# PURCHASING & CONTRACTING MANUAL 2011

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*Adopted by City Commission, Resolution No. 2436-2011, September 20, 2011.*

## 1. AUTHORITY

The City of Garden City purchasing and contracting policies are based upon State Statutes, City Ordinances, and Administrative Regulations adopted by the City Commission. These policies serve as the regulations and procedures that are employed in daily operations of the City.

- **Objectives:**
  - To secure the greatest value for dollar spent (economy in quality).
  - To obtain lower prices through bid competition and group purchasing.
  - To improve budgetary control.
  - To standardize specifications, where practical.
  - To purchase for the City of Garden City in accordance with the City's Ordinances and in accordance with the Statutes of the State of Kansas.
  - Strive to interest all vendors and contractors in competing.
  - Treat all vendors and contractors fairly.
  - Consider Cooperative Purchasing with other local governments or with the State of Kansas.
  - Conduct ourselves with honesty and truth and demand same of vendors.

- **Conflict of Interest:**
  No City official or employee shall accept any valuable gift, (caps, coffee mugs, pens, pencils, note pads, etc., and items under $25 in value are excluded) whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall any such official or employee:
  - Accept any gift, favor, or thing of value that may tend to influence him in the discharge of his duties or
  - Grant in the discharge of his duties any improper favor, service, or thing of value.

- **Contracts:**
  Unless otherwise approved by the Governing Body, the Mayor is the only individual authorized to contractually bind the City by the execution of a contract. Any official signature shall be attested to by the City Clerk.

- **Used Equipment:**
  The City does not generally purchase used equipment. However, if it can be demonstrated that it is advantageous to do so, used equipment may be purchased from an established and reliable vendor of the type of equipment to be purchased. Normal bidding procedures are required for this type of purchase.

## 2. DEFINITIONS

- *Bids* – refers to the quotation or proposal from a vendor for the commodity or service required. Sealed bids are those to be received at a specified time and place for opening. Informal bids may be received orally or in writing and will be a firm price quotation.

- *Bonds* – Bonds used in the purchasing and contracting process are the Bid Bond, Contract and Maintenance Bond and Statutory Bond.

- *Department* – refers to any office, institution, department, division, board, commission, or agency of the City government except as specifically excluded by law.

- *Emergency Purchases* – refers to only those made for commodities or services to meet unforeseen emergencies that would otherwise cause a loss to the City.

- *Open Market Orders* – refers to bids taken by the Department, either orally or in writing with or without advertising, in lieu of the procedure followed in receiving sealed bids.

- *Price Agreement (Sub-Orders)* – refers to that procedure whereby contracts are awarded on the basis of bids for supplying an indefinite amount of commodity or commodities, service or services. Price agreements will contain either certain unit prices or a varying price scale, for stipulated periods of time, and such other terms as may be set forth in the agreement.

- *Public Works and Public Improvement Projects* – refers to those contractual services and materials purchased for capital construction which is stationary and has a depreciation schedule of a relatively long period, such as, the construction or repair of buildings, streets, bridges, municipal enterprises, etc.

- *Purchasing Card (City Credit Card)* – a credit card issued for official City business.

- *Specifications* – refers to an adequate description of the commodity or service required, including all data necessary to provide the bidder with the exact needs and desires of the using agency.

## 3. GENERAL PURCHASING PROCEDURES

### A. Authority

The City Manager and each Department and/or Division Head have purchasing authority for the City of Garden City. Department and/or Division Heads are authorized to delegate purchasing authority within their department or division as needed for efficient operations. Department and/or Division Heads shall cooperate in joint purchasing plans through which the best interests of the City will be served. Department Heads shall receive authorization to proceed on non-budgeted capital outlay purchases exceeding $5,000 from the City Manager.

### B. Responsibility

Department and/or Division Heads have the responsibility for procurement of suitable materials, supplies, equipment and services at the best possible prices for quality required.

Each Department and/or Division Head has the authority and responsibility to determine and prepare purchase requirements, specifications, conduct purchase transactions and process necessary operational purchases.

Department and/or Division Heads shall obtain and engage in as much competition as possible in the solicitation of bids, pricing and procurement.

The Finance Department may conduct periodic purchasing audits to determine if purchasing procedures are being properly followed. Such audits will check for: unauthorized items are being purchased, purchases are being split up into small increments in order to bypass procedures for larger purchases, and to see how effectively Departments are making follow-up inquiries for delinquent deliveries, shortages, damaged, and/or incorrect materials, verify invoice prices and extensions are correct and the items were actually received and used by the Department, and whether adequate departmental control records are being kept. Departmental delegated purchasing authority will be revoked for an employee if abuse or irresponsible purchasing is discovered.

**C. Purchases Excluded from Purchasing Procedure**

Any purchase which is a "sole source of supply" if approved by the City Manager's office may be exempted from procedural purchase requirements of the City. For the purposes of this manual, "sole source of supply" shall mean:

- Any supplier who is the only seller of goods or services available to the City.
- Specific equipment which is the standard item used by the City in multiple operations or locations when equipment from a different supplier would require additional expense to maintain a second set of repair parts.
- A seller whose product or service is necessary for the well-being of the City which, if purchased elsewhere, would be economically impractical. This exception shall not be applicable to the use of Federal Funds and is not intended to be a waiver of federal, state, or local laws prohibiting discrimination.
- Contracts for independent audits, special legal, special engineering and construction, special financial and administrative survey service.
- Utilities, advertising and like services.

**D. Emergency Purchases**

Emergency Purchases which do not follow the normal purchasing policies for commodities or services to meet unforeseen emergencies that would otherwise cause a loss to the City require Department Head approval.

**E. Requisitions and Purchase Orders**

Department Heads determine whether a purchase needs a requisition or can be placed directly on a purchase order. A requisition is used to record information about the

purchase, such as the initiating department, the commodities being ordered and the accounting distribution to be pre-encumbered as a result of the request.

A purchase order authorizes a vendor to supply goods or services to the City and is the document that authorizes the Finance Department to pay an invoice.

- A short form purchase order is used for most daily operations
- A long form purchase order authorizes a purchase following a requisition

**F. Purchasing (City Credit) Cards**

City Policy is that all commodities and services will be paid with a Purchasing (City Credit) Card, unless the vendor does not accept credit cards, then it will be paid using a purchase order.

**G. Construction Projects**

The policy of the City of Garden City regarding construction of public improvements is developed under the authority of Charter Ordinance No. 25, which exempts the City from the provisions of K.S.A. 13-1017. Construction projects include: the construction or reconstruction of any street, highway, sidewalk, bridge, sewer main, water main, storm sewer, traffic signals, electric transmission or distribution line, or any other public improvement, other than emergency repairs thereto.

**H. TAXES ON PURCHASES**

All Departments, except the Electric Department, are exempt from all federal, state and county taxes with the exception of state tax on gasoline and room tax. For purchases of goods and services, an exemption form will be provided to the vendor; this form may be obtained from the Finance Department. For construction projects, a Sales Tax Exemption Certificate will be provided to the contractor; this form is obtained through the City Engineer.

