs under a Purchase Order, that Purchase Order may be amended up to a total of \$3000 for actual repairs upon provision of a written estimate by the shop without additional quotes being required. The written estimate must be signed by Department Head before authorization may be given to vendor to complete the work on the original Purchase Order.

For insurance recoverable expenses, PO can be issued based on shop prepared estimate accepted by our adjuster, with no further quotes.

Where the City requires lodging for employees or elected or appointed officials or in conjunction with City events or the provision of services to the City, a Purchase Order may be issued based on confirmation of rates from the hotel.

CONTRACTS FOR PUBLIC WORK

DOLLAR LIMIT	PROCEDURE
up to \$4,000	No competition required-Call-in Purchase Order or Requisition
\$4,001-\$10,000	No competition required-Requisition with description of work or vendor proposal
\$10,001-\$20,000	Documented solicitation of verbal quotes from at least three sources with written quote from successful vendor
\$20,000-\$34,999	Formal solicitation of written quotations from at least three sources if available and with written quote from successful vendor
\$35,000 and over	Subject to competitive bidding

FOR PROFESSIONAL SERVICES AND CONSULTANTS

DOLLAR LIMIT	PROCEDURE
up to \$2000	No competition required- Requisition with detailed description of work
\$2001-\$4000	No competition required-Requisition accompanied by vendor proposal
\$4,001-\$20,000	Formal solicitation and receipt of written quotations from at least two sources with written description from vendor of work to be performed
\$20,000 and over	Formal Request for Proposals

Final determination as to category of purchase will be made by the Purchasing Agent.

ALL FORMAL QUOTATIONS AND RFP AWARDS FOR PROFESSIONAL SERVICES OR CONSULTANTS ARE SUBJECT TO COMMON COUNCIL APPROVAL BEFORE ISSUANCE OF PURCHASE ORDER OR CONTRACT

UNDER NYS LAW A PURCHASE ORDER CANNOT BE ISSUED FOR ANY QUOTATION THAT EXCEEDS THE BID LIMIT

QUOTATIONS

Department Heads may request assistance from the Purchasing Department in seeking quotations for items included in their department budgets for the current year. Quotations will be sought by the Head of the Department for which the purchase is being made or by the Purchasing Agent, at the discretion of the Purchasing Agent.

EMERGENCY PURCHASES

The term “Emergency Purchases” is defined in Section 103.4, Article 5A of the General Municipal Law as follows:

“...in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding, contracts for purchase or public work may be let without compliance to formal advertising requirements...”

In other words, unless the situation threatens lives, health or public property safety, the purchase of services or products are subject to the standard provisions of this Purchasing Policy.

In those cases of emergency requiring immediate action, the department head responsible for that operation will assume charge for the operation. The following procedure will then be used if cost of equipment is over \$10,000.00 or cost of public work project is over \$20,000.00 or the need exists to procure specific items, materials, and services needed in any amount in response to a declared emergency:

- 1) The Mayor, Acting Mayor, or next elected Official in succession must declare an emergency exists.
- 2) A memorandum must be written within 72 hours of the event to the Common Council parent committee responsible for the department head in charge of the operation, summarizing the need for an Emergency Declaration and the response made to the same.
- 3) In any Emergency Declaration, permission is hereby granted to the Purchasing Agent to dispense with normal procurement requirements for specific items, materials, and services needed in response to the declared emergency. Only purchases made in response to the emergency will be covered under this exception.
- 4) Within 72 hours of the event creating a need for the emergency declaration, the department head in charge of the operation will coordinate with the Purchasing Agent

all necessary documentation to finalize Purchase Orders for all items, materials, and services needed in response to the emergency.

Please note that improper planning of purchases cannot be classified as an emergency purchase.

NEW YORK STATE OFFICE OF GENERAL SERVICES-STATE CONTRACT

New York State Office of General Services awards centralized contracts based on competitive bidding for commodities, services, information technology and telecommunications. The City of Oneonta is eligible to purchase through State Contracts as a political subdivision of New York State.

New York State General Municipal Law does not require competitive bidding if purchases are made under State Contract. Therefore, spending levels do not apply only if the purchase is made under New York State Contract. Purchases made from vendors offering lower-than-state contract price do not qualify under this exception.

State Contracts are on file in the Purchasing Department, and are accessible on-line at <http://www.ogs.state.ny.us>.

Purchase Order Requisitions should contain the State Contract number (if known) as well as other pertinent data and the vendor named in the State Contract.

