



**FINANCE DEPARTMENT  
PURCHASING DIVISION  
PROCUREMENT HANDBOOK**



**Municipal Service Center  
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Fresno, CA. 93726  
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**Updated : YVfi Ufm2011**

***“Provider of Award Winning Service”***





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## Code of Conduct

The City of Fresno Purchasing Division subscribes to and accepts as its own the Standards of Purchasing Practice adopted by the California Association of Public Purchasing Officers (CAPPO).

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession.

<b>Bidder</b>	-	-	-	-	Company/Individual
<b>Contractor</b>	-	-	-	-	Bidder who bids on Public Works Projects
<b>Cal Card</b>	-	-	-	-	The City's office purchase card, to make small dollar, non-repetitive purchases of materials, parts and supplies for their immediate needs up to \$2,500 per transaction. This amount may be increased, depending on need, to \$5,000. This amount was set as of July 16th, 2010 in Administrative Order 3-1 (4) (a)
<b>EP</b>	-	-	-	-	Emergency Purchase Order
<b>Formal Bid</b>	-	-	-	-	Sealed bid over an amount which is annually adjusted, currently \$121,000
<b>Formal Bid Limit</b>	-	-	-	-	Threshold at which the Charter applies, in July 2010 is \$121,000
<b>Informal bid</b>	-	-	-	-	Sealed bid under an amount which is annually adjusted, currently \$121,000
<b>Open PO</b>	-	-	-	-	A Purchase Order without competitive bidding for repetitive small purchases, with progress payments
<b>Piggyback</b>	-	-	-	-	Using a bid from another governmental agency without going through a City bidding process
<b>Prebid Conference</b>	-	-	-	-	Conference with bidders prior to bid opening, for formal and informal bids
<b>Proposal</b>	-	-	-	-	A submitted bidder's packet of information
<b>Requirements Contract</b>	-	-	-	-	Annual contract with a supplier/vendor, put in place through Purchasing, allowing direct contact from Division to Supplier
<b>RFEI</b>	-	-	-	-	Request for Expression of Interest ("loose RFP")
<b>RFP</b>	-	-	-	-	Request for Proposals (for services other than consulting)
<b>RFQ</b>	-	-	-	-	Request for Qualifications (for consulting services.) This is a decentralized process, as detailed under 6-19
<b>Sole Source</b>	-	-	-	-	Procurement of equipment which is only available from a single manufacturer or source
<b>Supplier</b>	-	-	-	-	Company/individual who supplies products
<b>Vendor</b>	-	-	-	-	Company/individual who supplies services
<b>Walkthrough</b>	-	-	-	-	Prebid conference for informal bids

**SUBJECT: FORMAL BID PROCEDURE**

**Purpose**

To establish a uniform procedure regarding formal bids for products, equipment and public works projects when required by Fresno City Charter, Section 1208. The formal bid limit is adjusted every July 1<sup>st</sup>, implemented on August 1<sup>st</sup>, and will be communicated to departments by the Purchasing Manager. The formal bid limit is currently \$121,000, as of August 1<sup>st</sup>, 2010.

**Procedures**

1. Development of bid specifications

The requesting division/department shall develop the technical specifications and the rest of the bid packet in accordance with the standardized bidding documents (“boilerplates”) made available by the Purchasing Division on the City’s staff website. Boilerplates consist of pages in PDF format which are not to be changed by the customer, and “working pages” which require the customer’s input (for example the notice inviting bids, the bid proposal, etc.)

- a. Products and equipment. Technical specifications shall be as concise and exact as possible without being ambiguous or proprietary. They shall be written to solicit as many bids as possible from vendors who can deliver a product meeting the spirit and intent of the specification. City employees developing technical specifications may contact potential vendors to obtain technical data or industry standards, but are cautioned against accepting technical data that would result in a proprietary specification. It shall be City policy that vendors cannot bid on equipment, supplies, or construction projects if they prepared a substantial part of the specification.
- b. Public Works Projects which are federally funded. A copy of the Engineer’s Estimate shall be forwarded to the DBE Program Coordinator in the Purchasing Division to determine which boilerplate is to be used and if goals are to be set and at what level.

2. Routing of bid packets

- a. Products and equipment. Two copies of the completed bid packet shall be forwarded by the client division/department to Purchasing for approval, with a routing sheet and a legal authorization form for legal review of the bid packet (see Exhibits “1-A” and “1-B” in the Appendix, pgs.50 and 51). An electronic requisition number or a funding source will be referenced by the client in the routing sheet to allow for further processing. In addition to the hard copy, the client shall forward an electronic copy of the “working pages” of the bid and the technical specifications (if available electronically) to the assigned buyer

to facilitate electronic corrections.

- b. Public Works projects. Except for Facilities Management projects and Water Division projects for which the Water Division is the Construction Manager, all bid specifications for public works projects shall first be routed to the Capital Management Division, Inspection/Surveying Services (formerly Construction Management) for approval as to wages and labor code compliance who, in turn, will forward the bid packet to Purchasing.

3. Approval of bid specifications

After approval by the Purchasing Manager, which shall be evidenced by notation on the face of both copies of the bid packet, the Purchasing Manager shall forward both copies to the City Attorney's Office for approval as to form and legality. Such approval shall be evidenced by notation on the face of both copies of the bid packet. Following legal approval, both copies shall be returned to the Purchasing Manager. The Purchasing Manager shall forward one copy to the client division/department and retain one copy in the bid file. After receipt of approval of bid specifications, the client shall contact the assigned buyer for dates for a pre-bid conference, if applicable, and the bid opening.

4. Prebid Conference and bid opening dates.

Generally, bid openings for formal bids will take place on Thursdays at 3 p.m. in a place designated by the Purchasing Manager. Any day or time other than Thursday at 3 p.m. shall be approved by the Purchasing Manager or his/her designee.

Upon establishment of the bid opening date, the client division/department shall forward the required number of bid packets, as established by the Purchasing Manager, to the Purchasing Division, accompanied by one separate copy of the Notice Inviting Bids.

The Purchasing Manager will ensure that the Notice Inviting Bids is published in sufficient time to meet legal requirements. Under no circumstances are divisions/departments authorized to advertise on their own. For Public Works projects, notices are also faxed to building exchanges selected by the Purchasing Manager or his/her designee. In addition, all Notices Inviting bids will be posted on the City's website under Bid Opportunities.

5. Distribution of bid packets

- a. Products and equipment. Bid packets will be distributed directly to known vendors. If the list is very large, Purchasing staff may choose to fax Notices Inviting Bids only and then distribute bid packets upon request. Purchasing keeps an updated list of vendors who have received/requested bid packets.

- b. Public Works projects. Typically, bid packets for public works projects are accompanied by plans for which the City requires a refundable deposit. For this reason, bid packets are not mailed out to potential bidders. Potential bidders or subcontractors or suppliers must request the bid and provide payment of the plan deposit, by mail or pick-up in person at Purchasing's Public Counter. Purchasing keeps an updated list of contractors who have picked up bid packets and plans (the Planholder's list), which is available upon request to interested parties.

#### 6. Contacts with City Staff during bid process

From the time the bid packets are released until an award or rejection of all bids is made, no direct contact shall be made with potential bidders by anyone except Purchasing Division personnel without the Purchasing Manager's specific authorization. All inquiries shall be referred to Purchasing Division personnel who will be responsible for transmittal of information.

#### 7. Addendums

If, as a result of inquiries or a pre-bid conference, additional information is required to be disseminated to prospective bidders, the Purchasing Division will be responsible for disseminating addenda, as appropriate.

#### 8. Receipt of Bids

All bids will be stamped upon receipt with the date and time. Any bids received after the bid opening time will be time/date stamped and returned unopened to the vendor.

#### 9. Bid Openings

The Purchasing Manager or his/her appointee will conduct the bid opening at the time, date, and location designated on the Notice Inviting Bids. The person conducting the bid opening will orally announce the bid prices of each bidder after ascertaining that the bid deposit is with the bid proposal. Prices of bid proposals that do not have bid deposits, as required, or an annual bid bond, will not be announced. Purchasing Division personnel will then proceed to check all figures and extensions. Each bid will be checked by Purchasing for proper surety, if a bond is used as bid deposit, and responsiveness.

#### 10. Bid Evaluations

- a. The Purchasing Manager will forward to the appropriate division/department all documents related to the specific bid with a transmittal memorandum, and an Evaluation of Bid form (See Exhibit "1-C" in the Appendix, pgs.52-56)

listing all bids and specifying the date a reply is required to meet the award deadline. In addition, any errors, irregularities, or apparent areas of responsibility shall be identified. Typically, copies of the three lowest bids are sent to the client.

- b. The divisions/departments will review the bids for adherence to the technical specifications. Bids will also be evaluated on price; life-cycle cost when included in the specifications; trade-in allowances, if included; and trade discounts. The reviewing division/department will prepare its recommendation for award. If the recommendation is to award to other than the lowest bidder or if rejection of all bids is recommended, a written justification must accompany the recommendation.

#### 11. Recommendation for award

Upon receiving the department's recommendation on the Evaluation of Bid form, the Purchasing Manager shall, if in agreement, forward it to the City Manager or his designee for concurrence. Subject to the City Manager's concurrence, the Purchasing Manager will publicly notice the recommendation for a period of five working days. If, within the posting period, an appeal(s) is received, the provisions of the current Council resolution establishing appeals procedures will apply.

#### 12. Council award

Together with the Evaluation of Bids form and the award recommendation, the Division shall prepare and route a Council Agenda Item for Council award of a contract to the City Manager for approval, within the time frames established by the City. Typically, awards of contract will be placed on the Council agenda as Consent items.

#### 13. Contract Documents

- a. Products and equipment. After Council award, Purchasing will notify all bidders of the award of bid, or rejection of all bids, and will send contract documents (contract, specifications and bid received) to the successful proposer for signature.
- b. Public Works projects. After Council award, Purchasing will notify all bidders of the award of bid, or rejection of all bids, and prepare a Purchase Order which will be forwarded to the Capital Management Division of the Public Works Department.

This division is also responsible to prepare and send a formal contract to the successful proposer for signature and to request insurance certificates and Performance and Payment bonds. The Capital Management Division administers all contracts for the Public Works Department and projects, as agreed upon, for

the Water Division.

Formal Contracts for other public works projects, not to be administered by the Capital Management Division of Public Works, will be prepared and sent out by the Purchasing Division and Purchasing will request insurance certificates and Performance and Payment bonds.

14. Notice to Proceed

After Contracts and insurance and bonds, as applicable, have been returned to Purchasing and found acceptable, they will be routed for approval to Risk Management for insurance and to the City Attorney for approval of contract and bonds. After full execution of the contract documents by the City, Purchasing issues a Notice to Proceed in coordination with the client division/department.

15. Contract administration

Contract administration will be the responsibility of the client division/department, except for Citywide contracts (for example, office supplies), which are the responsibility of Purchasing (see Procedure #17, pg.45).

**SUBJECT: SOLE-SOURCE PURCHASES OVER THE FORMAL BID LIMIT****Purpose**

In the event that there is one, and only one, source for a product in excess of the formal bid limit, a sole source contract may be used.

**Procedure**

When a department wishes to purchase a product over the formal bid limit from a "sole source" without competitive bidding, a sole-source resolution is to be prepared and submitted with a Council agenda item. In order to establish a legal basis for a sole-source exception, the following statements and findings must be made and set forth in every sole-source resolution:

1. A statement describing every unique or specialized feature of the product in question.
2. A statement of why the department requires that the product in question has such unique or specialized features (i.e., a statement of why a product without such features would not meet the department's needs).
3. A description of the department's efforts to locate all possible suppliers of such product.
4. A statement that, in spite of its efforts, the department has been able to locate only one supplier of the product in question.
5. A statement that indicates the ultimate cost of the product and the process used to determine the cost of the product.
6. A finding that it is, therefore, proper for the City to dispense with the competitive bidding requirement in this instance and to authorize the Purchasing Manager to purchase the product in question under the sole source exception.