On all Electric Department activities, an in-state vendor is required to add Kansas sales tax and the applicable county tax. The Electric Department and Finance Department will be responsible to ascertain that the applicable sales tax is added to all orders.

## 4. PURCHASING VALUE LEVELS & REQUIREMENTS

For the purchase of any budgeted or approved non-budgeted capital outlay, all City Departments shall adhere to the following procedures.

- The Department Head shall prepare written specifications for the item(s) to be purchased. These specifications shall be thorough in nature and provide the bidder with the necessary information in which to respond back to the City. Specifications shall include the name of

the contact person and their phone number as well as the deadline to submit a bid quotation.

- A list of all potential local vendors shall be identified by the Department. Each local vendor shall receive a copy of the specifications. If less than three vendors are identified, advertisements may be placed in the newspaper.

- Upon receipt of the bids or quotations, the Department Head shall review bids or quotations and prepare a tabulation for the departmental files or for review with the City Manager and/or City Commission as identified in the Table below. After obtaining the necessary approval, the Department Head shall have authorization to proceed with a requisition and/or purchase order or contract and notification of the bid award to the vendor with the lowest bid who meets the specifications.

**TABLE 1**
**PURCHASING & CONTRACTING VALUE LEVELS**

| *Bid Process* | *Purchase Value* | *Approval of Purchase* | *Format of Purchase* |
|---|---|---|---|
| Verbal or written quotes | < $5,000 | Department Head | Purchasing Card or PO |
| 3 written quotes required | $5,000 to $30,000 | Department Head | Purchasing Card or PO |
| Formal Bids, short process | $30,000 to $50,000 | City Manager | Contract or PO |
| Formal Bids, long process | > $50,000 | City Commission | Contract or PO |
| *See Appendix A for additional requirements* | | | |

- **Purchases Under $5,000:**
  Small dollar purchases are defined as a commodity or service under $5,000. All purchases should be made competitively. Purchases under $5,000 may be made by Purchasing Card or Purchase Order, if approved by the Department/Division Head in advance.

- **Purchases Between $5,000 and $30,000:**
  Competitive bids or written quotes on purchases between $5,000 and $30,000 will be obtained by the Department. Purchases between $5,000 and $30,000 may be made by Purchasing Card or Requisition and Purchase Order.

- **Purchases Between $30,000 and $50,000:**
  All purchases estimated to between $30,000 and $50,000 shall require a contract or requisition and purchase order and shall utilize the formal bid – short process.

- **Purchases Exceeding $50,000:**
  All purchases in excess of $50,000 shall require a contract or requisition and purchase order and shall utilize the formal bid – long process.

## 5. SPECIFICATIONS

Specifications are the responsibility of the Department Head or other qualified personnel. All specifications shall be definite, certain and permit competition. All technical content of specifications constitutes that information which describes the commodity, service or construction desired.

Modification or interpretation of specifications after their distribution must be by addendum only. These will be issued by the Department Head to every prospective bidder who received a copy of the original specifications.

The Department Head shall prepare standard specifications. After preparation, these standard specifications shall apply alike in terms and effect to future purchases and contracts for the commodity or service described.

Specifications common to all bids are as follows:

- Any bid which stipulates that the work will be performed in a greater period of time than that specified shall be deemed irregular.
- The successful bidder may be required to satisfy the City as to his experience, competence, integrity, reliability and his resources.
- No bidder shall be interested in more than one (1) bid.
- Bidders may be required to provide an acceptable bidding bond of five percent (5%) of the total bid as guarantee that he will file all bonds required and enter into the contract.
- In obtaining material or equipment which meets the requirements for performance and quality, the preparation of clear and complete specifications is essential.
- Specifications may be as simple as a list of requirements or very complex, requiring detailed explanation in writing.
- Specifications should not be prepared in a manner which would effectively exclude any responsible bidder from offering a comparable product or service.
- Specify the brand and model number of the desired equipment, including the names and model numbers of two or more manufacturers, whenever possible.
- Identify the features and/or characteristics considered essential to the function or intended use of the product. Specifications should be edited for nonessential proprietary features of characteristics of the names brands which tend to effectively exclude competition in bidding.
- Minor deviations in size and operational characteristics from those set forth in the specifications may be considered when such deviations do not adversely affect the intended use or function at the desired level of performance.

## 6. BIDS AND CONTRACTS

Bidding documents should state whether or not the project is subject to sales tax. Except for the Electric Department, all City Departments are exempt from state and local sales tax. On non-

exempt projects, the cost of applicable sales tax on material, equipment and supplies incorporated in the work shall be included in the Contract prices for the work. The City Engineer will coordinate issuance of the sales tax Project Exemption Certificate.

Projects involving state or federal aid or grants usually have additional contract and bidding requirements such as front-end documents (boilerplate), specifications and/or provisions, or certifications that are submitted with the proposal. The Department Head is responsible for getting those items to the City Engineer in a timely manner. The City Engineer will assist the Department Head with necessary documentation for reporting to the grant authority.

Bidding procedures and required documents are listed in Appendix A. The bidding process shall allow at least two weeks from when the documents are available to contractors to the bid opening. Bid openings for projects requiring City Commission approval shall be scheduled in advance of the City Commission meeting so that the bid tabulation and recommendation of award can be transmitted in the agenda packet. Additional time should be allowed for complex projects, if references must be checked or concurrence of the award is required by an outside agency.

Bidders do not have to be in attendance. Bid openings are open to the public; after checking and tabulation, the results may be distributed to the bidders or other interested parties. Bids received after the scheduled bid opening time shall be returned unopened, NO EXCEPTIONS. No bidder may withdraw his bid for at least thirty days after the bid opening. The City reserves the right to reject any or all bids, to waive informalities, and to accept the bid deemed to be in the best interest of the City.

Modified bids are prohibited. The Department Head shall not permit any modification of bids after the expiration of the time deadline. Any changes in bids such as type, quality, price or price items, guarantees, service terms, delivery, or any other changes of commodities or services is not permitted except by negotiated bid. Whenever circumstances warrant and if authorized by the Governing Body, the City Manager may negotiate bids submitted. The low qualified bidder must be made part of all negotiations.

*Projects under $5,000*

For any construction estimated to cost less than $5,000, an informal process may be used. The Department Head will obtain at least three quotes, which may be by telephone or in writing. Local contractors should be given the opportunity to respond. Publication of a Notice to Bidders in the newspaper is not required. Written specifications and/or plans shall be provided. In lieu of obtaining Governing Body acceptance and approval of such bids, the Department Head may submit the tabulation of bids/quotes to the City Manager with a Requisition for approval and issuance of a Purchase Order, which takes the place of a written contract and is the authorization to proceed.

*Projects between $5,000 and $30,000*

For any construction estimated to cost between $5,000 and $30,000, a shortened formal bidding process administered by either the Department Head, or City Engineer, will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a

public bid opening are required. The bid opening may be held at the City Engineer's office. Bid security (5%) may be required. A Notice to Bidders shall be published twice in the newspaper, at least a week apart. Local contractors should also be notified by direct mail. An Engineer's Estimate is usually provided. The Department Head will submit a tabulation of bids to the Governing Body for approval.