PREFERRED SOURCES

Political subdivisions are required by law to purchase suitable products and commodities from sources granted Preferred Source status by the New York State Legislature. Preferred Sources are:

Department of Correctional Services
Division of Industries (CORCRAFT)

(highest degree of preference)

NYS Industries for the Disabled

Industries for the Blind of NYS, Inc.

New York State Office of Mental Health
Bureau of Psychiatric Rehabilitation Services

COMPETITIVE BIDDING

PURCHASES IN EXCESS OF \$10,000.00 PUBLIC WORKS PROJECTS IN EXCESS OF \$35,000.00

General Municipal Law (Sec. 103) requires purchase contracts exceeding \$10,000.00 and Public Works Contracts exceeding \$35,000.00 be awarded to the lowest, most responsive responsible bidder after public advertisement requesting submission of sealed bids.

In determining the necessity for competitive bidding, the *aggregate* cost of an item or commodity estimated to be purchased in a fiscal year by all departments must be considered, regardless if purchases may be made from different vendors.

The term “Public Works Contracts” would apply to those items or projects involving labor or both material and labor. Included in this category would be construction, paving, printing and repair contracts.

The Invitation to Bidders shall be published in the official City of Oneonta newspaper with a returnable bid opening date of a minimum of seven (7) days from the date of publication of said Notice.

The Invitation to Bidders shall contain a statement of the time and place where all bids will be publicly opened and read. Bids shall be publicly opened by the Purchasing Agent or Deputy Purchasing Agent with all bids recorded.

The names of those to whom plans and specifications have been issued by the City will not be released prior to the opening of bids.

Bids may be held for 45 days from date of opening to review bids.

The City of Oneonta Common Council shall award or reject bids per General Municipal Law, Sec. 103.

The City of Oneonta shall have the right to reject any and/or all bids in the best interest of the City of Oneonta.

The following are exempt from competitive bidding requirements:

- Public Emergencies
- Sole source provider of goods or services (such as the manufacturer or an agent with an exclusive franchise; a monopoly; or where no possibility of competition exists)
- Purchases through a County bid which has been extended to the City
- Leased equipment
- Municipal cooperation agreements
- Purchase of surplus/second hand supplies, materials or equipment from the Federal Government, State of New York, or any other political subdivision or district

Real property purchases or leases
Municipal insurance
Real property appraisal contracts
New York State Preferred Source purchases
State Contract purchases
Professional service contracts
Special skill contracts
Vending machine services

It is advised that all questions relative to the above exceptions be directed to the Purchasing Agent for a determination.

STANDARDIZATION

Section 103 of the General Municipal Law makes it possible for the City of Oneonta to standardize on a particular type of material or equipment. The Resolution, approved by the Common Council, shall state that for reasons of efficiency and economy there is a need for standardization. It shall contain a full explanation supporting such action.

The adoption of such a Resolution does not eliminate the necessity for conformance to the competitive bidding requirements.

Standardization, as the word implies, restricts a purchase to a specific model or type of equipment or supply. For example, to limit the purchase of trucks to a particular make or model on the basis of past performance and/or future plans.

Previous experience may indicate that a certain vehicle is more economical to operate or functions more efficiently. A preventative maintenance program undertaken by the central garage may operate more efficiently and economically because of the ability to interchange parts.

The make or model may be stated in the specifications, and any vendor who can furnish the item may bid. There is no longer a need for the inclusion of the term “or equivalent” or “Or equal”.

The following items have been standardized by the City of Oneonta as of this date:

November 6, 2001	medium duty trucks-INTERNATIONAL HARVESTER
September 18, 2001	PolyAluminum Chloride-STERN-PAC
October 20, 1998	Soda ash -NATRIUM DENSE SODA ASH
December 5, 1989	Engine oil - MOBIL
March 21, 1989	Air paks - SCOTT AVIATION (Fire Department)
June 21, 1988	Pump - FLYTE manufactured (Sewer Department)
June 7, 1983	Valves - MUELLER
July 3, 1973	Fire hydrants – MUELLER

All requests for standardization should be made to the Purchasing Department.

Formal Request for Proposals

Professional service contracts are exempt from competitive bidding requirements under General Municipal Law.

RFPs are used to obtain the services of: architects, engineers, archaeologists, bond underwriters, financial, computer and insurance consultants, medical arts practitioners, scientists, management and system analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services. Determination as to whether services required fall under professional services will be made by the Purchasing Agent.

A notice of Request for Proposals shall be published in the official City of Oneonta newspaper. The RFP notice shall contain a statement of the time and place where all proposals must be received.

An evaluation procedure will be used to develop a shortlist based on the stated criteria. The shortlist of proposers may be asked to prepare a presentation and/or provide additional information prior to the final selection.