A copy of the draft agenda item, a sole source resolution and a matrix showing comparisons of features between manufacturer/suppliers, if applicable to the particular sole source, shall be submitted to the Purchasing Manager for review and processing prior to placement on the Council agenda. The Purchasing Manager will obtain a quote from the vendor and forward the documentation, with a recommendation, to the City Attorney's Office for review and recommendation.

An example of a sole-source resolution may be obtained from the Purchasing Division.

**SUBJECT: COOPERATIVE PURCHASING AND “PIGGYBACKS”****Purpose**

To establish general policies and procedures regarding purchases made through Cooperative Purchasing Agreements with the State of California, Counties, municipalities, and other public agencies or jurisdictions irrespective of the formal bid limit set by the City Charter.

**Policy**

It shall be the policy of the City of Fresno that the Purchasing Manager may purchase equipment and products by participating in a cooperative purchase of several agencies (joint bid) or through contracts entered into by other governmental agencies (“piggyback”). All such purchases must be from contracts which were competitively bid. The Purchasing Manager is also authorized to purchase products and services under the California Multiple Award Schedule (CMAS) of the State of California or federal GSA (for ISD only per GSA Schedule 70) contracts.

**Procedure**

1. Cooperative Purchases. The Purchasing Manager is authorized to participate in cooperative purchases of several municipal entities and/or other public agencies as a lead agency or as a participating agency under another agency’s leadership. When the City of Fresno is the lead agency, the City of Fresno “boilerplate” for that particular procurement shall be used. If the lead agency is another agency, the City of Fresno may award to another bidder than the lead agency as a result of the application of local preference (see Procedure #17, pg.45).
2. Piggybacks. The Purchasing Manger is authorized to “piggyback” contracts for products and equipment, entered into by other governmental agencies (municipality, county or State) through a competitive bid. The Purchasing Division will obtain documentation to verify the contract and bid process. All products or equipment purchased under this provision must substantially meet the technical specifications of the bid. Major deviations from the product specification will not be allowed. However, minor modifications which result in a price differential of 5 percent or less are authorized.

The Purchasing Manager is also authorized to purchase technical products or services under the California Multiple Award Schedule (CMAS) of the State of California or federal GSA contracts. Purchases under CMAS require that a copy of the purchase order issued by the City be mailed to:

Department of General Services (DGS), Procurement Division, Data Management, 707 3<sup>rd</sup> Street, Second Floor MS 203, West Sacramento, CA 95605.

**SUBJECT: REQUIREMENTS CONTRACTS**

**Purpose**

To establish policies and procedures whereby the City establishes Requirements Contracts and client divisions/departments may purchase products and services directly from vendors without submitting requisitions to Purchasing. Requirements Contracts decrease the procurement time by providing a ready source of supply for various commodities/services at a fixed price for a specified period of time.

**Policy**

It shall be the policy of the City of Fresno that the Purchasing Division may establish Requirements Contracts for commodity groups when repetitive purchases and the anticipated annual expenditures make such action feasible and appropriate. Requirements Contracts may also be established for services, i.e., travel agency, contract extra help, etc. Contracts will be awarded to single or multiple vendors for products or services at a set price for a given period of time. Client divisions/departments may purchase those commodities or services covered by a Requirements Contract directly from vendors as required for their day-to-day operation.

**Procedure**

Commodity group requirements (or scope of services) will be generally determined by client division(s)/ department(s) which will submit a bid packet (or Request for Proposals) to Purchasing. For Commodity groups, the division/department will submit a list of the major items and the anticipated annual usage of each item. The quantities will be used for bid purposes and the actual quantities purchased may be increased or decreased depending on the actual needs of the City.

1. Purchasing Division buyers may also identify needed Requirements Contracts through their experience in the repetitive purchases of products. In those instances, Purchasing will be responsible for coordinating the initiation of the Requirements Contract with the client division(s)/department(s).
2. Requirements Contracts will normally be awarded for a one-year period, but may be extended for two one-year periods if: (1) the client division(s)/department(s) confirm in writing that the vendor is performing satisfactorily and that they wish to extend the contract; and (2) for all extensions the vendor either agrees to hold the price or has agreed to a price change (increase or decrease) methodology as stated in the specifications.

3. Approximately six months prior to the end of a contract, Purchasing will notify the client division/department to update the specific commodity items and quantities for rebid purposes.
4. Requirements contracts may follow the formal bid process (see Procedure #1, pg.6), the informal bid process (see Procedure #9, pg.26), or Requests for Proposals for Technical and Nonprofessional Services (see Procedure #6, pg.17).
5. Once a requirements contract has been established, departments shall not purchase any goods or services for which the contract has been established, outside of that contract without the express permission of the Purchasing Division.

**SUBJECT: PREQUALIFICATIONS - TWO STEP FORMAL BIDS FOR EQUIPMENT****Purpose**

To establish a uniform procedure regarding formal bids requiring a two-step process which normally includes a pre-qualification component. This process is primarily used for equipment to allow some flexibility and negotiation of non-critical technical specifications with the bidders, followed by the formal bid where bidders submit pricing of their pre-qualified equipment.

**Procedures**

The two step process is primarily used to purchase equipment and products only when specifications are so complex or so indeterminate that a formal bid specification is impractical. Under the two-step process, proposers will initially submit technical proposals only for pre-qualification. After evaluation of the submitted product by the client and Purchasing, proposers will be requested to submit cost proposals for their qualified product. When the two-step process is used for products or equipment, the second step will be a competitive bid. Normally, both the pre-qualification packet (first phase) and the formal bid packet (second phase) are mailed together with instructions for the bidders as to which packet they submit and when. Contact the Purchasing Division for a sample.

The requesting division/department shall develop the technical specifications for the project. They shall be written to solicit as many bids as possible from vendors who can deliver a product meeting the spirit and intent of the specification. City employees developing technical specifications may contact potential vendors to obtain technical data or industry standards, but are cautioned against accepting technical data that would result in a proprietary specification. It shall be City policy that vendors cannot bid on equipment, supplies, or construction projects if they prepared a substantial part of the specification.

The process follows the formal bid procedure (see Procedure #1, pg.6), with the following additional steps, prior to actual bidding with pricing.

1. **Technical Pre-qualification** - The technical specifications are usually expressed as minimum requirements for specific equipment but still allowing flexibility and negotiation of minor technical points during the evaluation process. Typically, specifications are set up for the potential bidder to mark "comply" or "non-comply" of its equipment. Bidders are required to respond to each specification. If a bidder is unable to conform to the specifications or has deviations to the specifications they are encouraged to submit a form stating their deviations/exceptions.
2. **Notification of Pre-qualified equipment** - After a complete evaluation of all proposals which were received timely, Purchasing notifies all bidders of pre-

qualified equipment by addendum.

3. Appeal - If any proposer desires to appeal a denial for pre-qualification, the proposer must submit in writing a justification for acceptance as a pre-qualified proposer to the Purchasing Manager within five working days from date of notification.

**SUBJECT: REQUEST FOR PROPOSALS FOR TECHNICAL AND  
NONPROFESSIONAL SERVICES (REQUIRING COUNCIL AWARD)**

**Purpose**

To establish policies and procedures for the use of Requests for Proposals (RFPs) for technical and nonprofessional services of \$50,000 or more.

**Policy**

It shall be the policy of the City of Fresno that a formal Request for Proposal (RFP) will be utilized to solicit proposals for technical and nonprofessional services of \$50,000 or more. The RFP process must ensure that the most advantageous procurement for the City will be made.

RFPs for consultants and professional services, i.e., accounting, engineering, architectural, legal, and medical, etc., are decentralized and the policies and procedures of Administrative Order 6-19 apply.

**Procedure**

1. Development of Request for Proposals (RFP)

- a. The client division/department will develop the scope of work for services to be provided and will describe the required services, location, frequency, quality, special requirements, etc. as precisely as possible. The appropriate standardized RFP (“boilerplate”) to prepare an RFP can be found on the City Staff Website.
- b. The RFP will also include the criteria to evaluate the proposals. Criteria must not be subjective in nature and must correlate to the information requested in the proposal.

2. Establishment of Evaluation Committee

It is recommended that the members of the evaluation committee be selected prior to the publication of the RFP and have an opportunity to review the RFP before it is distributed.

3. Review Process for RFP

The client division/department submits two copies of their RFP to the Purchasing Manager for review/approval as well as an e-mail copy of the document.

Subject to the Purchasing Manager’s approval, which shall be evidenced by notation on the face of both copies of the proposal packet, the Purchasing

Manager shall obtain the City Attorney's approval as to form and legality. Such approval shall be evidenced by notation on the face of both copies of the RFP.

4. Pre-Proposal Conference and proposed opening dates

Following legal approval, both copies shall be returned to Purchasing. The Purchasing Manager or his/her designee shall forward one copy to the issuing division/department and retain one in the RFP file. At this time, the pre-proposal conference and proposal opening times and dates shall be established through coordination with the client division/department.

5. Distribution of RFPs

Upon establishment of the pre-proposal conference and proposal opening times and dates, the client division/department shall forward the required number of proposal packets, as established by the Purchasing Manager, to Purchasing accompanied by one separate copy of the "Notice Inviting Proposals." The Division should also submit a list of names and addresses of any proposers they have been in contact with or who have shown an interest in receiving a RFP packet. Purchasing will add names of potential proposers from its files. RFP packets will be mailed to all known potential proposers.

6. Advertising Notice Inviting Proposals

Purchasing shall advertise the Notice in a local newspaper of general circulation. Clients are not authorized to advertise themselves.

7. Contact with City Staff during RFP process

From the time the proposal packets are released until an award or rejection of all proposals is made, no direct contact shall be made with potential proposers by anyone except Purchasing personnel without the Purchasing Manager's specific authorization. All inquiries shall be referred to Purchasing who will be responsible for transmittal of information.

8. Addendums

If a pre-proposal conference is required, the Purchasing Manager or his/her designated representative will chair the conference. If, as the result of the pre-proposal conference, additional information is required to be disseminated to issuing addenda, as appropriate.

9. Receipt of Proposals

All proposals will be stamped upon receipt with the date and time. Any proposals received after the proposal opening time will be time/date stamped and returned unopened to the proposer.

10. Opening of Proposals

The Purchasing Manager or his/her designated representative will publicly open the proposals and read pricing if included in the submittal. Because the cost is not the sole criteria for RFPs in determining which proposer will be selected for contract award, the Purchasing Manager or his/her designated representative will make no reference to the “apparent low bidder.”

11. Evaluation of Proposals

The proposals will be sent to the requesting division/department for evaluation with an evaluation form. This form lists all proposers and is used for client’s recommendation. Each proposal will be rated based on the criteria set forth in the RFP. Use of a numerical rating is discouraged. All proposals shall be ranked in numerical sequence in relation to each other for the various evaluation criteria. For instance, if one of the evaluation criteria is financial strength of the company and assuming that five proposals were received, rank all companies with the strongest company number one and the weakest company number five. Be prepared to justify your rankings. If the evaluation committee needs clarification of a proposal, the Purchasing Division will request the information in writing or may ask for presentations from proposers.

The client division/department or evaluation committee will rank proposals and determine the proposer who offers the most advantageous combination of low price and high ranking of criteria. A report describing the evaluation process and reasons for selection is recommended.

12. Recommendation for Award

Upon receiving the Evaluation form with the division’s/department’s recommendation, the Purchasing Manager shall, if in agreement, forward the recommendation for award to the City Manager for concurrence. Subject to the City Manager’s concurrence, the Purchasing Manager will publicly notice the recommendation for a period of five working days. There is no appeal procedure for RFPs. Proposers need to bring their concerns to the Council at the time of award.