*Projects exceeding $50,000*

For any construction estimated to cost over $50,000, a formal bidding process administered by the City Engineer will be followed. Written specifications and/or plans shall be provided. Sealed bids submitted at a public bid opening are required. The bid opening will be held at the City Engineer's office. Bid security shall be required on construction projects. A Notice to Bidders shall be published twice in the newspaper, at least a week apart. Local contractors should also be notified by direct mail. An Engineer's Estimate is required. The City Engineer will submit a tabulation of bids to the Governing Body for approval.

On construction projects exceeding $100,000 contactors shall be required to furnish surety bonds. For contracts under $100,000 which do not require surety bonds, the City requires the Contractor to certify that subcontractors and suppliers are being paid in a timely manner.

**AWARD OF BIDS**

The bid tabulation and recommendation of award shall be transmitted to the City Commission in the agenda packet. The recommendation for awarding a contract shall also request authorization for the Mayor and City Clerk to execute the contract when all required documents have been returned by the Contractor.

The Governing Body shall let all work by written contract to the lowest responsible bidder, reserving the right to accept the bid deemed to be in the best interest of the City, if there is any whose bid does not exceed the Engineer's Estimate, subject to the following:

A. In determining the bid "deemed to be in the best interest of the City", in addition to price, the Governing Body shall consider the following:
   - The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
   - Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
   - The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
   - The quality of performance of previous contracts or services by the bidder.
   - The previous and existing compliance of the bidder with the laws and ordinances relating to the contract or service.
   - The number and scope of conditions attached to the bid.

B. For all public improvements not utilizing federal or state funds, in determining the lowest responsible bidder, the Governing Body may also consider the domicile of a bidder. If there are bids from a bidder having a principal place of business in Finney County, Kansas (local

bidder) and a bidder with a principal place of business outside of Finney County, Kansas and the lowest bid is submitted by a bidder which is not a local bidder, the Governing Body may award the bid to the local bidder, if all other factors set forth above are substantially in conformity with those factors as applied to the low bidder and 1) if the project cost is $250,000 or less, and the local bidder is not more than 1% greater than the low bid, or if the project cost is more than $250,000, and the local bidder is not more than .5% greater than the low bid, and 2) the local bidder agrees in writing to meet the low bid within 48 hours (two business days) after receiving notification from the City.

C. If no responsible bidder proposes to enter into the contract at a price not exceeding the engineer's estimated cost or if no responsible bidder submits a bid that is within two percent (2%) of the Engineer's Estimate, all bids shall be rejected and the same proceedings as before shall be repeated. In the event a responsible bidder submits a bid that is the lowest bid and the bid only exceeds the Engineer's Estimate by two percent (2%) or less of the total estimated cost of the project, the Governing Body may let the contract to such lowest responsible bidder, if the lowest responsible bidder agrees to reduce its bid to an amount equal to the Engineer's Estimate, within 48 hours (two business days) of notice of the results of the bidding procedure. In the event such a bidder does not choose to reduce its bid to meet the Engineer's Estimate, the Governing Body shall reject all bids.

**BONDS**

There are three types of Bonds used in the purchasing and contracting process: Bid Bond, Contract and Maintenance Bond and Statutory Bond. These Bonds must be issued by a bonding company authorized to do business in Kansas by the Kansas State Department of Insurance. Bonds must delete any reference to a notice period or claims period that is less than the five (5) year Statute of Limitations applicable under Kansas's law. Said Bonds shall be furnished along with the other contact documents within fifteen (15) working days.

- *Bid Bond*
  Bid Bonds are required to ensure that the vendor honors his bid and signs a contract. If Bid Bonds are required, but not included in the sealed bid, the bid is rejected and not read. When bid security is required, it may be by a Bid Bond, or by a certified or cashier's check. Bid security shall be in the amount of five percent (5%) of the total bid.

- *Contract and Maintenance Bond*
  All construction projects, exceeding $100,000 in value will require a Contract and Maintenance Bond in the amount of one hundred percent (100%) of the total bid. The maintenance period shall run for one year after the date of final acceptance of the project.

- *Statutory Bond*
  K.S.A. 60-1111 requires in all contracts exceeding $100,000 entered into by the City for the purpose of making public improvements, constructing or repairing any public building that the contractor provide a bond guaranteeing payment of all indebtedness incurred for labor furnished, materials, equipment or supplies used or consumed in connection with or in or

about the construction, improvements or repairs. The bond is issued to the State of Kansas and filed with the Clerk of the District Court.

- *Certification of Payment*
  For contracts under $100,000 which do not require Statutory Bonds, the Contractor is required to certify that subcontractors and suppliers are being paid in a timely manner. The *Certificate of Subcontractor and Supplier Payment* will be the certifying document.

## 7. PROFESSIONAL SERVICES CONTRACTS

The City uses a Qualifications Based Selection (QBS) process for obtaining professional services (i.e. engineering, architectural, legal). Professional services are not subject to competitive bidding, but are determined by a QBS process based upon the qualifications of the individual or firm to provide the necessary services. For the purpose of selecting and retaining professional consultant services the following process shall be followed. Projects involving state or federal aid or grants may be subject to procedures prescribed by that agency.

**REQUEST FOR QUALIFICATIONS**

The City shall solicit professional services through a Request for Qualifications (RFQ) from at least five, generally no more than ten, professionals deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspapers or newsletters as deemed appropriate to reach the maximum audience. All local qualified consultants shall be invited to respond. The City may also use a listing of pre-qualified professionals developed by a state agency, such as KDOT or KDHE.

The RFQ should include the following information to assist the consultants with their response:

- project location,
- scope of work (the more detail the better),
- specific design standards or regulations that will be met,
- desired bid letting date,
- other time constraints.

The RFQ shall, at a minimum, request the following information in the form of a "Letter of Interest":

- name of the firm or individual,
- description of the firm's or individual's background, capabilities and relevant experience,
- names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience,
- personnel and support services available to the project compared to the current workload of the firm,
- evidence of the implementation of a functioning Affirmative Action program for the firm.

## SELECTION PROCESS

Following receipt of Letters of Interest, a selection committee will review them and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised of three to five members from the following group: Governing Body, City Manager, City Engineer, Public Works Director, Public Utilities Director, Community Development Director and the Department/Division Head who would be directly involved with the consultant.