Proposals will be evaluated individually by an evaluation committee of no less than 3 individuals, that may consist of an alderman (often chair of the oversight committee for the user Department), the head of the user Department, a disinterested party (another Department Head or a citizen). The results from completed evaluations shall be tabulated by the Purchasing Agent or an assistant and weighting applied to the scores. Once weighting is applied to evaluations scores, the three highest scoring firms may be invited for interviews if weighted scores are within 5% of the highest weighted score.

The City of Oneonta Common Council shall award or reject proposals.

The City of Oneonta shall have the right to reject any and/or all proposals in the best interest of the City of Oneonta.

ANNUAL MATERIAL & SUPPLY BID

The City of Oneonta conducts one annual bid for materials and supplies as well as for certain incidental services for all City departments combined. Delivery terms of these items is on an “as needed basis”. The savings and benefits of this method is:

- 1) Maximum quantities are bid but as items are ordered on an “as needed” basis, the City reaps the benefit of quantity pricing while eliminating the need for storage of the items.
- 2) Since we are not storing quantities of chemicals and other commodities, there is no danger of deterioration.
- 3) Since we are not storing commodities, no insurance is required on our part.

A list of current bids for Materials & Supplies is available in the Purchasing Department.

CENTRAL STORES INVENTORY

The City of Oneonta maintains an inventory of materials and supplies operated by the Purchasing Department.

The purpose of a Central Stores Inventory is to increase governmental efficiency and control and to decrease costs by purchasing in volume. It permits easier consolidation of departmental purchases, procurement in advance of items frequently used in smaller quantities for immediate use thus making these items available as needed, and more effective control of purchases.

Stock lists for Office Supplies, Film, Paper, and First Aid & Safety Supplies, are available in the Purchasing Department.

REQUISITIONS FOR STORES

- 1) Requisition For Stores forms are provided by the Purchasing Department and shall be used for requisitioning.
- 2) A Requisition For Stores is required to provide authorization by department head to receive goods.
- 3) A Requisition For Stores must contain the following information:
 - a) DATE: date of preparation
 - b) FOR DEPT.OF: title of department item is being charged to
 - c) DESCRIPTION: item required
 - d) QUANTITY: quantity required
 - e) PRICE: will be entered by Purchasing
 - f) UNIT: unit size (i.e. gal., ft., cu. Yd., doz., etc.)
 - g) AMOUNT: will be entered by Purchasing
 - h) CODE: department code to which item is to be charged
 - i) DEPT. HEAD: signature of department head
- 4) Orders may be filled upon presentation to the Purchasing Department.

FIXED ASSET INVENTORY

The City of Oneonta maintains a Fixed Asset Inventory which is operated by the Purchasing Department. The fixed asset inventory system was established in 1975 with the assistance of the New York State Department of Audit and Control.

The fixed asset inventory system maintains a list of all city owned equipment (over \$1,000); land; buildings; improvements; vehicles; radios and miscellaneous equipment.

Each piece of equipment is inventoried with a numbered inventory tag affixed by the Purchasing Department.

A secondary inventory list will also be maintained for equipment of lesser value.

Any interdepartmental transfers of equipment are to be reported to the Purchasing Department, noting description of equipment and inventory number of item transferred.

Any department wishing to remove a piece of equipment from their department must notify the Purchasing Department, in writing, that such equipment is excess and that the department wishes to have the item declared surplus.

Any surplus equipment will first be offered to other departments which may have use for it. Once an item is declared surplus by Council, it will be offered at public auction or for sale through sealed bids.

DISPOSITION OF PROPERTY

Any and all City owned property that is obsolete, broken or excess property will be declared surplus and the Purchasing Agent authorized by Common Council to dispose of same. Such surplus can only be disposed of by Public Auction, or sold under sealed bids according to law.

SURPLUS EQUIPMENT & CITY VEHICLES

Surplus equipment & vehicles will be offered for sale through public auction or sealed bids at least once a year, or as needed.

IMPOUND BICYCLES

Impounded bicycles will be offered for sale at auction at least once a year, or as needed.

TRAVEL EXPENSES

TRAVEL ORDER

Section 77b of General Municipal Law states that a Travel Order must be issued by the City authorizing attendance at conventions, conferences & schools, and that a copy of the Travel Order must be attached to any claim for expenses incurred in attendance. The City requires that a Travel Order be approved for any travel outside the City. Travel Orders are issued through the City Clerk's office. The City uses travel rates set by General Services Administration (GSA). (Common Council, June 17, 2003) Current rates may be found at the GSA website: www.gsa.gov.