13. Council Award

Together with the signed off evaluation, the Division will prepare a Council Agenda Item which:

- a. Recommends awarding a contract to the selected proposer to include the Evaluation Committee’s report or recommendation; or

- b. Recommends commencement of contract negotiations by the client division/department with the selected proposer.

14. Contract Documents

After Council award, unless Council has approved negotiations, Purchasing will send a formal contract, as included in the RFP specifications, to the successful proposer and request insurance certificates and, generally, a performance bond of at least 25 % of the annual contract amount.

15. Notice to Proceed

After the successful proposer has executed the contract and provided the other contract documents to the satisfaction of the City, a Notice to Proceed and a Purchase Order are issued.

16. Contract Administration

The client division/department will receive a copy of the fully executed contract documents and will be responsible for contract administration.

**SUBJECT: REQUEST FOR PROPOSALS FOR TECHNICAL AND  
NONPROFESSIONAL SERVICES (WITHOUT COUNCIL AWARD)**

**Purpose**

To establish policies and procedures for the use of Requests for Proposals (RFPs) for technical and nonprofessional services under \$50,000.

**Policy**

It shall be the policy of the City of Fresno to use an “informal” Request for Proposals (RFP) process for technical and nonprofessional services under \$50,000.

**Procedure**

1. The client division/department submits a scope of work to the Purchasing Division and enters an electronic requisition into the system.
2. The Purchasing Division will put together a Request for Proposals in consultation with the client.
3. The procedure for Requests for Proposals (RFPs) under \$50,000 is a less formal version of the procedure for Requests for Proposals over \$50,000 which is awarded by the Council (see Procedure #6A, pg.17).
4. Under \$50,000, there is no sign-off of specifications by the Attorney’s Office after approval of the basic standardized RFP document (“boilerplate”);
5. No advertising in a newspaper, but posting of a Notice on the City’s website;
6. No formal Evaluation Committee, but consultations between the client and Purchasing;
7. No Council award;
8. And no formal, separate contract.
9. Contract administration is the responsibility of the client division/department.

**SUBJECT: REQUEST FOR PROPOSALS - TWO STEP PROCESS FOR SERVICES****Purpose**

To establish a uniform procedure regarding Request for Proposals (RFP's) for Services requiring a two-step process. This process is primarily used for services which are broadly defined by the Division. From the responses received from the proposers in the first step, the Division develops complete specifications for the services required in the second step.

**Procedure**

The two-step process lends itself to complex technical projects, such as custom software (not off the shelf) Step One is used to define the scope. Step Two is used to develop the scope based on information received in Step One. The process follows the Request for Proposal procedure (see Procedure #6, pg.17), except for the following additional steps:

**Step One**

The client Division provides a broad scope of the project and uses the Step-One process to assess what is available on the market. Proposers will be asked to complete a questionnaire which requests specific information about system features, functions and capabilities and any other technical information proposers wish to submit, to allow the City to have a clear picture of what is available.

The proposals from Step One will be evaluated by the Client and Purchasing and the Client will develop the specifications for Step Two (RFP) spelling out the needs of the City based on the information that has become available in Step One. It is important that the client Division's requirements are not exclusionary and will provide responses in Step Two from a sufficient number of proposers (three or more).

**Step Two**

The second step consists of a RFP (see Procedure #6, pg.17).

The documents for Step One and Step Two may be included in one document, except for the final scope, or may be based on two separately issued documents.

**SUBJECT: PROCUREMENT UNDER THE FORMAL BID LIMIT - GENERAL****Purpose**

To establish policies and procedures for purchases of equipment, materials, services, and public works projects for amounts under the formal bid limit as established by Charter Section 1208.

**Procedure**

Procurement under the formal bid limit may occur in various forms: obtaining quotes; using a sealed, but informal bid process, providing “open” purchase orders (particularly for maintenance and repair items and low cost items that are difficult to bid) or through other processes. The Purchasing Division will choose the process best suited to a timely and efficient procurement, as in accordance with Administrative Order 3-1.

For all budgeted purchases of products and services (excluding professional/consultant services) and public works projects, under the formal bid limit, client divisions/departments shall electronically transmit a requisition to the Purchasing Division that clearly describes their needs. The requisition may include a recommended vendor. Divisions/departments are requested not to obtain quotes from vendors, but may obtain an estimate from a vendor if needed for budget reasons.

**1. Purchases under \$5,000**

One-time purchases under \$5,000 are decentralized and may be made directly by clients under the Direct Voucher Payment process, or by obtaining a purchase order number from Purchasing. Purchases under the decentralized limit for software, computers, City Hall furniture, remodeling, welding, vehicular equipment and printing shall be authorized through the respective Internal Service Funds. The decentralized limit is not intended for repetitive purchases which shall either be acquired through a requirements contract or Purchasing may provide an “open” purchase order.

It is the policy of the City to close out all “open” purchase orders (for maintenance, repair and low cost items) at the end of each fiscal year with a two-week grace period for payment. Purchase Orders for purchases of equipment, and for contracts for supplies, materials and services may roll over from one fiscal year to another and shall be closed out by the client when the equipment has been delivered or at the end of the contract period.

The Purchasing Division is responsible for the issuance of the Cal Card, the City’s “Official” purchase card to be used for the purchase of parts, supplies or other goods in instances where the parts, supplies or goods are more immediately available than conventional sources. Each Cal Card transaction is limited to \$2,500 and may be changed upon review and approval by the Purchasing

Manager. This amount was set as of July 16th, 2010 in Administrative Order 3-1 (4) (a). The Cal Card is not intended to be used for the purchase of inventory items, repetitive purchases, or services from Graphic Communications, Information Services, and Electronics & Communications. In addition, the Cal Card cannot be used to purchase alcohol, tobacco, firearms, gambling, travel expenses, etc. (Administrative Order #3-9)

2. Request for Quotation (\$5,000 to formal bid limit amount)

A Request for Quotation process is usually used for straightforward purchases of non-complex supplies and equipment through Purchasing's eProcurement system (BidsOnline). Also, Informal bids for small public works projects (including plans) are being posted on the eProcurement system as well as Informal Requirements Contracts.

The requesting division/department shall submit an electronic requisition describing their needs. For products and equipment the requesting division/department will include, in the comments section of the requisition, the preferred vendor. Purchasing will request quotations through the Division's BidsOnline system from several vendors that can supply the specific product or equipment. Once all the quotations are received, Purchasing will issue a purchase order to the lowest responsive and responsible bidder.

It is at the discretion of the Purchasing Division to use a Request for Quotation process or an informal bid.

3. Informal Bids (up to formal bid limit amount)

Normally the Informal Bid process, which may be a sealed bid, is used for products with complicated technical specifications or public works projects with full size plans. (See Procedure #9, pg.26)

4. Open Purchase Orders (up to \$6,000)

Open Purchase Orders are to be used for low cost items that are difficult to bid and are not intended for repetitive purchases that would be better facilitated by the use of a Requirements Contract (see Procedure # 11, pg.34). Open Purchase Orders are normally requested for a specific vendor and are not competitively bid.

The requesting division/department shall submit an electronic requisition to the Purchasing Division, so that Purchasing staff can determine if an open purchase order is the best process to use. All Open Purchase Orders will be issued with an expiration date not later than June 30. All Open Purchase Orders will be closed out at the end of each fiscal year. Clients will be given approximately two weeks beyond June 30 for payments of purchases in June.

5. Sole Source (up to formal bid limit amount)

The requesting division/department shall submit an electronic requisition to the Purchasing Division describing their needs. The requesting division/department will include, in the comments section of the requisition, proper justification for use of a sole source, i.e. product is available only from one manufacturer, and has unique or specialized features that are only available from one manufacturer or there exists a matching issue. It is at the discretion of the Purchasing Manager or his/her designee whether to proceed with the requisition as a sole source, or to ask additional vendors for quotation. If the sole source is approved, a quotation is obtained from the indicated vendor and a purchase order is processed.

**SUBJECT:    INFORMAL BIDS**

**Purpose**

To establish policies and procedures for the purchase of products, equipment and public works projects for amounts under the formal bid limit using the informal bid process.

**Policy**

It shall be at the discretion of the Purchasing Manager or his/her designee when to use either the sealed or electronic informal bid process.

**Procedure**

Normally the informal bid process is used for products, equipment, and public works projects when complicated technical specifications are involved and when full size plans must accompany the specifications.

1.    Development of bid specifications.

Divisions/departments have the option to either submit detailed technical specifications/requirements to Purchasing who will put together the remaining bid packet, or to submit the complete packet by using the standardized bidding documents (“boilerplates”) made available on the City’s staff website.

Informal bids with complete packets will be given priority.

2.    Routing of bid packets.

One hard copy of the technical specifications or a complete packet shall be forwarded by the client division/department to Purchasing for review with an e-mailed copy to the Buyer to allow quick corrections. In addition, an electronic requisition should be entered into the Purchasing system.

3.    Approval of Bid Specifications

No formal sign-off for informal bids. The Buyer reviews and approves the specifications.

4.    Prebid Conference and Bid Opening Dates

Once the bid specifications are finalized, the Buyer coordinates with the client division the dates for a pre-bid conference, if applicable, and the bid opening.

Typically a pre-bid conference is only required for public works projects and takes the form of a walkthrough at the jobsite.

5. Advertising Notice Inviting Bids

No advertising in a local newspaper is required. The Notice Inviting Bids will be posted on the City's Web site.

6. Distribution of Bid Packet

If the informal bid is to be mailed the final packet is either printed by the client division/department or Purchasing. The number of copies will be based on the bidders' list (either provided by the client or Purchasing.) If Purchasing prepares copies of the bid, the copying cost will be passed on to the client division/department through ID Billing. Note: the bid can also be electronically posted on Purchasing's BidsOnline system (eProcurement system).

7. Contact with City Staff During Bid Process

From the time the bid packets are released, or posted electronically, until an award or rejection of all bids is made, no bidder shall initiate, engage in, or continue any communication to or with any elected official, and no elected official shall initiate, engage in, or continue any communication to or with any bidder, concerning or touching upon any matter which is the subject of a competitive procurement, with the exception of a communication which is made on the record in a regular or special meeting of the City Council. (FMC, Section 4-605(b) Any and all inquiries shall be referred to Purchasing Division personnel who will be responsible for transmittal of information.

8. Addendums

If, as a result of inquiries or a pre-bid conference, additional information is required to be disseminated to prospective bidders, the Purchasing Division will be responsible for disseminating addenda, as appropriate.

9. Receipt of Bids

If bids are mailed, they will be stamped upon receipt with the date and time. Any bids received after the bid opening time will be time/date stamped and returned unopened to the vendor. If the bid is posted electronically the bids will be made available by the BidsOnline system to the buyers at the date and time of the bid closing. Each electronic bid will automatically be tabulated in price order for the buyers review.

10. Bid Opening

Informal bids that are mailed in are normally opened on Tuesday and Friday at 2 p.m., if mailed. The Buyer for the project will conduct the bid opening at the time, date, and location designated on the Notice Inviting Bids. The person conducting the bid opening will orally announce the bid prices of each bidder and the total net bid amount will be entered into an Evaluation Form (see Exhibit "9-A" in the Appendix, pg.57). Purchasing Division personnel will then proceed to check all figures and extensions.

No bid deposits by vendors are required.

11. Bid Evaluation

The Buyer will identify the apparent low bidder on the Evaluation Form and forward the form with the lowest bid, or several bids, as applicable, to the client division for review and approval of the low bidder.

12. Recommendation of Award

Once the lowest responsive and responsible bidder is determined, the Evaluation Form is signed by an authorized representative of the client and faxed back to the buyer for processing.

No posting of staff determination.

13. Award

No contract award by City Council. The awarding authority for informal bids is the Purchasing Manager or his/her designee.

The Buyer reviews the client's recommendation for award and cuts the Purchase Order for products and equipment at this point. For public works projects, the Buyer will request, prior to issuance of the Purchase Order, insurance documents from the successful bidder, and for public works projects over \$25,000 also a payment bond of 100 % of the contract amount.