The selection committee may conduct personal or telephone interviews. A member of the Governing Body should be included, if one was not on the original selection committee. The final selection will be based upon the following criteria, as applicable:

- capability to provide the services
- recent experience with comparable projects
- reputation for personal and professional competence, ethics, and integrity
- current workload
- capability to meet the schedules and/or deadlines
- professional background and caliber of key personnel
- capability and evidence of projects being completed on time and within budget
- quality of previous projects
- if a branch office is to be used, capability of that office to complete the project and/or the availability of support from the main office to provide support
- approach and conceptual understanding of the proposed project
- individual or firm's experience on other City of Garden City projects
- references

## NEGOTIATION OF CONTRACT

After the selection committee has ranked the consultants, a recommendation shall be forwarded to the Governing Body to begin negotiations with the top ranked consultant. The top ranked consultant will be asked for a cost proposal. The proposal shall preferably be a detailed cost with a not to exceed limit based upon actual costs however the proposal may also be on a percentage of construction cost. If the proposal is acceptable or can be negotiated to an acceptable amount, the proposal shall be recommended to the Governing Body for acceptance and award of a contract. If the proposal is unacceptable or cannot be negotiated to an acceptable level, negotiations will cease with that consultant and be undertaken with the second ranked consultant. The professional services contract shall normally be a City standard format document. Non-standard format contracts may be used, but shall require review by the City Attorney.

## ADMINISTRATION OF CONTRACT

The City Engineer shall have administrative responsibilities over the professional services contract (processing payments, etc.) and shall maintain the official City contract file. While the Department/Division Head is responsible for general oversight of the project, consultant

payments will be initiated and/or approved by the Department/Division Head prior to forwarding to the City Engineer for processing.

## 8. DESIGN-BUILD CONTRACTS

**AUTHORITY**

The policy of the City of Garden City regarding construction of public improvements is developed under the authority of Charter Ordinance No. 25, which exempts the City from the provisions of K.S.A. 13-1017. As an alternative to the standard design-bid-build procedure, the Governing Body may, if deemed in the best interest of the City, utilize the following design-build procedure and award a contract to a designer/contractor team.

**REQUEST FOR QUALIFICATIONS**

The City shall solicit design-build services through a Request for Qualifications (RFQ) from a suitable number of design professionals and general contractors deemed qualified to provide the necessary services. The City may invite only pre-selected professionals to respond to the RFQ or it may publish an open notice to any and all interested professionals in such newspapers or newsletters as deemed appropriate to reach the maximum audience. The City may secure professional services to define the project needs or scope of work which may include facility size, performance needs, finish requirements, capacities, etc.

The RFQ should include the following information to assist the consultants with their response:

- project location
- scope of work (the more detail the better)
- specific design requirements and needs
- specific design standards, codes or regulations that will be met
- budget constraints
- time constraints

The RFQ shall, at a minimum, request the following information in the form of a "Letter of Interest":

- name of the design-build team
- description of the design-build team's background, capabilities and relevant experience
- names and numbers of personnel that would or could be assigned to the project, including their qualifications and relevant experience
- personnel and support services available to the project compared to the current workload of the firm

**SELECTION PROCESS**

Following receipt of Letters of Interest, a selection committee will review the letters of interest and reduce (shortlist) the candidate field to a minimum of three. The selection committee shall be comprised three to five members from the following group: Governing Body, City Manager, City

Engineer, Public Works Director, Public Utilities Director, Community Development Director and the Department/Division Head who would be directly involved with the consultant.

The selection committee may conduct personal or telephone interviews. A member of the Governing Body should be included, if one was not on the original selection committee. The selection committee may use the professional services selection criteria to reduce the candidate field.

**QUALITATIVE PROPOSALS**

After the selection committee has completed the shortlist, a recommendation shall be forwarded to the Governing Body to begin the design and cost proposal (qualitative proposal) phase. The qualitative proposal requirements may be further refined from the RFQ information and may include preliminary design solutions, construction management plans, other qualitative issues, and a firm price proposal. The firm price proposals will be submitted in separate sealed envelopes. The selection committee will conduct interviews with the shortlist teams. The selection committee will rank the design-build teams based upon the interviews and the qualitative proposals. After the interviews have been completed and the ranking established, the firm price proposals are opened and read.

**FINAL SELECTION**

The final selection may be made by two methods – the Weighted Criteria Method and Adjusted Low-Bid Method.

*Weighted Criteria Method*

For example, out of a possible score of 100 points, 60 points would come from the qualitative interview criteria and 40 points would come from the firm price proposal. Points for the firm price proposal would be given in inverse order, with the lowest cost proposal receiving the most points. If a project budget has been previously set, maximum points would be given for the lowest firm price which is under the budget. The final ranking is based on total points.

*Adjusted Low-Bid Method*

The final selection is based upon the adjusted firm price. For example, out of a possible 100 points, a team scores 85 points on the interview and their firm price proposal is $500,000. The price is divided by the interview score, in this example, the adjusted price is $588,235. The final ranking is based upon the adjusted price, with the lowest price being highest ranked.

The selected design-build proposal will then be forwarded to the Governing Body for approval and authorization to proceed. The design-build team may be asked to present their concept to the Governing Body. The Governing Body may award a contract as proposed or authorize negotiations. If negotiations are unsuccessful, the Governing Body may cease negotiations with that team and begin with the second ranked team.

**EXECUTION OF CONTRACTS**

The design-build contract shall be prepared by the team and presented to the City Attorney for review prior to submission to the Governing Body. The contract shall require Professional Liability

Insurance for the design phase and the normal bonding required for a public improvement project for the construction phase. The City Engineer will issue a Sales Tax Exemption Certificate at the appropriate time.

**ADMINISTRATION OF CONTRACTS**

The City Engineer shall have administrative responsibilities over all construction contracts (processing contractor payments, etc.) and shall maintain the official City contract files. When the Department Head is responsible for construction oversight, contractor payments will be initiated and/or approved by the Department Head prior to forwarding to the City Engineer for processing.

Change orders to contracts may be authorized by the City Engineer in those cases when sufficient project funding is available.

## 9. AMENDMENT OF CONTRACT DOCUMENTS

The standard contract documents may be amended from time to time to meet the requirements of city ordinances, state and/or federal law or regulations. The City Engineer shall coordinate any amendments with the City Attorney. Substantive changes shall require approval by the Governing Body before becoming effective.

## 10. PRICE AGREEMENTS

Price Agreements are used to purchase commodities in which 1) there is no adequate storage space, 2) cannot be stored because of spoilage, or 3) no definite estimate of required amounts can be made. Such commodities include concrete, street construction and surfacing materials, drugs, chemicals, gas, oil and certain replacement parts. By purchasing such commodities through Purchase Agreements, the City can lower per unit costs and eliminate the need for repetitive procedures.

- **Gas Cards**
  A fuel purchase agreement, which provides Gas Cards, has been established to provide a convenient, efficient means to purchase fuel from a local vendor. A Gas Card is assigned to a vehicle or specified equipment and is intended only for use for City vehicles and equipment. Misuse of a Gas Card will result in disciplinary actions against the card user. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from position and possible criminal prosecution. The Gas Card user will turn in documentation of fuel purchases daily to the Department.

## 11. RECEIVING, INSPECTION AND ACCEPTANCE OF MERCHANDISE

Receiving, inspection, and acceptance of goods transported by common carrier are the responsibility of the Ordering Department. Shipments should be delivered directly to the Ordering Department. As merchandise arrives at the delivery point, it should be received and inspected

without delay. Acceptance of merchandise occurs when the receiver signs the carrier's bill of lading or other delivery document. Any shortages, overages, evidence of damage or other inconsistencies must be clearly noted and outlined by the receiver on the carrier's bill of lading or other delivery document. If merchandise is accepted without notation of inconsistences or if evidence of damage is not noted, the City is at risk of losing their rightful claim to reimbursement, credit or replacement.