Any request for payment relating to travel on behalf of the City must be accompanied by a copy of the Travel Order.

MEAL ALLOWANCES

Per diem travel allowances are amounts paid to cover travel expenses at a fixed daily rate.

Full per diem may be paid for overnight or long term travel, if the traveler will be away for all three meals. (Traveler must be leaving before the start of the workday & returning after the end of the workday.) Receipts are not required to draw per diem allowance.

Pro-rated per diem allowance, in lieu of meal allowance, establishing a maximum per meal for travel days or single day trips may be paid. Current rates may be found at the GSA website: www.gsa.gov. at the M&IE Breakdown tab on the per diem page.

No meal allowance may be claimed if meals are provided with registration at a meeting, conference, or training event. Per diem & meal allowance rates apply if using City VISA card for travel expenses. Receipts for use of City VISA card must be submitted to Purchasing upon the travelers return.

These allowances apply only to City employees and officers.

VISA CARD

The City of Oneonta has obtained a VISA credit card for authorized travel expenses. An employee who has been issued a Travel Order may use the card issued to that employee for charges necessitated by extended travel (meals, airfare, car rental, emergency repairs to City vehicle, etc.) only. An Agreement outlining the conditions of use will be signed by the employee and the Purchasing Agent or Deputy Purchasing Agent when the card is issued. Any receipts for its use must be submitted to Purchasing upon the travelers return.

EXCEPTIONS TO CERTAIN PURCHASING REQUIREMENTS:

The following expenses do not require a Purchase Order or Call-In Purchase Order:

- 1) Utility Bills
- 2) Heating Fuel
- 3) Vehicle Fuel
- 4) Petty Cash items
- 5) Medical exams
- 6) Veterinary fees
- 7) Collection fees
- 8) Paying Agent fees
- 9) Regulatory fees
- 10) Legal Discovery expenses
- 11) Software support agreements
- 12) Interdepartmental charges
- 13) Subscriptions
- 14) Dues
- 15) Health & Dental premium payments
- 16) Social Security & Workers Compensation premiums
- 17) Unemployment Insurance payments
- 18) Vehicle towing fees
- 19) Insurance premiums
- 20) Postage
- 21) Employee travel/Training/Conferences which will not exceed \$1000 per event
- 22) Transfer station fees
- 23) Eyeglass & watch reimbursement under contract
- 24) Sports Officials fees
- 25) Election Officials fees
- 26) Payments on leases

ACCIDENT REPORTS

When a City vehicle is involved in any vehicular or property damage incident, a fully completed accident report must be turned in to the Purchasing Department within three (3) days after the incident.

The accident report is then forwarded by Purchasing to the City insurance agent for proper handling.

If there is any damage to a City vehicle, the department head must contact Central Garage to determine if an Estimate of Damage is needed. If an estimate is obtained, it must also be forwarded to the Purchasing Department.

Accident Report forms, which must be placed in every City vehicle, are available at the Purchasing Department.

INSURANCE CLAIMS

All claims from the public sector regarding property damage, personal injury or unsafe condition must be submitted to the City Clerk of the City of Oneonta in letter form. No verbal claims will be accepted.

All claims are received by the City Clerk to be indexed and submitted to the appropriate departments.

Upon receipt of claims from City Clerk, the Purchasing Agent will forward to the appropriate insurance company for the City.

In no event are departments to accept verbal claims.

All original insurance claims will be maintained on file in the Purchasing Department. Insurance claim payments will be forwarded to the City Chamberlain by the Purchasing Agent.

CODE OF ETHICS

The City of Oneonta Purchasing Department has adopted the following Code of Ethics:

The City of Oneonta Purchasing Department believes that the following ethical principles should govern the conduct of every person employed by any public sector procurement or material management organization –

- 1) To consider first the interests of the municipality and the betterment of its government.**
- 2) To endeavor to obtain the greatest value for every dollar expended.**
- 3) To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.**
- 4) To strive for knowledge of municipal equipment and supplies in order to recommend items that may either reduce cost or increase municipal efficiency.**
- 5) To insist on and expect honesty in sales representation whether offered verbally or in writing.**
- 6) To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.**
- 7) To discourage the offer of, and to decline, gifts either directly or indirectly, which in any way might influence the purchase of municipal equipment and supplies.**
- 8) To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.**
- 9) To counsel and assist other purchasing agents in the performance of their duties whenever occasion permits.**
- 10) To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of municipal equipment and supplies.**
- 11) To seek or dispense no personal favors. To handle each administrative problem objectively and empathetically on the basis of principle and justice without discrimination.**