The level for requiring a payment bond is set by the Public Works Director.

14. Contract Documents.

The Purchase Order is the contract. There is no formal, separate contract.

15. Notice to Proceed

The Purchase Order is also the Notice to Proceed.

The purchase order is emailed or faxed to the successful bidder, except for public works projects the original purchase order is forwarded to the client, so the project start date can be coordinated between the client and the Contractor.

16. Contract Administration.

The client division/department is responsible for contract administration.

## **SUBJECT: PURCHASE ORDERS**

### **Purpose**

To establish uniform procedures for all phases of the purchase order process, i.e. initiating, issuing, modification, return and exchange of materials, payment of the purchase order, and cancellation of a purchase order.

### **Procedure**

#### **1. Electronic Submittal of a Requisition.**

(See Exhibit "10-A" in the Appendix, pg.58) For all budgeted purchases of products and services, the requesting division/department shall electronically transmit a requisition to the Purchasing Division using Peoplesoft Financials. The requisition shall include a complete description of the user's needs, such as Requester, Quantity, Unit of Measurement (UOM), Description, and Price. (For instructions on how to complete a requisition, under Start Menu, go to PeopleSoft Financials, Training, FS8 Training Docs and select HTML Tutorials.)

Once the requisition is complete, it will not become available to Purchasing for processing unless the next three steps are followed:

- a. The requisition has been edit checked.
- b. The requisition has been budget checked.
- c. The requisition has been approved by a Supervisor or Division Manager of the requesting division/department.

If any one of these processes is not completed, the requisition will not be visible to the Buyer.

#### **2. Processing of Requisition into a Purchase Order.**

(See Exhibit "10-B" in the Appendix, pg.59) Once the Requisition has been made electronically available to the Purchasing Division, several types of procurement are available for processing a Requisition into a Purchase Order. These types of procurement include the following:

##### **a. Open Purchase Orders (up to \$6,000)**

Open purchase orders are to be used for items that are difficult to bid and not to be used for repetitive purchases or items for inventory that would be better facilitated by the use of a Requirements Contract.

(For further information, see Procedure # 11, pg.34)

b. Request for Quotations (\$5,000 to \$121,000)

To promote competition and ensure fair purchasing practices, Requisitions over \$2,000 but less than the formal bid limit generally require Request for Quotations. A Request for Quotation process is usually used for straightforward purchases of non-complicated supplies and equipment.

Solicitations of quotes are achieved by placing a Request for Quotation on BidsOnline, with approximately two to three days for bidders to submit their quote electronically. Once the quotations are submitted to Purchasing, the Buyer selects the lowest responsive and responsible bid, taking into account freight and payment terms. A Purchase Order is then issued, with a copy sent to the successful bidder.

A Requisition is also required for the following:

a. Informal Bids

Informal bids are for purchases of goods or services or public works projects up to the formal bid limit. A Requisition is submitted to Purchasing to initiate the informal bidding process. At completion of the informal bidding process, a Purchase Order is issued. This Purchase Order is both the Contract and a Notice to Proceed. (For further information, see Procedure #9, pg.26)

b. Formal Bids

Formal bids are for any purchases of goods or services or public works projects over the formal bid limit. A Requisition is required for Formal Bids at either the beginning of the process or after the award of a bid, as applicable. A Purchase Order is issued mainly for purposes of encumbrance, and in support of a separate formal contract. (For further information, see Procedure # 1, pg.6)

The amount of time required to process a Requisition into a Purchase Order is dependent upon what type of procurement the Requisition requires. Open Purchase Orders and Request for Quotes will be processed within two weeks. However, turnaround times for informal and formal bids are longer. (See respective procedures)

3. Payment of Purchase Orders. When goods or services have been rendered or ordered, it will be the responsibility of the division/department receiving the materials or services to keep a written record of the date, quantity, condition, by who received, and other pertinent information relative to the materials or services listed on the purchase order.

a. One-Time Payment

Where all goods or services have been rendered, or the public works project has been completed in less than thirty (30) calendar days, the invoice and corresponding packing slip/receiving copy should be dated, signed by authorized personnel and forwarded at once to the Finance Division, Accounts Payable, for payment.

Where goods or the price differ from the order or the price, a Purchase Order Adjustment Form should be completed and forwarded to the Purchasing Division for processing.

b. Progress Payments-Ongoing Purchase Order

Normally, partial payments are authorized only for Open Purchase Orders, for Requirements Contracts for products and services, for public works projects with time of completion over 30 calendar days, or for an order where a special justification can be made for partial payment.

The invoice must be signed by the authorized Supervisor/Division Manager of the division/department receiving the goods or services. The invoice, together with the corresponding packing slip/receiving copy, should then be forwarded to Finance, Accounts Payable.

4. Modification of a Purchase Order. When the dollar amount of a purchase order needs to be increased or decreased, or changes have been made to the contract, the purchase order must be modified to reflect these changes. Modification of a purchase order must be coordinated through the Buyer in the Purchasing Division.

Purchase Order Adjustment. The requesting division/department must submit a Purchase Order Adjustment form (see Exhibit "10-C" in the Appendix, pg.60) or via e-mail to the Purchasing Division, relating the following information when applicable:

- a. The specific line item to adjust or modify.
- b. The fund number, org number, and account number of the modification being requested.
- c. The starting balance of the purchase order, the dollar amount of the adjustment or modification, and the ending balance of the purchase order with the adjustment.
- d. Signature of authorized personnel from requesting division/department.

The Buyer will review the Purchase Order modification request and forward to the Purchasing staff assistant. The staff assistant will use the information to update the Purchase Order electronically, and retain the information as back-up to the Purchase Order.

5. Return and Exchange of Materials. Actual returns or exchange of materials or supplies will be coordinated by the requesting division/department with the vendor.
  - a. Returns  
A Purchase Order Adjustment form shall be submitted by the requesting division/department to Purchasing for any materials or supplies returned. The invoice, with the appropriate documentation indicating the return, shall be forwarded to the Finance Division, Accounts Payable.
  - b. Exchanges  
If there is a substantial price difference due to an exchange, a Purchase Order Adjustment form shall be submitted by the requesting division/department to Purchasing. The invoice, with the appropriate documentation indicating the exchange, shall be forwarded to the Finance Division, Accounts Payable.
6. Cancellation of a Purchase Order. Cancellation of a purchase order must be coordinated through the Purchasing Division. The requesting division/department must submit a Purchase Order Adjustment form to the Purchasing Division for any cancellation of purchase orders, relating the following information:
  - a. Purchase order number
  - b. Date
  - c. Reason for cancellation
  - d. Signature of authorized personnel from requesting division/department

**SUBJECT: OPEN PURCHASE ORDERS**

**Purpose**

To establish a uniform policy and procedure for the establishment of Open Purchase Orders.

**Policy**

It shall be the policy of the City of Fresno to use Open Purchase Orders for low cost items that are difficult to bid and not for repetitive purchases.

**Procedure**

The requesting division/department shall submit an electronic requisition to the Purchase Division, so that Purchasing can issue a purchase order. Since Open Purchase Orders are issued without going through any competitive process, they are limited to \$6,000. This amount can be increased with authorization from the Purchasing Manager or his/her designee if it can be established that the items cannot be bid economically. If several Open Purchase Orders are issued to the same vendor in the same fiscal year, Purchasing will review if a requirements contract would be a better means of procurement.

All Open Purchase Orders will be issued with an expiration date not later than June 30. All Open Purchase Orders will be closed out at the end of each fiscal year. Clients will be given approximately two weeks beyond June 30 for payments of purchases in June.

**SUBJECT: EMERGENCY PURCHASES**

**Purpose**

To establish a uniform procedure in regard to emergency purchases.

**Policy**

An emergency purchase is defined as a repair part for a “down” piece of equipment; material needed for repair of items providing vital services; unforeseen items not known prior to commencement of project; situations where a return visit to repair equipment or complete a project would not be cost-effective. The Purchasing Manager or his/her designee will approve such a purchase.

**Procedure**

1. Emergency Purchase Under the Formal Bid Limit

Before making a purchase, the authorized employee must call the Purchasing Division (except for nighttime emergencies) and obtain a purchase order number. (Be prepared to give reason for request, vendor, and dollar estimate of expenditure). Prior to submittal of the signed invoice to Purchasing, the client division must follow the electronic procedure for entering, editing and budget checking a Purchase Order. Once Purchasing receives the signed off invoice the Purchase Order will be verified, approved, and dispatched in the system. Then Purchasing forwards the invoice to Accounts Payable.

2. Nighttime Emergencies

For nighttime emergencies, which require the immediate acquisition of materials, services or supplies, complete the transaction accordingly. Then call the Purchasing Division the next working day and secure a Purchase Order number following above procedure.

3. Emergency Purchase Over the Formal Bid Limit

The emergency purchase of equipment or emergency construction over the formal bid limit is subject to the Council’s approval of an Emergency Resolution to suspend competitive bidding in accordance with Section 1208(a) of the Charter. The Emergency Resolution is submitted to the Council by the client; Purchasing is available as a resource.

**SUBJECT: CAL CARD – “Official” Purchase Card**

**Purpose**

To establish policies and procedures for the purchase of small dollar purchase of materials, parts, supplies for City employee’s immediate needs up to \$2,500 per transaction using a Visa Card. Participation in the Cal Card program is voluntary.

**Policy**

The Purchasing Manager is the designated administrator to be responsible for the City of Fresno’s purchasing card issuance, accounting, monitoring, retrieval, and for general oversight and compliance with the purchasing card policy.

**Procedure**

1. Issuance of Purchasing Cards

- a. Purchasing cards will be issued to employees who are authorized by their Department Director. The cards will be issued to individuals, in the name of the individual; there will be no department cards. Only one card will be issued in an individual’s name. Cards are nontransferable.
- b. The authorized credit limit of all purchasing cards issued shall be determined by the Purchasing Manager and Department Director or their designee. The amount will be based on the specific operational needs of each card holder. The authorized limit may be subsequently adjusted based on actual experience. Changes to the limit will be reviewed and approved by the Purchasing Manager and Director or their designee. The authorized credit limit shall not exceed \$2,500 per transaction, although this limit may be raised up to \$5,000 under the authority and discretion of the Purchasing Manager. This amount was set as of July 16<sup>th</sup>, 2010 in Administrative Order 3-1 (4) (a).
- c. In order to obtain a Cal Card, contact Purchasing Division at 621-1332.

2. Card Use

- d. The purchasing card shall be used for the purchase of parts or supplies or other goods in instances where the parts, supplies or goods are more immediately available than conventional sources. An example would be minor plumbing or electrical parts that can be purchased within a short drive from the worksite as opposed to a cross city trip to a normal part source.
- e. Purchases made via the purchasing card must comply with the City’s purchasing and expenditure policies. The card in no way changes such

policies.

- f. Anyone issued a City of Fresno purchasing card (Cal Card) shall sign an Acknowledgement and Responsibility Form issued by Purchasing, thereby agreeing to abide by adopted City Purchasing Card Policies and Procedures and will be provided a copy of such policies and procedures during training and upon the receipt of the Cal Card. The card holder is responsible for assuring that all purchasing card charges are accurate and consistent with policy guidelines.

### 3. Card Holder Responsibilities

The card holder must:

- a. Ensure the card is used only for legitimate business purposes.
- b. Maintain the card in a secure location at all times.
- c. Not allow other individuals to use the card.
- d. Adhere to City purchase limits and restrictions.
- e. Obtain all sales slips, register receipts, and/or purchase card slips and provide same to their designated approving official.
- f. Attempt to resolve disputes related to billing errors with the vendor directly or in conjunction with the Purchasing Manager.
- g. Ensure the appropriate credit is issued for disputed items or billing errors on a subsequent purchase card statement.
- h. Immediately report a lost or stolen purchase card to the card issuer and notify the Purchasing Manager of the lost or stolen card at the first opportunity during business hours.
- i. Return the card to the Purchasing Manager upon terminating employment with the City.