When the receiving personnel are unable to determine the validity of grade certificates or other certification regarding the quality of the goods received, the items in question should be received for storage only pending clear certification.

On F.O.B. destination shipments, the seller owns the goods while in transit and title does not pass on to the City until the merchandise has been received and accepted in satisfactory condition. The receiver must carefully note any inconsistencies or evidence of damage and immediately notify the vendor to establish this claim. On F.O.B. shipping point transactions, the receiver should exercise the same care in receiving because the City owns the merchandise while in transit and is responsible for filing the required claims.

- **Concealed Damage:**

  In order to reduce the possibility of concealed damage, request that merchandise deliveries are shipped F.O.B. destination, uncrated, set-up or erected and ready for use in a specific location. Avoid moving crated or carton-packaged merchandise and perform the detailed inspection as soon as possible after receipt of merchandise (within seven to ten days). Report discovery of concealed damage to the carrier and request an inspection, then notify the vendor.

- **Freight and Express Payments:**

  Normally freight charges should be included in the purchase order and designated as F.O.B. destination prepaid and allowed. Departments should closely analyze all freight invoices to determine their liability for payment. Identify each shipment to the related freight or express bill and to the related order.

## 12. PURCHASING CARD (CITY CREDIT CARD)

**PURPOSE**

This Policy provides for the authorization, handling and use of the City of Garden City Purchasing (Credit) Cards. This Policy is applicable to all City Departments. It applies to all purchases and purchase-related documents prepared or processed by the City of Garden City Departments regardless of the source of funds. The objectives in using the Purchasing Card are to expedite procurement and reduce purchasing and related payment paperwork by reducing the number of purchase order transactions and administrative processing costs. Purchasing Cards are intended only for City business transactions.

This Program is designed to delegate authority and responsibility to purchase items directly to the Departments. The Finance Department is responsible for managing the Program and each Department is responsible for managing their cardholder accounts in a manner that conforms to the City's Purchasing Policy. A number of unique controls have been developed for the Purchasing Card Program to ensure the cards can be used only for specific purchases and within specific daily and monthly dollar limits. In addition, each Cardholder is required to certify all purchases, with verification performed by the Department/Division Head before the bill is submitted for payment.

**AUTHORIZATION**

The Purchasing Card is the preferred means to purchase and pay for eligible goods and services that normally cost less than $5,000. With authorization from the Finance Director, a Department Head may request a higher purchasing level for selected Cardholders. Under no circumstances is the Purchasing Card to be used for personal purchases. Cardholders are encouraged to use the Purchasing Card instead of other modes of payment for City purchases to the maximum extent practicable. The Purchasing Card is specifically designed showing ***"Official City Use Only"*** imprinted on it to avoid being mistaken for a personal credit card. Most Cards are also imprinted with "***Tax Exempt***".

**OBTAINING A PURCHASING CARD**

- ***Department Head will:***
  - Designate a Program Administrator for their Department, who is assigned the responsibility of Purchasing Card coordination including security, monthly reconciliation and tracking the use of the card accounts for their Department
  - Decide who, within their Department, may apply for a Purchasing Card
  - Recommend transaction and daily and monthly purchase limits for their Cardholders
  - Forward Purchasing Card Application Forms to the Finance Department

- ***Program Administrator will:***
  - Track the use of the card accounts for their Department
  - Make sure lost/stolen credit cards are reported to the Department Head and Finance Department
  - Reconcile monthly statements for their Department

- ***Finance Department will:***
  - Approve or deny Purchasing Card applications
  - Set daily and monthly spending limits
  - Submit approved applications to the Purchasing Card vendor
  - Distribute Purchasing Cards to Cardholders
  - Retain Cardholder Agreement Forms

- ***Card applicant will***:
  - Read and sign a Cardholder Agreement Form before receiving their Purchasing Card
  - Follow City Purchasing Policy and Procedures

**AUTHORITY AND RESPONSIBILITY**

- ***Finance Department***
  The Finance Department is responsible for the implementation and oversight of the Program. The Finance Department will:
  - Develop a process for Program Administrators to reconcile card accounts each month
  - Monitor accounts for inappropriate or illegal use
  - Revoke card privileges for inappropriate or illegal use
  - Suspend card privileges for failure to provide transaction documentation in a timely manner
  - Increase or decrease card spending limits as necessary

- ***Department Head:***
  The Department Head is responsible for overseeing the Department's Purchasing Card purchases. The Department Head will:
  - Monitor accounts for inappropriate or illegal use
  - Revoke card privileges for inappropriate or illegal use
  - Increase or decrease card spending limits as necessary
  - Reconcile the Program Administrator's Purchasing Card transactions with the monthly statement.
  - Department Head purchases shall be approved by the City Manager or Finance Director.

- ***Program Administrator:***
  An Administrator is designated for each Department/Division to be the point person for the Purchasing Card Program. The Administrator will:
  - Receive and distribute information from the Finance Department pertaining to the Purchasing Card
  - Gather all supporting purchase documentation from employees for each purchase transaction
  - Identify and record the account number for each purchase transaction
  - Review and approve cardholder documentation and reconciliation
  - Route documents to approving official for signature on credit card purchase certification sheet
  - Notify the Department Head of suspected inappropriate or illegal use
  - Notify the Department Head and the Finance Department of lost/stolen cards
  - Forward all documentation to Accounts Payable

  Department Heads will review and approve the Programs Administrator's reconciled Purchasing Card transactions with the monthly statements. Program Administrator purchases shall be approved by the Department Head.

- ***Cardholder:***
  This Purchasing Policy places direct responsibility for the proper and lawful execution of purchasing actions upon the Cardholder. The Purchasing Card bears the Cardholder's

name and may only be used by the cardholder. No other person is authorized to use the Card. No employee of the City of Garden City has authority to issue instructions or approve a procedure that is in direct violation with the law or City policies or procedures. Any act exceeding an individual's authority is no longer an act of the City but becomes a personal responsibility. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from position and possible criminal prosecution. Cardholder understands that the City of Garden City may withhold his/her final paycheck until the Purchasing Card is returned.

All employees must maintain the highest standard of conduct. Any conflict of interest or appearance thereof between an employee's City responsibilities and his/her personal live must be avoided. Cardholder responsibilities are to:

- Make eligible purchases within authorized spending limits and funds availability. Use the card for purchasing items in accordance with City policies.
- The Cardholder must inform the merchant that the purchase if for "Official City Business" and not subject to state or local sales tax, unless it is for the Electric Department. For large purchases where the merchant refuses to waive the tax, the Cardholder can present a State Tax Exemption Form. Cardholders can get a copy of the exemption form from the Program Administrator or Finance Department. If the merchant refuses to waive the sales tax, contact the Program Administrator or Finance Department who can fax or email an exemption form to the merchant.
- Maintain Purchasing Cards in a secure fashion and prevent unauthorized charges to the account.
- Record a brief description of each purchase on the purchase log. This responsibility includes documentation of funds availability, receipts, packing lists, invoice, etc.
- Give purchase documentation to Program Administrator in a timely manner to ensure prompt payment.
- Assist with reconciling the purchase documentation with the monthly card statement.
- Notify the Program Administrator if the Card is lost or stolen. The Program Administrator will notify the Department Head and Finance Department.

