

CITY OF PERRY  
PROCUREMENT POLICIES  
Revised 2-18-2020

To be fully effective, the authority and responsibility for maintaining a centralized purchasing program must reside in the City Manager as Purchasing Agent (or his designee) and his immediate staff. This places the responsibility on those who have the interest and skill to do the procedure work properly and whose primary concern is the performance of uniform polices covering City-Vendor relationships as well as interdepartmental relationships, and it permits adequate controls to be exercised over expenditures.

The express purpose of this section of the manual is to establish a set of policies designed to guide the decision process as it relates to the procurement of supplies and services for use by the City of Perry.

POLICIES

1. CENTRALIZED PURCHASING. It shall be the policy of the City to maintain a centralized purchasing process with the Purchasing Agent. It shall be the Purchasing Agent's responsibility to administer purchasing polices, institute reports necessary to permit analysis or purchasing performance, negotiate and approve term contracts in concert with City Departments, consolidate purchases of like or common items, analyze prices paid for materials and equipment, and generally define how to obtain savings and to coordinate purchasing procedures.
  
2. SOURCE OF SUPPLY. The Purchasing Agent shall select sources of supply in concert with the appropriate Department. This shall be accomplished with a new view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealing comprise the cornerstones to strong and lasting relationships with suppliers. As a general policy, purchases shall be awarded on the basis of availability, best price, delivery and quality taking into consideration the reputation and performance capability of the suppliers.
  
3. COMMITMENTS. On concert with City Departments, the Purchasing Agent shall conduct and conclude all negotiations affecting vendor selection, process, terms, delivery, etc. Commitments and orders in order to be valid, shall be stated by contract, letter or purchase order signed by the Purchasing Agent or a person duly authorized to sign in his stead. Negotiations leading up to, or likely to conclude in, contract arrangements shall not be conducted without the knowledge and authorization of the Purchasing Agent. No One other than the Purchasing Agent shall commit the City to any purchase, vendor, or product, or give any information concerning price or competitive performance. Exceptions to the above include emergencies, and other situations as detailed herein.

4. INTERDEPARTMENTAL RELATIONS. A central purchasing system cannot function properly without the cooperation and assistance of all Department Heads. It shall be the policy of the City to promote an intelligent and harmonious relationship between the Purchasing Agent and other City Departments relative procurement. The Purchasing agent has the duty and authority to request reconsideration of specifications or quantity of material if, in his opinion, it appears that the interest of the City may be better served. However, the final determination of quality and quantity will remain the prerogative of the requisitioning agency.

To enable the Purchasing Agent to develop the best source of supply, requisitions should be submitted as far in advance of the required date as possible. Useful information obtained by the Purchasing Agent from salesmen's interviews and direct mail will be forwarded to the appropriate City Departments. Using Departments are encouraged to reciprocate by forwarding useful information on materials and suppliers to the Purchasing Agent.

5. VENDOR RELATIONS. The Purchasing Agent will promote a program of fairness and friendship with all vendors. Salesmen will be received by the Purchasing Agent as promptly and courteously as time permits.

- a. Salesmen will only be received in other Departments after approval has been given, or arrangements have been made, by the Purchasing Agent.
- b. The Purchasing Agent will arrange interviews between vendor representatives and department Heads when it appears to be to the advantage of the City or when such an interview is requested by an appropriate City employee.
- c. No city employee is required to place his time at the disposal or discretion of salesmen. However, if any interview is to be denied, such will be acknowledged promptly, a reason given for not granting the interview, and the suggestion offered for the salesman to see the Purchasing Agent.
- d. The Purchasing Agent will handle all correspondence with suppliers except when technical or other details make it necessary or appropriate to assign such correspondence to another Department.
- e. Prices and other specific information received from vendors will be considered confidential. During negotiations, quotations received from one supplier will not be divulged to another.
- f. The Purchasing Agent will advise unsuccessful bidders as to the disposition of their quotations or bids at the request of the unsuccessful bidders.
- g. Vendor representatives who are unavailable at the time the Purchasing agent calls to request information on the status of an order or other inquiry are requested to return the call by the end of the working day on which it is made.

h. Salesmen calling on the City should be prepared to advise the Purchasing Agent on the status of existing City orders with their company.

6. GIFTS AND GRATUITIES. City employees are expressly prohibited from soliciting or accepting any rebates, money or costly entertainment, gift or gratuity from any person, company, firm or corporation to which any purchase order or contract is or might be awarded. The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the City, any purchase order or contract if it is found that substantial gifts or gratuities were offered to a City employee. The City may also take disciplinary action, including dismissal, against a City employee who solicits or accepts gifts or gratuities of any value whatsoever.

7. BID DEPOSITS. Bid deposits or surety shall be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of that deposit or surety. A successful bidder, upon failure on his part to enter into a contract within the time specified after written notification of the bid award, shall forfeit any surety deposited with the City.