### 4. Card Holder Liability

The purchasing card will not affect the card holder's personal credit; however, it is the card holder's responsibility to ensure that the card is used within stated guidelines, policies and procedures of the City. Failure to comply with program guidelines may result in the permanent revocation of the card, charge-back of an improper or unsupported transaction to the card holder for reimbursement to the City, notification of the situation to management, and further disciplinary

measures, which may include termination.

5. Card Holder Termination or Card Cancellation

- a. The City is required to close an account if a card holder:
  - i) Terminates City employment.
  - ii) Moves to another Division.
- b. The City reserves the right to cancel a purchase card for any of the following reasons:
  - i) The card is used for personal or unauthorized purposes.
  - ii) The card is used to purchase any material or service that violates policy, law or regulation pertaining to the City.
  - iii) The card holder allows the card to be used by another individual.
  - iv) The card holder fails to provide the required receipts and supporting documentation.
  - v) The card holder does not adhere to all of the appropriate City Administrative Orders, policies and procedures.

6. Examples of Items That Cannot Be Purchased With the Credit Card:

- a. Cash advances
- b. Services such as: any item or service centrally managed by another City agency, such as:
  - i) Graphic Communications printing, copying, binding, and related capabilities
  - ii) Information Technology Services managed automated equipment and software
  - iii) Communications managed fax machines and telephone related equipment
- c. Firearms and ammunition
- d. Tobacco and alcohol products

- e. Travel or travel related expenses
- f. Recurrent requirements such as making several purchases for items that should be put on a multiyear contract.
- g. Personal use items

7. Purchase Card Use Audits

The Purchasing Division will make periodic random audits of card use and charges for appropriateness. Areas to be monitored include, but are not limited to, compliance with this and other related Administrative Orders. Excessive and/or non-use by card holders will also be monitored. The City's Internal Audit Section may also perform periodic audits of the Cal Card Program and credit card usage by City employees to ensure that all purchases are appropriate and for City Business purposes only.

**SUBJECT: APPEALS**

**Purpose**

To establish a general policy and procedures for filing, accepting and hearing appeals.

**Policy**

It shall be the policy of the City of Fresno to provide “due process” to all bidders.  
(Resolution No. 2003-129)

**Procedure**

1. Posting of staff determination. Typically, five (5) working days prior to award, or as stated in the specifications, a Purchasing staff member shall post the staff determination for award on the bulletin board and/or the City’s website. Generally, the appeals period ends on the day before the Council meeting for which award is scheduled. If any bidder is bypassed for award for being nonresponsive to the specifications or a non-responsible bidder, the bypassed bidder shall be notified in writing five (5) working days prior to the Council meeting of the reasons for being considered nonresponsive or non-responsible and given the opportunity to appeal staff determination.
2. Appeal. If an appeal is filed within the deadline and deemed acceptable by the City based on the current Appeal Resolution, it shall be heard in accordance with the procedures of that Resolution. When an appeal is received and accepted, it will be distributed to all other bidders allowing them until three (3) working days prior to the appeal hearing to submit any evidence if they wish to be heard at the appeal hearing. The appellant will be informed of the date, place and time of the appeal hearing. The Purchasing Division will notify the client division and invite a client representative to attend the appeal hearing.

Should the appeal hearing result in a different determination of the lowest responsive and responsible bidder, it will be necessary to post the new staff determination for five (5) working days before an award is made.

For further details on appeals procedures, please consult Resolution No. 2003-129.

**SUBJECT: INTERNAL PURCHASING POLICY FOR THE ACCEPTANCE OF BIDS AND REQUESTS FOR PROPOSALS**

**Purpose**

The purpose of this policy is to set standards for the acceptance of bids and Requests for Proposals for technical/non-professional services by Purchasing staff.

**Procedure**

1. Acceptance of bids for products and public works projects under the formal bid limit.
  - a. Requests for Quotation (RFQs) for products. All requests for quotation for items under the formal bid limit shall be accompanied by standardized terms and conditions, approved one time by the City Attorney's Office. The RFQ will be awarded to the bidder who submits the lowest bid price for the requested product(s), including freight, discounts and any other cost related factors, without exceptions. The Purchase Order references the bid of the successful bidder and constitutes the contract between the parties.
  - b. Informal bids. Informal bids consist of a standardized bid packet ("boilerplate"), approved one time by the City Attorney's Office, including standardized terms and conditions, and including technical specifications. Boilerplates will be available to City clients through the City staff website. The bid proposal page states that the bidder "proposes to furnish, all in strict accordance with plans and/or specifications" at the listed price. Award of an informal bid, therefore, will be made to the bidder who submits the lowest total bid price. Bidders who take an exception will be considered nonresponsive and not eligible for award. Such bidder will be bypassed, unless the Purchasing Manager, or designee, determines that the exception consists of a minor deviation that does not give the bidder a competitive advantage.

Acceptance of a bid is made by issuing a purchase order referencing the bid. For public works projects, the bidder must also submit insurance and a payment bond (over \$25,000) that meets City requirements. When all documents have been received and are determined by Purchasing staff to meet requirements, a purchase order is issued. The purchase order is the contract between the parties and also the notice to proceed.

2. Acceptance of bids for products and public works projects over the formal bid limit.

Formal bids consist of a standardized bid packet ("boilerplate"), including standardized terms and conditions and a standardized contract, all approved by the Attorney's Office, and technical specifications. Boilerplates will be available to

City clients through the City staff website. Each bid is individually reviewed and approved by the City Attorney's Office before publication.

The bid proposal page states that the bidder "proposes to furnish, all in strict accordance with plans and/or specifications" at the listed price. Therefore, award of a formal bid will be made to the bidder who submits the lowest total bid price. Purchasing staff will carefully check all documents submitted by bidders while the City client reviews any technical submittals. Bidders who take an exception will be considered nonresponsive and not eligible for award. Such bidders will be bypassed, unless a determination is made by the Purchasing Manager that the exception is a minor irregularity which does not have give the bidder a competitive advantage and is in the public interest.

The City of Fresno reserves the right to waive any informality or minor irregularity that does not have a monetary consideration when it is in the best interest of the public and of the City to do so. A discrepancy that offers a bidder an unfair advantage will cause the bid to be nonresponsive. A minor irregularity must be called out to the Council in the agenda item for award and must be specifically approved by the Council. All award decisions for formal bids are reviewed and formally approved by the Purchasing Manager, the Director of Administrative Services and the City Manager.

After award, the bidder shall execute the standardized contract within 15 days or an otherwise stated time frame and provide bonds and insurance meeting City requirements; otherwise the City may pull the bid deposit to reach the next bidder. If a bidder is bypassed in the acceptance of the bid by Purchasing staff, the bidder is given the opportunity to appeal staff's determination to a hearing officer.

3. Requests for Proposals (RFPs) for technical/non-professional services over \$50,000.

Purchasing staff shall use a scope of work provided by the City client and the standardized document ("boilerplate") for Requests for Proposals (RFPs), including standardized terms and conditions and a standardized contract (over \$50,000), approved by the City Attorney's Office. A boilerplate will be available to City clients through the City staff website. Some RFPs may contain a contract that is tailored to the particular RFP instead of the short standardized contract. Each individual RFP (over \$50,000) is reviewed and approved by the Attorney's Office prior to publication. RFPs under \$50,000 are reviewed by the Purchasing Manager or his/her designee prior to publication. RFPs include a specific document in which proposers must check that they will accept the City's indemnification and insurance requirements. If they do not, that fact will be taken into account in the evaluation process.

The evaluation team for Requests for Proposals will include representatives of the client Department/Division and one representative from Purchasing. If a proposer

submits terms and conditions that differ from the terms and conditions contained in the RFP, the proposer will be down ranked accordingly by the evaluation team. If a proposer who submits its own terms and conditions or changes to the City's terms and conditions is the proposer who submitted otherwise the most advantageous proposal, the terms and conditions shall be submitted to the City Attorney's Office for review and evaluation prior to Council award. Based on the Attorney's legal advice, the Purchasing staff will either recommend award to that proposer or go to the next proposer for whom the Attorney review process would be repeated, if applicable.

In particular, all maintenance and license agreements for software shall be reviewed by the Attorney's Office before recommendation for award is made to the Council, because according to the Attorney's Office it is not possible to standardize these agreements.

It is the policy of the Purchasing Division to identify the proposer who offers the best combination of conformance with specifications, quality of service, price and experience. The decision to accept a proposer is always made by Purchasing in cooperation with the client Department/Division, in accordance with the specifications and in accordance with the City's legal requirements, including the Municipal Code.

After award and execution of the contract, a copy of the contract, which includes proposal specifications, is made available to the City client for contract administration. Contracts for services are then added to Purchasing's internal list of contracts for tracking purposes.

**SUBJECT: ANNUAL ADJUSTMENT TO FORMAL COMPETITIVE BID LIMIT**

**Purpose**

To establish the procedures for annually adjusting the formal bid limit.

**Policy**

On July 1 of each year, the Purchasing Manager shall be responsible to adjust the formal bid limit to the nearest whole thousand dollars based on changes in the Consumer Price Index for all products.

**Procedure**

Through a Charter Amendment to Section 1208 of the Municipal Code of the City of Fresno, the formal bid limit was increased by the voters in March 2002 to \$100,000.

After July 1 of each year as soon as the National Consumer Price Index (United States City Average for All Products) becomes available, the Purchasing Manager shall adjust the formal bid limit to the nearest whole thousand dollars to reflect inflationary cost increases. The adjustment shall be calculated from the point in time when the bid limit was last adjusted. As of July, 2010, the formal bid limit is \$121,000.

After calculating any adjustment, the Purchasing Manager shall notify all City departments of the revised bid limit, or if no adjustment is warranted, departments shall be so notified as well.

**SUBJECT: CONTRACT ADMINISTRATION**

**Purpose**

To establish a uniform policy and procedure for the administrations of contracts.

**Policy**

It shall be the policy of the City of Fresno that contracts be administered by client divisions.

Only Citywide contracts (uniforms, stationery) shall be administered by the Purchasing Division.

**Procedure**

At the end of the bidding process, contracts and projects bid by the Purchasing Division or Requests for Proposals for services are handed over by the Purchasing Division to the client for contract administration.

A great effort is put into the development of specifications to represent the City's interest. Therefore, client divisions shall carefully study the contract documents provided by the Purchasing Division, ask for clarification from Purchasing, where necessary, and monitor that the contractor's performance in all respects meets specifications. Should City clients experience problems with any supplier/contractor to whom Purchasing has recommended award, please alert the Purchasing Division or submit a Supplier Complaint Form (see Exhibit "17-A" in the Appendix, pg.61). Client divisions should always document performance issues. If the performance of a supplier/contractor consistently does not meet contract provisions, the City will consider notification of breach of contract allowing the supplier/contractor to correct problems within a certain time frame, or the contract will be terminated. Please consult the Purchasing staff or the City Attorney's Office regarding notification for breach of contract.

The Purchasing Division is committed to use only suppliers/contractors who perform satisfactorily and in accordance with specifications and, therefore, appreciates feedback on performance from clients.

**SUBJECT: LOCAL PREFERENCE**

**Purpose**

To establish a uniform policy and procedure for the application of local preference for products and equipment, services and public works projects.

**Policy**

It shall be the policy of the City of Fresno to provide a local preference to local firms whose main or branch office is located within a 25-mile radius from City Hall or within Fresno County.

**Procedure**

The Fresno Municipal Code (FMC) establishes a local preference for bidders whose main or branch office is located within a 25 mile radius from City Hall or for purchases of products, material and/or equipment the vendor can also be located within the County of Fresno. The local preference is applied when the low bidder is non-local and the second bidder is local. Local preference cannot be applied to federally funded purchases and projects. The local preference varies with type of procurement.