**PURCHASING CARD USE**

- ***Over-the-Counter Purchases***
  Although the process may vary slightly, the following steps give a general overview of how the Purchasing Card works. A Cardholder using the Purchasing Card should:
  - Identify the purchase needed and determine funds availability
  - Determine if the purchase amount is within their pre-approved daily and/or monthly purchase limit. If yes, proceed to the next step. If no, check with their supervisor for details on how to proceed.
  - Purchase goods/services. Provide merchant with the Purchasing Card. Inform the merchant that the purchase is for "Official City Business" and not subject to state or local sales tax, unless it is for the Electric Department.
  - If the merchant refuses to waive the sales tax, contact the Program Administrator or Finance Department who can fax or email an exemption form to the merchant.

- Provide merchant with the card number and expiration date
- Retain receipt (i.e. cash register receipt, purchasing card charge slip).
- Give receipt and supporting documentation to the Program Administrator.

- ***Telephone and Internet Orders***
  An employee using the Purchasing Card to order by telephone or internet should:
  - Identify the purchase needed and determine funds availability
  - Determine if the purchase amount is within the pre-approved daily and/or monthly purchase limit. If yes, proceed to the next step. If no, check with their supervisor for details on how to proceed
  - Contact the merchant and place the order
  - Purchase good/services. Inform the merchant that the purchase is for "Official City Business" and is not subject to state or local sales tax unless it's for the Electric Department. Provide merchant with the card number and expiration date
  - If the merchant refuses to waive the sales tax, contact the Program Administrator or Finance Department who can fax or email an exemption form to the merchant.
  - Relay all pertinent information to supplier, e.g., Cardholder name, shipping address, etc.
  - Inspect and verify order accuracy, quality, and price when merchandise arrives
  - Retain shipping documents and receipts received with the merchandise
  - Give all related documents to the Program Administrator

**SALES TAX EXEMPTION**

Most Purchasing Cards are imprinted with the statement ***"Tax Exempt"***. Charges for most purchases billed directly to the City of Garden City are exempt from sales tax except the Electric Department. Merchants can determine whether an account is exempt from sales tax by looking at the account number. For large purchases where the merchant refuses to waive the tax, the Cardholder can present a State Tax Exemption Form, which may be obtained from the Program Administrator or Finance Department. If the merchant refuses to waive the sales tax, contact the Program Administrator or Finance Department who can fax or email an exemption form to the merchant.

**CARD SECURITY**

The Cardholder is responsible for safeguarding the Purchasing Card at all times. The Cardholder should never allow anyone else to use the Card or account number and should never use the Purchasing Card to procure personal items.

**LOST OR STOLEN CARD**

When a Purchasing Card is lost or stolen, the Cardholder should contact the Program Administrator. The Program Administrator will notify the Department Head and the Finance Department. Contact should be immediate so that the highest level of detail regarding account activity leading up to the lost/stolen date can be provided.

**SEPARATION OF CARDHOLDER**

Prior to separation from the Cardholder's department or assignment to another function that does not require Cardholder authority the Cardholder will surrender the Card to the Program Administrator, who will return it to the Finance Department. The Cardholder will review with the Program Administrator the status of any unreconciled, questionable, partially approved, unresolved and disputed transactions, and identify any supplies and/or services which have been ordered but not yet received, so appropriate action can be taken to complete these activities. Cardholder understands that the City of Garden City may withhold his/her final paycheck until the Purchasing Card is returned and all items have been reconciled.

**PURCHASING CARD CHANGES**

There may be occasions when the information about the Cardholder in the bank's master file must be changed (e.g. location change, default accounting change, authorization limits). The Department Head will make the request and the Finance Department will make the appropriate change.

**CARD MISUSE/FRAUD**

Misuse of the Purchasing Card will require the Purchasing Card to be withdrawn from the Cardholder. Disciplinary actions may be taken against the Cardholder. This may include personal financial responsibility for the purchase and consideration of disciplinary action up to and including removal from position and possible criminal prosecution.

## 13. TRAVEL

The City reimburses the City Commission and City Employees for the expenses of travel provided such travel is approved and performed in the course of conducting City business and proper documentation is submitted. The City of Garden City *Employee Handbook* prescribes the acceptable guidelines for expenses incurred by the City Commission and City Employees while attending authorized meetings and related travel.

**AUTHORIZATION**

Attendance by City Employees at professional meetings, educational seminars and training sessions shall be approved by the Department Director and/or the City Manager. For meetings, seminars and training located outside of Finney County, travel shall be requested in advance with a Personnel Action Report and Travel Expense Report – Budget. To the maximum extent possible, all travel expenses should be paid by City Purchasing Card.

The Travel Expense Report – Budget shall include the dates to be gone, purpose of travel, anticipated budgeted expenditures for meals, lodging, transportation and registration fees. Any prepaid expenses shall be documented. Upon return to the city, the employee will complete the Travel Expense Report – Actual, with detailed receipts for all expenses for final approval and payment or reimbursement. Failure to provide a detailed receipt or other

appropriate documentation of an expense may result in the employee being personally responsible for the cost.

All Departments shall keep travel expense files for each employee who incurs travel expenses along with all records pertaining to such travel. These files are subject to random checks by the Finance Department and City's financial auditors.

## 14. INVENTORY

An inventory shall be kept for recording acquisition and dispensing/use of equipment and supplies. Supervision and control of the stockroom(s) shall be the responsibility of the Department Head. Inventory of stock, as determined by the Finance Director, shall be maintained by an approved electronic file system.

## 15. FIXED ASSETS

The Finance Department maintains a fixed assets data base. Department Heads track and monitor purchases meeting the fixed asset threshold value and reports qualifying items to the Finance Department. A *Fixed Asset/Vehicle Form* must be filled out along with a copy of the invoice attached.

Equipment and vehicle information shall also be entered into the Vehicle Replacement Program database as needed. Department Heads shall be responsible for proper data maintenance and utilization of the Vehicle Replacement Program database.

## 16. VEHICLE REGISTRATION

The City Clerk maintains records of State Registration of ALL City vehicles, handles the annual purchase of vehicle licenses, and records vehicle transfer with the State of Kansas. Department Heads track and monitor new vehicle purchases and coordinate with the City Clerk for new or replacement tags when required.

Upon delivery of a new vehicle, a *Fixed Asset/Vehicle Form* must be filled out along with a copy of the invoice attached. All information pertaining to the vehicle should be completed except for the tag number and registration fee. At this point, a title should also be given to the City Clerk. The City Clerk will add the insurance to the vehicle, purchase the tag and registration title and order a new Gas Card if needed.