8. PERFORMANCE BONDS. The City shall require a performance bond before entering a bid-based contract, and in such amount as shall be found necessary to protect the best interests of the City.

9. BIDDERS' LIST. With the aid of other City Department heads the Purchasing Agent shall compile and maintain a bidder' list. Vendors desiring to be listed shall advise the Purchasing Agent, in writing, of the following:

- a. Type of business.
- b. Name of officers, owners or partners.
- c. Persons authorized to sign bids, offers, and contracts.
- d. Type of equipment, supplies, materials sold and/or services provided.
- e. How long in present business.

10. AWARD OF BID-BASED CONTRACTS. City Council may award bid-based contracts upon the recommendation of the Purchasing Agent. Council awards bid-based contracts based on their determination of what is in the best interests of the City. The award will usually be to the lowest and best responsible bidder. When an award is recommended not to be made or not to the lowest bidder, a full and complete statement of the reasons shall be prepared by the Purchasing Agent and shall be filed along with other papers relating to the transaction.

11. EXPEDITING. Expediting of “follow-up” on the delivery position of material on order will be accomplished by the Purchasing Agent. Any information other City Department may acquire or be requested to acquire concerning the delivery status of ordered material should be passed on to the Purchasing Agent.
12. TAX EXEMPTION. The City of Perry, Georgia, a municipality, is exempt from all city, state, and federal sales and excise taxes.
13. EMPLOYEE BIDDING. No city employee will be eligible to bid on City contracts, supply items, or any construction of any type unless authorized by Council.
14. All purchases for materials/services with a total cost of \$1,500.00 or less and within current budget shall require a public voucher and be authorized by the department head or her/his designated representative. It is the responsibility of the department head to obtain goods and services most advantageous to the City, price and other factors considered.
15. All purchases for materials/services with a total cost between \$1,500.01 and \$5,000.00 and within current budget shall require a requisition with three (3) written quotes, when possible, and purchase order. The purchase order shall be authorized by the Purchasing Agent based on department head recommendation.
16. All purchases for materials/services with a total cost between \$5,000.01 and \$10,000.00 and within current budget shall require a requisition with three (3) written quotes, when possible, and a purchase order. The purchase order shall be issued by the Purchasing Agent based on the City Manager’s recommendation.
17. All purchases for materials/services with a total cost between \$10,000.01 and \$25,000.000 and within current budget shall require a Request for Informal Quotes. The Purchasing Agent shall advertise the specifications for the purchase and contact vendors requesting written quotes. The purchase shall require a purchase order and award by City Council.
18. All purchases for materials/services with a total cost exceeding \$25,000.01 and within budget shall require a requisition, a formal procurement process, a purchase order, and award by the City Council.
19. All non-budgeted purchases for materials/services exceeding the current budget shall require approval by the City Council.
20. Emergency purchases are authorized up to \$15,000.00 by the Mayor or City Manager. A report must be provided to the City Council within three (3) working days listing the reason for the purchase, amount of monies spent and funding source.
21. Change orders, within the current budget shall be authorized by the City Manager up to \$10,000.00. A report must be provided to the Mayor and Council. Change

orders exceeding the current budget or above \$10,000.00 shall require approval by the City Council.

22. The City Manager shall provide on a regular basis a list of sole source vendors excluded from the bidding process.
23. In lieu of a Request for Informal Quotes or a Formal Procurement Process, the City may purchase materials/services pursuant to a contract with (1) the State of Georgia or an agency thereof or (2) any government unit or agency thereof within the state of Georgia.
24. When it is determined by the Council that there would be a financial or operational benefit to the City as a result of less down time, faster delivery, improved routine or warranty maintenance schedule, better agent response or other best management practice advantageous to the City of Perry, the Council may enact a local vendor preference provision subject to the below criteria:
  - a. A local vendor is defined as a qualified provider of services and/or materials having had a City of Perry business license for at least one (1) year prior to the bid award date and issued a current business license.
  - b. The local vendor preference shall be to match the qualified, low non-local vendor's bid if the local vendor(s) is within seven (7) percent of the low bid. The local vendor(s) must confirm in writing within five (5) working days of the Council's enactment of matching or exceeding the low bid price. Failure to do so will void the local bidder preference provision.
  - c. If two (2) or more local bidders qualify for the preference, the lowest written submitted response within five (5) working days will receive the award.
  - d. This preference shall not apply to public works bids as defined by the State of Georgia.
25. If a bidder is determined to not meet the bid specifications it shall be immediately advised in writing of the basis for the determination. Should the bidder desire to appeal this determination, it must respond in writing within seven (7) working days of the date of the notice. This written response will be included in the bid package forwarded to the Council for review. The Council shall then decide if it wishes to consider the appeal. Council action is final.