**Products:** (materials, supplies, equipment):

Five percent, however the preference shall not exceed \$25,000 (FMC, Section 4-108(c) (1) for procurement above \$500,000.

For procurement of \$500,000 or less, there is an additional requirement of the bidder needing to be qualified as small and local, as defined by the state, to receive the preference. These qualifications include:

- i) Be independently owned and operated;
- ii) Not dominant in field of operation;
- iii) Principal office located in California;
- iv) Owners (officers, if a corporation) domiciled in California; and,
- v) Including affiliates, be either,
  - (1) A business with 100 or fewer employees; an average annual gross receipts of \$14 million or less, over the last three tax years;
  - (2) A manufacturer, as defined by Administrative Order 3-1, with 100 or fewer employees; or,

- (3) A microbusiness. A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees.

Public Works projects:

One-half of one percent, not to exceed \$1,000 (FMC, Section 4-108(d))

Services:

Five percent, no cap (FMC, Section 4-109(b))

The rate of preference is calculated on the non-local bid and the resulting amount is deducted from the local bid. If the local bid is lower after the deduction, award may be made to the local bidder. If after application of the preference, the local bid remains higher than the non-local bid, award shall be made to the non-local bidder.

**SUBJECT: SURPLUS**

**Purpose**

To establish policies and procedures for surplus as established by Municipal code Section 4-202 - Sale or Other Disposition of Surplus Personal Property

**Procedure**

All City owned equipment which is no longer of use to a City Division, shall be declared surplus by the Purchasing Manager if such item has an estimated value of the current Formal Bid limit or less. Any item with a value over the Formal Bid limit must be declared surplus by the City Council.

1. Surplus Disposal Process

a. Defining an Item as Surplus

If an item is no longer of use to a Division or has become unfit or unsuitable for further use due to age, wear, damage or obsolescence, it may be declared as surplus.

b. How to Dispose of the Item

The Division is to complete a Fixed Asset Inventory Input Document (F/A91) and submit it to Purchasing. A separate form needs to be completed for each item if each item has separate Fixed Asset tags.

c. Making the Surplus Item Available to Other City Divisions

Once all surplus items are accumulated and a list developed, the list will be e-mailed Citywide. If any Division is interested in any surplus item, the Division must make arrangements to have the item picked up and inform Purchasing so that the item will be removed from the list. This item of the procedure does not apply to Fleet vehicles.

d. Declaring the Item Surplus

A master list of the remaining items will then be declared by the Purchasing Manager as being surplus to the City's needs, if under current Formal Bid limit.

e. Disposing of Surplus Items

Purchasing contacts the current contract auctioneer to pick up the surplus items which will be taken to the auctioneer's site for disposal during the auctioneer's weekly auction.

f. Surplus Revenue

Proceeds from any auctioned items are returned to Purchasing by the auctioneer and are typically deposited into the General Fund in accordance

with the Code, with the exception of Fleet vehicles whose proceeds are deposited into the Fleet Replacement Fund account.

2. Individual Sales

Surplus may also be disposed of through individual solicitations of offer prepared by the Purchasing Division. Solicitations including items over current Formal Bid limit will be submitted to Council for declaration of surplus and for approval of sale. Proceeds from all individual sales can only be deposited into a client's fund if there are established accounting procedures which require such proceeds into a special fund of the city which must be approved by the Purchasing Manager.

**FRESNO CITY ATTORNEY'S OFFICE  
REQUEST/AUTHORIZATION FOR LEGAL SERVICE**

Project Title: Legal Advice & Assistance to Purchasing Division		City Attorney Office Control No.:	
Dept. Contact:	Jan Smith	Phone #:	X1153
Pick Up Contact: (If different from above)		Phone #:	
<b>Rush Item:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(Response Required)</b>  <b>Describe Reason (Council meeting date, statutory deadline, etc.):</b>			
<b>Description of Legal Service Being Requested</b> <i>(attach separate sheet if necessary):</i>  Legal Issues concerning competitive bidding and other procurement with regard to Charter, Municipal Code, Resolutions and other legal documents.  Legal Review of documents for standardization or legal review of special language.  ALL OF A CITYWIDE NATURE, NOT ATTRIBUTABLE TO ANY ONE PROJECT, EXCEPT CITYWIDE PROJECTS.			
<b>Complete Sections Below:</b> Fund #: <u>50107</u> Project ID: _____ PC BU: _____ Org #: <u>530201</u> Activity ID: _____ KRA: <u>0401001000</u> Res Type: _____			
<b>Capital Improvement Project (CIP):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(Response Required)</b> The above numbers will be used to bill for costs incurred as a result of this request for legal service.			
No service can or will be provided for this project unless this form is completed, and all information sought is supplied. <b>If resubmitting documents, a copy of this form and previous drafts must be attached.</b>  Estimates from the City Attorney available on request to cover all legal services and costs. When fee expenditures reach a certain level, a revised estimate for the completion of the project should be requested.			
I am authorized to request these services from the City Attorney and to identify the appropriate funding source and CIP designation, as appropriate, in the Sections above. <b>There are now and will be for the duration of this project, sufficient funds in the accounts designated above to pay for the legal services requested.</b>			
Director, General Services Department _____		7/17/07	
Title	Department Signature	Date	
_____		_____	
Title	Department Signature	Resubmitted Date	

**FORMAL BID SPECIFICATION  
ROUTING FORM (EXCEPT FOR PUBLIC WORKS)**

Received (Purchasing Date Stamp):

1. TO: **PURCHASING DIVISION**

[ ] 1st Submittal [ ] 2nd Submittal (Resubmit old specification sheets)

**Project Assigned to Buyer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BETH MCDONELL, DBE/SMALL BUSINESS COORDINATOR**

Approved: \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

**JASON MACDONALD, PURCHASING MANAGER**

Approved: \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

TO: **CITY ATTORNEY'S OFFICE**

**ROBERT COYLE, DEPUTY CITY ATTORNEY II**

Approved: \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **BID FILE NO.** \_\_\_\_\_

**SPECIFICATIONS PREPARED BY:** \_\_\_\_\_

**EXT.** \_\_\_\_\_

**CONTACT PERSON FOR QUESTIONS:** \_\_\_\_\_

**EXT.** \_\_\_\_\_

**DEPT/DIV:** \_\_\_\_\_

**PS FUND NO.** \_\_\_\_\_ **PS ORG**

**NO** \_\_\_\_\_

**PROJECT**

**NO.** \_\_\_\_\_ **KRA** \_\_\_\_\_

**BUDGET ALLOCATION.** \_\_\_\_\_

**DOES THIS PROJECT HAVE FEDERAL FUNDING?** \_\_\_\_\_ **NO** \_\_\_\_\_ **YES**

**AGENCY** \_\_\_\_\_

**DIVISIONS HAVE THE OPTION:**

**a. To encumber a requisition with submittal of this project; or**

**b. To encumber a requisition after bid opening when submitting the bid evaluation for final sign-off to GSD and the City Manager.**

**If you choose b, please have the Division Manager or other authorized individual sign below that funds have been budgeted and are available for this project.**

**DIVISION AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FORMAL BID SPECIFICATION  
ROUTING FORM FOR PUBLIC WORKS**

1. TO: **CONSTRUCTION MANAGEMENT**

Date Sent: \_\_\_\_\_

**LILLIAN GENTZ, CONTRACT COMPLIANCE OFFICER**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

2. TO: **PURCHASING DIVISION**

Date Received: \_\_\_\_\_

[ ] 1st Submittal [ ] 2nd Submittal (Resubmit old spec sheets)

**Project Assigned to**

**Buyer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BETH MCDONELL, DBE/SMALL BUSINESS COORDINATOR**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**JASON MACDONALD, PURCHASING MANAGER**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

3. TO: **CITY ATTORNEY'S OFFICE**

**ROBERT COYLE, DEPUTY CITY ATTORNEY II**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **BID FILE NO.** \_\_\_\_\_

**SPECS PREPARED BY:** \_\_\_\_\_ **EXT.** \_\_\_\_\_

**DIVISION AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT PERSON FOR QUESTIONS:** \_\_\_\_\_ **EXT.** \_\_\_\_\_

**DEPT/DIV:** \_\_\_\_\_ **PS FUND NO.** \_\_\_\_\_ **PS ORG NO** \_\_\_\_\_

**PROJECT NO.** \_\_\_\_\_ **KRA** \_\_\_\_\_ **REQUISITION NO.** \_\_\_\_\_

**RESOURCE CODE** \_\_\_\_\_ **BUDGET ALLOCATION \$** \_\_\_\_\_

**ENGINEER=S ESTIMATE (IF APPLICABLE) SENT ON:** \_\_\_\_\_

**DOES THIS PROJECT HAVE FEDERAL FUNDING?** \_\_\_\_\_ **NO** \_\_\_\_\_ **YES**

**AGENCY** \_\_\_\_\_

**DIVISIONS HAVE THE OPTION:**

a. To encumber a requisition with submittal of this project; or

b. To encumber a requisition after bid opening when submitting the bid evaluation for

final sign-off to GSD and the City Manager.

If you choose b, please have the Division Manager or other authorized individual sign below that funds have been budgeted and are available for this project.

**DIVISION AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EVALUATION OF BID PROPOSALS**  
**AIRPORTS DIVISION**

FOR: FRESNO YOSEMITE INTERNATIONAL AIRPORT TERMINAL SPINE RE-ROOF

Bid File No. 3051  
Bid Opening: August 24, 2010

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1. Cool Roofing Systems Inc. 1286 Dupont Court Manteca, CA 95336	\$318,890.00
2. Graham Prewett, Inc. 2773 N Business Park Ave #102 Fresno, CA 93727	\$384,800.00
3. Fryer Roofing Co. Inc. 4877 W Jennifer #150 Fresno, CA 93711	\$396,000.00
4. Roof Systems, Inc dba. Nations Roof West 5463 E. Hedges Ave Fresno, CA 93727	\$397,462.00
5. Fresno Roofing Company, Inc. 5950 E. Olive Avenue Fresno, CA 93727	\$676,144.00
6. California Single Ply, Inc. 1013 Nichols Drive Rocklin, CA 95765	\$685,600.00
7. Sierra Single Ply, Inc. 4710 Patrol Road, #B McClellan, CA 95652	\$729,000.00
8. Solar Coatings, Inc. 2367 East Shea Drive Fresno, CA 93720	\$990,507.00

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Each bidder has agreed to allow the City ninety (90) days from date bids are opened to accept or reject their bid proposal. Purchasing requests that you complete the following sections and return this bid evaluation to the Purchasing Division at the latest by Wednesday, September 15, 2010, 5:00 P.M.

The Engineer's Estimate/Budget Allocation for this expenditure is \$\_\_\_\_\_. The contract price is \_\_\_% above/below the Engineer's Estimate/Budget Allocation. If the overage is greater than 10% or only one bid was received, give explanation:

**EVALUATION OF BID PROPOSALS**  
**AIRPORTS DIVISION**

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FOR: FRESNO YOSEMITE INTERNATIONAL AIRPORT TERMINAL SPINE RE-ROOF

Bid File No. 3051

Bid Opening: August 24, 2010

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BACKGROUND OF PROJECT (To be completed by Evaluating Department/  
Division. Explain need for project/equipment):

DEPARTMENT CONCLUSIONS AND RECOMMENDATION:

Award a contract in the amount of \$ \_\_\_\_\_  
to \_\_\_\_\_  
as the lowest responsive and responsible bidder.