If an invoice is not received upon delivery of the vehicle, and the Department needs to use the vehicle, then all paperwork except the invoice attachment should be turned in to the City Clerk. Insurance is added only at the time the paperwork is completed and turned in. Once the paperwork is turned in, the City Clerk will process the license, registration and title. After the license has been acquired, the Department will be contacted to pick up the license, registration, and proof of insurance. Be sure to put the registration pocket in the glove box of the vehicle.

When transferring a vehicle, **both** departments must complete and turn in a *Fixed Asset/Vehicle Form*. The vehicle being transferred keeps the original car tag. The receiving department may need a different tag if the vehicle comes from the Water or Electric Departments. Please bring this to the City Clerk's attention at the time the paperwork is turned in. Gas Cards are not transferred with the vehicle.

When deleting a vehicle, whether it is being sent to auction or is being used as a trade-in, a *Fixed Asset/Vehicle Form* must be completed. Insurance remains on the vehicle until paperwork has been received. Your department should turn in the paperwork for the vehicles going to auction at the time you submit the initial information to the Police Department.

If a Department makes changes to the vehicle numbering, the Department Head is responsible for completing the *Fixed Asset/Vehicle Form* or providing a list showing the old number and the new number that has been assigned. It is important that the Clerk's Office has their master vehicle list accurate.

## 17. SURPLUS EQUIPMENT

Whenever a Department Head determines that various equipment and materials are beyond use, or are of no further use to the Department, the City Manager shall be notified. No Department shall permit any such materials to be loaned, destroyed or removed from the City's custody without prior approval of the City Manager.

- Materials and equipment which are of no further use by a Department may be transferred to another Department, if usable, if a need for said materials or equipment has been established by that department. If no Department demonstrates a need for said materials or equipment, the City Manager will proceed to dispose of items as soon as practicable through public auction. Impounded vehicles are also sold at this time.

- When title transfers are involved, the City Clerk shall handle the transactions.

- If the Department Head determines the equipment in question should be junked, they will be responsible for the actual disposal of the equipment. The Department Head will also be responsible for ensuring the "Fixed Asset Form" is completed and forwarded to the Finance Department and entered into the Vehicle Replacement Program database as needed.

- If equipment can be reassigned to another Department, the receiving Department Head will be responsible for affecting the physical transfer of the equipment within a reasonable period of time. The initiating Department Head will be responsible for ensuring the "Fixed Asset Form" is completed and forwarded to the Finance Department and entered into the Vehicle Replacement Program database as needed.

- If the equipment is neither junked nor transferred, it will be declared to be surplus and then be placed in the Surplus Equipment Auction. The Department Head will be responsible for ensuring that the "Fixed Asset Form" is completed and forwarded to the Finance Department and entered into the Vehicle Replacement Program database as needed.

## APPENDICES

**APPENDIX A** **PURCHASING AND CONTRACTING PROCEDURES**

**APPENDIX B** **PURCHASING CARD FORMS**

**APPENDIX C** **TRAVEL EXPENSE REPORT**

# APPENDIX A

# PURCHASING AND CONTRACTING PROCEDURES

## APPENDIX A

**TABLE 1**
**PURCHASING PROCEDURE**

| Documentation | Purchase Value | | | | |
|---|---|---|---|---|---|
| | under $5,000 | $5,000 to $30,000 | $30,000 to $50,000 | over $50,000 | State Aid involved |
| Written or telephone quotes | X | | | | |
| Sealed Bids - Short Format | | X | Optional | | |
| Sealed Bids - Long Format | | Optional | X | X | X |
| Public Bid Opening | | X | X | X | X |
| Publish Notice to Bidders | | X | X | X | X |
| City Commission Approval | | X | X | X | X |
| Sales Tax Exemption Certificate | X | X | X | X | X |

**TABLE 2**
**CONTRACTING PROCEDURE**

| Documentation | Contract Value | | | | |
|---|---|---|---|---|---|
| | under $5,000 | $5,000 to $30,000 | $30,000 to $50,000 | over $50,000 | State Aid involved |
| Written or telephone quotes | X | | | | |
| Engineer's Estimate of Cost | | X | X | X | X |
| Sealed Bids - Short Format | | X | X | | |
| Sealed Bids - Long Format | | X | X | X | X |
| Public Bid Opening | | X | X | X | X |
| Bid Bond or Certified Check | | Optional | X | X | X |
| Publish Notice to Bidders | | X | X | X | X |
| City Commission Approval | | X | X | X | X |
| Sales Tax Exemption Certificate | X | X | X | X | X |

**TABLE 3**
**CONTRACTING ~ REQUIRED DOCUMENTS**

| Document | Contract Value | | | | |
|---|---|---|---|---|---|
| | under $5,000 | $5,000 to $30,000 | $30,000 to $50,000 | over $50,000 | State Aid involved |
| Notice to Bidders | | X | X | X | X |
| Information for Bidders | | | X | X | X |
| EEO clauses | | | X | X | X |
| Nondiscrimination clauses | | | X | X | X |
| Special Attachment | | | X | X | X |
| General Conditions | | Optional | X | X | X |
| Technical Specifications/Provisions | X | X | X | X | X |
| General Specifications | | X | X | X | X |
| Special Provisions | X | X | X | X | X |
| Contract Document (City) | X | X | X | X | |
| Contract Document (State version) | | | | | X |
| C&M and Statutory Bond | | | | Over $100,000 | X |
| Cert. of Subcontractor Payment | X | X | X | Under $100,000 | |
| Bidders Checklist | | X | X | X | X |
| Cert of Nonsegregated Facilities | | X | X | X | X |
| Proposal | X | X | X | X | X |
| Plans and/or drawings | X | X | X | X | X |
| Bid Bond or Certified Check | | See Table 2 | X | X | X |
| Addenda (as needed) | | X | X | X | X |
| Change Orders (as needed) | | X | X | X | X |

# APPENDIX B

# PURCHASING CARD FORMS

# CITY OF GARDEN CITY, KANSAS

## PURCHASING CARD CARDHOLDER AGREEMENT

| | |
|---|---|
| Name of Cardholder | Cardholder Business Address |
| Department/Division | Cardholder Business Phone Number |
| Supervisor's Name and Title | Supervisor's Phone Number |

Cardholder agrees to accept responsibility for the protection and proper use of the Visa Purchasing Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and/or a transaction log for each transaction as designated by the Department Coordinator under the Department Policies and Procedures. Failure to report or document any purchase may be deemed an improper use of the Purchasing Card.

2. If the Card is lost or stolen, Cardholder shall notify the Department Coordinator immediately.

3. Cardholder's department shall be responsible for all charges, including fees and interest incurred from the proper use of the Purchasing Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the Purchasing Card and agrees to pay to the issuer of the Card (City) for any such improper use, as the result of a lost or stolen Card which was immediately reported as required in Paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the purchasing may be cause for disciplinary action by the Department including termination and that improper use of the Purchasing Card may subject Cardholder to criminal prosecution.

5. Cardholder understands that should his/her employment with the Department be terminated for any reason the Purchasing Card must be returned to the Department Coordinator. Cardholder understands that Department may withhold his/her final paycheck until the Purchasing Card is returned. Cardholder also understands that Department may withdraw authorization to use the Purchasing Card and require the return of the Purchasing Card at any time for any reason.

6. Cardholder understands that use of the Purchasing Card is for the purchase of commodity and non-inventory capital items only of less than $**5,000** per purchase subject to individual card limitations on expenditures for use in Official City Business. All purchases must comply with City accounting and purchasing statues, regulations and policies including all policies the Cardholder's Department implements in the use of the Card. Items on contracts may be acquired from the contract vendor with the Purchasing Card. The following items may not be purchased with the Purchasing Card, however, the list is not all inclusive:

| | |
|---|---|
| Alcoholic beverages | Blind and Handicapped Made Products |
| Capital purchases (subject to inventory) | Correctional Industries catalog |
| Cash advances | Hazardous Materials |
| Construction, renovation or installation | Personal Items |
| Purchase involving trade-ins | Weapons, ammunition |

If in doubt that a purchase is authorized under this Agreement through the use of the Purchasing Card, Cardholder understands that he/she should seek prior approval from the Department Coordinator. Such approval presumes the proper sue of the Purchasing Card.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Purchasing Card, has received, read and understands the City's Purchasing Card policy and has read and understands this agreement.

_____ _____

Cardholder signature Date

*For Department Use Only*

**Daily Limit** _____ (not to exceed without authorization)

**Cycle Credit Limit** _____ (not to exceed without authorization)

**Approval:** Print Name: _____ Title: Department Head

Signature: _____ Date: _____

**Approval:** Print Name: _____ Title: Department Coordinator

Signature: _____ Date: _____

**Approval:** Print Name: _____ Title: Finance Department

Signature: _____ Date: _____

# VISA PURCHASING CARD DISPUTE FORM

## ACCOUNT INFORMATION

Name _____ Account Number _____

Department/Division _____ Business Phone _____

## TRANSACTION INFORMATION

Merchant Name _____ Amount of Dispute _____

Date of Transaction _____ Reference Number of Transaction from Statement _____

## DISPUTE DETAILS

Please mark the appropriate dispute reason listed below and if indicated, provide the requested documentation.

☐ Need a copy of the transaction in order to submit payment.

☐ Need a copy of the transaction for our records only.

☐ Amount is to be billed to a different UMB card number. UMB card number: _____

☐ Incorrect Amount. Must provide copy of receipt. I was billed: _____ should have been _____

☐ Duplicate Posting. The original transaction posted to my statement for _____ on _____ date.

☐ I returned the merchandise to the merchant on _____ date. The reason for return is listed below.
Must provide proof of return.

☐ I have a credit slip and the credit has not posted to my account. *Must provide copy of credit slip.*

☐ I did not participate in the transaction and I do not know what the transaction is for.

☐ I have not received the merchandise and it was to be delivered on _____ date.
*Must give dates when the merchant was contacted to check on the status of the order and their response below.*

☐ I cancelled a guaranteed late arrival hotel reservation on _____ date at _____ time and cancellation number is _____

☐ Other. Details of the dispute have been provided below.

**ADDITIONAL INFORMATION REGARDING THE DISPUTED CHARGE**

_____

_____

_____

_____

Cardholder's signature _____ Date _____

# APPENDIX C

# TRAVEL EXPENSE REPORT

# CITY OF GARDEN CITY
## TRAVEL EXPENSE REPORT

*Attach supporting documents when reporting actual expenses for reimbursement*

**Name:** _____ **Department:** _____

**Date(s):** _____ to _____ **Purpose of Travel:** _____

**Destination:** _____

### MEALS - (PER DAY TOTALS)

| Date | | BUDGET | ACTUAL |
|---|---|---|---|
| | $35/day | | |
| | per diem | | |
| | $45/day | | |
| | High Area | | |
| | per diem | | |
| | (Tips Included) | | |
| | **(1) TOTAL MEALS** | $ - | $ - |

### LODGING

| | BUDGET | ACTUAL |
|---|---|---|
| # of days _____ at _____ | $ - | $ - |
| # of days _____ at _____ | $ - | $ - |
| **(2) TOTAL LODGING** | $ - | $ - |

### AIRFARE

| | BUDGET | ACTUAL |
|---|---|---|
| FROM: _____ TO: _____ | | |
| FROM: _____ TO: _____ | | |
| **(3) TOTAL AIRFARE** | $ - | $ - |

### PURCHASE CARD ACTIVITY - INFORMATION

| Description | Amount |
|---|---|
| registration | $ - |
| meals | $ - |
| motel | $ - |
| fuel | $ - |
| **(8) TOTAL PURCHASE CARD** | $ - |

### MILEAGE OR FUEL

| | BUDGET | ACTUAL |
|---|---|---|
| **Budget** _____ miles @ *$0.51/mile* | | |
| **Actual** Beginning _____ Ending _____ 0 miles @ *$0.51/mile* | $ - | $ - |
| **Fuel** | | |
| Date _____ | | |
| Date _____ | | |
| Date _____ | | |
| **TOTAL MILEAGE/FUEL** | $ - | $ - |

*Rate changes annualy, see Accounts Payable for rate.*

### TAXI/SHUTTLE SERVICE

| | BUDGET | ACTUAL |
|---|---|---|
| From _____ To _____ | | |
| From _____ To _____ | | |
| From _____ To _____ | | |
| From _____ To _____ | | |
| **(5) TOTAL TAXI/SHUTTLE** | $ - | $ - |
| **(6) REGISTRATION FEE** | | |

### OTHER

| Date | Description | BUDGET | ACTUAL |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | **(7) TOTAL OTHER** | $ - | $ - |

### PREPAID BY CITY

| Description | Amount |
|---|---|
| | |
| | |
| | |
| | |
| **(9) TOTAL PREPAID BY CITY** | $ - |

**BUDGET** _____ **ACTUAL** _____

**Signed** _____ **Date** _____

**Approved** _____ **Date** _____

Department Director and/or City Manager

*To be used for reporting out-of-town travel expenses, including all Professional Development/CPE expenses. Submit budgeted expense amounts to Department Director and/or City Manager for approval prior to incurring travel expense.* 9/12/11

### SUMMARY

| | Budget | Actual |
|---|---|---|
| **(1) Meals** | $ - | $ - |
| **(2) Lodging** | $ - | $ - |
| **(3) Airfare** | $ - | $ - |
| **(4) Mileage/Fuel** | $ - | $ - |
| **(5) Taxi/Shuttle** | $ - | $ - |
| **(6) Registration** | $ - | $ - |
| **(7) Other** | $ - | $ - |
| **Subtotal** | $ - | $ - |
| **(8) Less Purchase Card Activity** | | $ - |
| **(9) Less Prepaid by City** | | $ - |
| **TOTAL - Reimburse/(Refund) Due** | $ - | $ - |