Remarks:

Reject all bids. Reason:

**EVALUATION OF BID PROPOSALS**  
**AIRPORTS DIVISION**

FOR: FRESNO YOSEMITE INTERNATIONAL AIRPORT TERMINAL SPINE RE-ROOF

Bid File No. 3051

Bid Opening: August 24, 2010

Department Head Approval

Department Head Approval

\_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Approve Dept. Recommendation  
Recommendation

Approve GSD/Purchasing

Disapprove

Disapprove

See Attachment

GENERAL SERVICES DEPARTMENT

CITY MANAGER

\_\_\_\_\_  
Purchasing Manager Date

\_\_\_\_\_  
City Manager or Designee Date

\_\_\_\_\_  
Director Date

**EVALUATION OF BID PROPOSALS**  
**AIRPORTS DIVISION**

FOR: FRESNO YOSEMITE INTERNATIONAL AIRPORT TERMINAL SPINE RE-ROOF

Bid File No. 3051

Bid Opening: August 24, 2010

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**FISCAL IMPACT STATEMENT**

PROGRAM:

<u>RECOMMENDATION</u>	<u>TOTAL OR CURRENT</u>	<u>ANNUALIZED COST</u>
Direct Cost	_____	_____
Indirect Cost	_____	_____
TOTAL COST	_____	_____
Additional Revenue or Savings Generated	_____	_____
Net City Cost	_____	_____
Amount Budgeted (If none budgeted, identify source)	_____	_____

**PURCHASING EVALUATION FORM**

OPENING DATE: \_\_\_\_\_

TO: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_ EXT. #: \_\_\_\_\_ RETURN TO PURCHASING BY: \_\_\_\_\_ CONTROL/BID #:

FROM: PURCHASING/ \_\_\_\_\_

<b><u>BIDDER</u></b>								
<u>Read</u> Total Net Bid:	\$	\$	\$	\$	\$	\$	\$	\$
<u>Corrected</u> Total Net Bid:	\$	\$	\$	\$	\$	\$	\$	\$
Terms:								
Addendum Auth. Signature Business License Contractor Lic. Mfg. Lit./Wty. Samples Included <b>Overall Ranking</b>								

- \_\_\_\_\_ Low Bidder meets specifications/Purchasing Recommends.
- \_\_\_\_\_ Low Bidder does not meet specifications. (See comments below)
- \_\_\_\_\_ Low Bidder bid brand other than specified. Division to verify if meets specifications.

Rankings: Bids will be ranked from lowest (No. 1) to highest. Award will be made to the lowest responsible bidder. If the low bidder's product is not acceptable or do not meet specifications, the divisions must explain the reasons.

A check mark will be used to indicate if the bidder provided required information and a Q will be used of the information is missing as noted above.

Note: Upon reviewing this evaluation document and determining that samples are needed to make an adequate evaluation, please contact the buyer listed above

**Division Sign-off**  
 DATE: \_\_\_\_\_ DIV. AUTHORIZED SIGNATURE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

Division comments:

Purchasing comments:

**Purchase Order**

0000061745

**City of Fresno**

Purchasing Division  
 2101 G Street, Bldg. A  
 Fresno CA 93706  
 (559)621-1332 FAX: (559)488-1069

**Vendor: 0000030388**  
**MASON JANITORIAL SERVICE**  
 3223 FORUM WAY  
 MADERA CA 93637

**Dispatch via Print**

<b>Purchase Order</b> FRESNO-0000061745	<b>Date</b> 07/19/2010	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> N30	<b>Freight Terms</b> FOB Destination	<b>Ship Via</b> Best Way	
<b>Buyer</b> Jean Thomas-Runnels	<b>Phone</b>	<b>Currency</b> USD	

**Ship To:** Fresno Yosemite Int'l Airport  
 4995 E. Clinton Way  
 Fresno CA 93727

**Bill To:** Fresno Yosemite Int'l Airport  
 4995 E. Clinton Way  
 Fresno CA 93727

Line	Seq	Item/Description	Replenishment Option: Standard	Quantity	UOM	PO Price	Extended Amt	Due Date
1	1	Janitorial Svc/4995 E Clinton Way		18,450.00	EA	1.00	18,450.00	07/19/2010
<b>Schedule Total</b>							<u>18,450.00</u>	
<b>Item Total</b>							<u>18,450.00</u>	

Contact person: Dave Reta @ 559-621-6680

Purchase order in support of an agreement for Janitorial service entered into effect 10/03/08, for Administration Offices at 4995 E. Clinton Way @ \$1537.50 per month. This purchase order shall remain in effect through 6/30/11.

**Total PO Amount** 18,450.00

1. ALL DELIVERIES MUST BE F.O.B. DESTINATION UNLESS OTHERWISE SPECIFIED ABOVE.
2. PACKING LIST MUST ACCOMPANY ALL MERCHANDISE DELIVERED ON THIS ORDER.
3. CITY OF FRESNO RESERVES THE RIGHT TO CANCEL THIS ORDER IF GOODS NOT SHIPPED AS DIRECTED.
4. IF THIS PRODUCT CONTAINS ANY HAZARDOUS SUBSTANCE AS DEFINED BY THE STATE OF CALIFORNIA DIRECTOR OF INDUSTRIAL RELATIONS, A MATERIAL SAFETY DATA SHEET MUST ACCOMPANY DELIVERY.
5. PURCHASE ORDER NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDANCE.

**Authorized Signature**

### Requisition

**Ship To:** Parks & Recreation Administration  
 1515 E Divisadero St  
 Fresno CA 93721

<b>Business Unit:</b> FRSNO APPROVED		
<b>Req ID:</b> 0000035341	<b>Date:</b> 10/29/2010	<b>Page:</b> 1
<b>Requester:</b> Paul Melikian		<b>Currency:</b> USD
<b>Requester Signature:</b>		

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1		Re-roof of the Meux Home Carriage House		1.0000	LOT	1.00	1.00	

**Buyer:** Jean Thomas-Runnels  
**Vendor:** 000000001 NEW VENDOR

**Line Total:** 1.00

**Total Requisition Amount:** 1.00

Requested by Jake Christensen

57507-31510-179901  
 PC00093-Cent-Meux

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
---------------------------	---------------------------	---------------------------



CITY OF  
**FRESNO**

PURCHASING  
DIVISION

Date \_\_\_\_\_

## ***SUPPLIER COMPLAINT FORM***

PO NUMBER \_\_\_\_\_ BUYER NAME \_\_\_\_\_  
SUPPLIER \_\_\_\_\_  
PHONE # \_\_\_\_\_ SALESPERSON \_\_\_\_\_

### ***NATURE OF COMPLAINT***

- |   |  |
|---|--|
| <input type="checkbox"/> PRICE VARIANCE                 | <input type="checkbox"/> PRODUCT SUBSTITUTION      |
| <input type="checkbox"/> QUANTITY                       | <input type="checkbox"/> INFERIOR PRODUCT          |
| <input type="checkbox"/> FREIGHT VARIANCE               | <input type="checkbox"/> UNAUTHORIZED SHIPMENT     |
| <input type="checkbox"/> LATE DELIVERY # OF DAYS _____  | <input type="checkbox"/> FREIGHT DAMAGE            |
| <input type="checkbox"/> OVER 30 DAYS OLD               | <input type="checkbox"/> SLOW TO RESOLVE PROBLEMS  |
| <input type="checkbox"/> SUPPLIER COULD NOT DELIVER     | <input type="checkbox"/> LACK OF SUPPORT / SERVICE |
| <input type="checkbox"/> BACKORDERS (PARTIAL SHIPMENTS) | <input type="checkbox"/> OTHER                     |

ACTION TAKEN BY YOUR DIVISION AS OF TODAY'S DATE:

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FROM \_\_\_\_\_ PHONE # \_\_\_\_\_ DIV. \_\_\_\_\_

**PLEASE SUBMIT OR FAX SUPPORTING DOCUMENTATION, AS NEEDED**



## SUPPLEMENTAL PROCUREMENT SECTION

FOR THE ACQUISITION OF GOODS AND  
SERVICES UNDER FEDERAL TRANSIT  
ADMINISTRATION GRANT PROGRAMS

CITY OF FRESNO  
TRANSPORTATION DEPARTMENT  
FRESNO AREA EXPRESS (FAX)

Updated December 2010

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## Introduction

In accordance with the U.S. Department of Transportation, Federal Transit Administration (FTA) requirements, the Transportation Department-Fresno Area Express (FAX), in partnership with the City of Fresno's Purchasing Department, has developed this supplemental section to the City's procurement manual in an effort to assist with the procedures to acquire goods and services funded by Federal capital or operating grant programs.

FAX has the responsibility of operating the public transportation system within the City of Fresno. It also has the responsibility of planning, designing and programming transportation projects. FAX receives funding from the Federal Government, the State of California and other agencies and therefore adopts additional procurement policies and procedures that are consistent with Federal regulations and the laws of the State of California. These additional policies and procedures apply to all procurements related to transit. Requirements for the procurements funded by the FTA are identified. These policies and procedures apply to any contract whose primary purpose is to either generate revenues in connection with a transit related activity or to create business opportunities utilizing a Federal Transit Administration funded asset.

FAX, as a Federal grant recipient, shall comply with all applicable requirements under FTA program administration regulations including:

Circular 4220.1F. Third Party Contracting Requirements  
[http://www.fta.dot.gov/documents/FTA\\_Circular\\_4220.1F.pdf](http://www.fta.dot.gov/documents/FTA_Circular_4220.1F.pdf)

Best Practices Procurement Manual  
[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)

Master Agreement  
<http://www.fta.dot.gov/documents/15-Master.pdf>

Circular 5010 Grant Management Guidelines  
[http://www.fta.dot.gov/documents/C\\_5010\\_1D\\_Finalpub.pdf](http://www.fta.dot.gov/documents/C_5010_1D_Finalpub.pdf)

Circular 9030 Urbanized Area Formula Program  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_4125.html](http://www.fta.dot.gov/laws/circulars/leg_reg_4125.html)

Circular 9070 The Elderly and Persons with Disabilities Program  
<http://www.fta.dot.gov/documents/C9070.1F.pdf>

FTA has determined that circulars are significant guidance documents that should be used in the proper administration of Federal assistance programs. For a complete listing of all Federal program guidelines please refer to the FTA website at [www.fta.dot.gov](http://www.fta.dot.gov).

## **Pre-Acquisition Screening**

The Department of Transportation-Fresno Area Express (FAX) before authorizing any purchases of goods or services over \$1,000, using Federal or State funds, is required to follow the City of Fresno's Purchase Order process (Procurement Handbook, Procedure #10). The Purchase Order process is followed by the Department in an effort to avoid unnecessary or duplicative purchases.

The first step in the Purchase Order process is for the Department to create a Requisition. A Requisition shall include a complete description of the Department's needs, such as; requester, quantity, unit of measurement (UOM), description and price. Once the Requisition is complete it will not become available for processing into a Purchase Order unless the following steps are followed:

- The Requisition has been reviewed, edited and signed by a Division Manager.
- The Requisition has been budget checked against the availability of funds.
- The Requisition has been reviewed and approved by the Director of Transportation.

An example of a Requisition and Purchase Order can be found in the City of Fresno's Procurement Handbook, Procedure #10 Exhibit A and Exhibit B.

## Standards of Conduct and Conflicts of Interest

There will be uniform and equitable application of the Standards of Conduct of the City of Fresno, Department of Transportation- Fresno Area Express (FAX) involving all activities associated with the procurement of goods and services. This section also defines responsibility to identify and prevent a real or apparent Conflict of Interest.

### *a. Conflict of Interest*

No employee, officer or agent of FAX shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- I) The employee, officer or agent
- II) Any member of his/her immediate family
- III) His or her partner, or
- IV) An organization which employs, or is about to employ, any of the above

Members of the groups listed above shall be subject to the conflict of interest laws of the State of California and the City of Fresno. Anyone failing to report such benefits will be subject to any disciplinary proceeding deemed appropriate by the City of Fresno.

### *b. Gratuities, and Kickbacks*

No member of the groups listed in item (a) will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Fresno.

### *c. Organizational Conflict of Interest*

Each entity that enters into a contract with FAX is required to inform FAX of any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third party contractor or sub-recipient or impair its objectivity in performing the contract work.

In order to ensure objective contractor performance and eliminate unfair competition advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient. Any and all bids or offers may be rejected when it is in the recipient's interest to do so.

*d. Confidential Information*

No member of the groups listed in item (a) shall furnish advice or services to a firm which is bidding on or planning to bid on a contract with FAX, or which is doing business presently with FAX. No member shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to them by blood, marriage, or by common commercial or financial interest. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by the City of Fresno.

## File Documentation Requirements

FTA Circular 4220.1F, Paragraph 7.i\*– Written Record of Procurement History requires the Department of Transportation-Fresno Area Express (FAX) to maintain records detailing the history of a procurement. As a minimum, these records shall include:

- The rationale for the method of procurement
- Selection of contract type;
- Reasons for contractor selection or rejection; and
- The basis for the contract price

Where appropriate, the *Procurement Documentation Checklist* (located in page 6 of this section) should be used in an effort to provide an audit trail from the initiation of the acquisition process to the beginning of the contract.

[http://www.fta.dot.gov/documents/FTA\\_Circular\\_4220.1F.pdf](http://www.fta.dot.gov/documents/FTA_Circular_4220.1F.pdf)

## Procurement Documentation Checklist

**Project Name:** \_\_\_\_\_

**Project Number (If Applicable):** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Purchase Order Number (If Applicable):** \_\_\_\_\_

**Procurement Method:** \_\_\_\_\_

The following documentation for this Purchase Order is in the procurement file (as checked):

- \_\_\_\_\_ 1. Purchasing Requisition
- \_\_\_\_\_ 2. FTA Waivers
- \_\_\_\_\_ 3. Independent Cost Estimate
- \_\_\_\_\_ 4. Pre-Qualification of Suppliers
- \_\_\_\_\_ 5. Qualified Products List
- \_\_\_\_\_ 6. Approval to Solicit
- \_\_\_\_\_ 7. Scope of Work / Specification
- \_\_\_\_\_ 8. Rationale for Procurement Method / Contract Type
- \_\_\_\_\_ 9. Public Announcement (Solicitation)
- \_\_\_\_\_ 10. Proof of Advertisement
- \_\_\_\_\_ 11. Addenda
- \_\_\_\_\_ 12. Source List / Vendor Contact List
- \_\_\_\_\_ 13. List of Bids / Proposals / Offers
- \_\_\_\_\_ 14. Cost or Price Analysis
- \_\_\_\_\_ 15. Determination of Responsibility
- \_\_\_\_\_ 16. Bid / Proposal / Offer Evaluation
- \_\_\_\_\_ 17. Sole Source Justification
- \_\_\_\_\_ 18. Bonds (Bid/Performance/Payment)
- \_\_\_\_\_ 19. Summary of Negotiations
- \_\_\_\_\_ 20. Determination of Price Reasonableness
- \_\_\_\_\_ 21. Rolling Stock (Pre-Award Audits)
- \_\_\_\_\_ 22. Approval of Award
- \_\_\_\_\_ 23. Contract
- \_\_\_\_\_ 24. Insurance Documents
- \_\_\_\_\_ 25. Change Requests
- \_\_\_\_\_ 26. Approved Change Requests/Modifications
- \_\_\_\_\_ 27. Rejected Change Requests
- \_\_\_\_\_ 28. Rolling Stock (Post-Delivery Audits)
- \_\_\_\_\_ 29. Protest and Protest Resolution
- \_\_\_\_\_ 30. Contract Monitoring Documentation
- \_\_\_\_\_ 31. Purchase Order, Invoices and Approval for payment
- \_\_\_\_\_ 32. Contract Completion and Close Out Documentation
- \_\_\_\_\_ 33. Accepted Bid / Proposal / Offer
- \_\_\_\_\_ 34. Letters
- \_\_\_\_\_ 35. Memos
- \_\_\_\_\_ 36. E-mails
- \_\_\_\_\_ 37. Other:

## **Sole Source Procurements**

### **Federal Transit Administration (FTA) Definition**

A sole source procurement, as defined by the FTA, is a purchase accomplished through solicitation or acceptance of a proposal from only one source; or, if after solicitation of a number of sources competition is determined inadequate. A sole source purchase must be documented as to the reasons why only one supplier is acceptable. This documentation is normally furnished by the originating department and verified by the Procurement Officer, who is responsible for making the final determination on sole source procurements.

The following areas must be considered in sole source determinations:

- 1) A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement.
- 2) Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and at least one of the following circumstances applies:
  - A. The item is available only from a single source
  - B. The public exigency or emergency (i.e., a threat to public health, welfare, safety, property or other substantial loss to Fresno Area Express (FAX), or a situation requiring immediate action by FAX, as determined by FAX) for the requirement will not permit a delay resulting from competitive solicitation.
  - C. FTA authorizes noncompetitive negotiations
  - D. After solicitation of a number of sources, competition is determined inadequate; or
  - E. The item is an associated capital maintenance item as define in 49 U.S.C. 5307 (a)(1) that is procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to FTA; (i) that such manufacturer or supplier is the only source for such item; and (ii) that the price of such item is not higher than the price for such item by like customers.

**A cost analysis, i.e., verifying the proposed cost data, the projection of the data, and the evaluation of the specific elements of costs and profit, is required.**

The Procurement Officer shall conduct negotiations, as appropriate, as to price, delivery, and terms.

## Federal Transit Administration Contract Clauses

The Federal Transit Administration (FTA) sets forth the requirements Fresno Area Express (FAX) must adhere to in the solicitation, award and administration of its third party contracts in **FTA Circular 4220.1F\***. The circular requires that FAX evaluate Federal statutory and regulatory requirements for relevance and applicability to procurements funded with Federal funds.

**Appendix A.1\*\*** of the Federal Transit Administration's (FTA) **Best Practices Procurement Manual\*\*\*** contains a discussion of each of the most generally applicable requirements, including the types of contracts to which each applies, any specific wording that must be incorporated in contracts, suggested wording where specific wording is not mandatory, and the applicability to subcontracts. It is important to view Federal contract clauses on the FTA website in order to get the most up to date language and requirements necessary for a procurement contract.

The clauses contained in Appendix A.1 include the following common elements which are helpful in deciding if a specific clause is required in a particular procurement:

Applicability to Contracts - discusses the types of contracts for which the clause is applicable.

Flow Down - discusses to which prime contractors and which level of subcontractors the clauses apply.

Mandatory Clause/Language - includes the model clause, identified by FTA as either a required (specified) clause or a suggested-language clause.

It is important to determine exactly which contract clauses are required for a specific procurement because the incorporation of unnecessary or loosely drafted clauses can:

- discourage competitors,
- cause confusion for anyone involved with the contract, and
- ultimately result in additional costs for FAX.

For additional assistance in determining which Federal Clauses should be included in a specific procurement, please contact the City's Department of Transportation Administration Division at 559-621-1446.

\*[http://www.fta.dot.gov/laws/circulars/publications\\_4063.html](http://www.fta.dot.gov/laws/circulars/publications_4063.html)

\*\*[http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants\\_financing\\_6195.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/bppm/grants_financing_6195.html)

\*\*\*[http://www.fta.dot.gov/funding/thirdpartyprocurement/grants\\_financing\\_6037.html](http://www.fta.dot.gov/funding/thirdpartyprocurement/grants_financing_6037.html)

## Required Federal Transit Administration (FTA) Contract Clauses

When Federal Program funds are used to procure goods or services, it is important to include all applicable Federal Contract Clauses in the agreement. This matrix should serve as a reference to determine which Federal Clauses apply to some of the most common procurement types. For detail guidance and specific contract clause language please refer to the FTA Best Practices Procurement Manual-Appendix 1. Additional program information can be found on the FTA website at [www.fta.dot.gov](http://www.fta.dot.gov).

<b>TYPE OF PROCUREMENT</b>					
(excluding micro-purchases, except for construction contracts over \$2,000)					
<b>CLAUSE</b>	<b>Professional Services/A&amp;E</b>	<b>Operations/ Management</b>	<b>Rolling Stock Purchase</b>	<b>Construction</b>	<b>Materials &amp; Supplies</b>
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.
Civil Rights (Title VI, EEO, ADA)	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Suspension and Debarment	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$100,000	>\$100,000	>\$100,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			For property transported by ocean vessel	For property transported by ocean vessel	For property transported by ocean vessel
Fly America	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel	For foreign air transport or travel
Davis-Bacon Act				>\$2,000 (including ferry vessels)	
Contract Work Hours and Safety Standards Act		>\$100,000 (except transportation services)	>\$100,000	>\$100,000 (including ferry vessels)	

<b>TYPE OF PROCUREMENT</b>					
(excluding micro-purchases, except for construction contracts over \$2,000)					
<b>CLAUSE</b>	<b>Professional Services/A&amp;E</b>	<b>Operations/ Management</b>	<b>Rolling Stock Purchase</b>	<b>Construction</b>	<b>Materials &amp; Supplies</b>
Copeland Anti-Kickback Act Section 1 Section 2				All All exceeding \$2,000 (including ferry vessels)	
Bonding				\$100,000	
Seismic Safety	A&E for New Buildings & Additions			New Buildings & Additions	
Transit Employee Protective Arrangements		Transit Operations			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit Operations			
Alcohol Misuse and Testing		Transit Operations			
Patent Rights	Research & Development				
Rights in Data and Copyright Requirements	Research & Development				
Energy Conservation	All	All	All	All	All
Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
Conformance with ITS National Architecture	ITS Projects	ITS Projects	ITS Projects	ITS Projects	ITS Projects
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States

<b>Administrative Orders</b> - - -	<a href="https://www.fresno.gov/NR/rdonlyres/7A151DDA-7C4C-42B5-B488-8FBFFB0CF7E1/0/Administrative_Order_Manual10202010.pdf">https://www.fresno.gov/NR/rdonlyres/7A151DDA-7C4C-42B5-B488-8FBFFB0CF7E1/0/Administrative_Order_Manual10202010.pdf</a>
<b>BidsOnline</b> - - - - -	<a href="http://vendors.planetbids.com/fresno/bidsearchform.cfm">http://vendors.planetbids.com/fresno/bidsearchform.cfm</a>
<b>CAPPO</b> - - - - -	<a href="http://www.cappo.org">http://www.cappo.org</a>
<b>Charter of the City of Fresno</b> -	<a href="http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California">http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California</a>
<b>City of Fresno</b> - - - - -	<a href="http://www.fresno.gov">http://www.fresno.gov</a>
<b>CMAS</b> - - - - -	<a href="http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx">http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx</a>
<b>Department of General Services</b> -	<a href="http://www.fresno.gov/Government/DepartmentDirectory/GeneralServices/Default.htm">http://www.fresno.gov/Government/DepartmentDirectory/GeneralServices/Default.htm</a>
<b>Facebook</b> - - - - -	<a href="http://www.facebook.com/apps/application.php?id=169213766267">http://www.facebook.com/apps/application.php?id=169213766267</a>
<b>Municipal Code of the City of Fresno</b>	<a href="http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California">http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California</a>
<b>NIPA</b> - - - - -	<a href="http://www.nationalipa.org/">http://www.nationalipa.org/</a>
<b>NJPA</b> - - - - -	<a href="http://www.njpacoop.org/">http://www.njpacoop.org/</a>
<b>State of California</b> - - - -	<a href="http://www.ca.gov/">http://www.ca.gov/</a>
<b>Twitter</b> - - - - -	<a href="http://twitter.com/Fresno_Bids">http://twitter.com/Fresno_Bids</a>
<b>U.S. Bank</b> - - - - -	<a href="http://www.usbank.com/">http://www.usbank.com/</a>
<b>U.S. Communities</b> - - - -	<a href="http://www.uscommunities.org/">http://www.uscommunities.org/</a>
<b>WSCA</b> - - - - -	<a href="http://www.aboutwsca.org/">http://www.aboutwsca.org/</a>