

GENERAL ORDER 17.3.2

Purchasing

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's purchasing guidelines.

DISCUSSION

All purchases are conducted within City policy and Oregon State Statutes. The City's guidelines and procedures are described in Administrative Regulation #18. These procedures range from the Department's discretion to purchase, to formal approval and bid process through the City Council.

A purchase through the General Purchasing Office of the State of Oregon on any items for which they have a purchasing agreement at any price may be completed without a bid process.

Prior to making promises or authorizations to procure on behalf of the City of Springfield, each employee must have on file with the Finance Director or designee, a completed and signed Authorized Purchaser Form. The form shall expressly define the employee's level of authorization to enter into formal contracts, to purchase on open account, to be assigned a permanent or temporary purchase card, to request purchase cards for use by other of the Department's employees, and to make travel arrangements on behalf of Department's staff members. The form shall also indicate if the employee is to be given access to the City's financial software for the express purpose of approving check requests for amounts up to \$25,000 (unless acting in the capacity of the Department Director in which case the employee is to assume the director's authorization limits).

POLICY

I

VOUCHER APPROVAL

The authorized purchasers for the Police Department are the Chief of Police, the Police Office Supervisor, Management Analyst, Administrative Sergeant, Professional Standards &

Training Sergeant and the Division Commanders. These are the only persons authorized to approve payment vouchers.

The Chief may approve vouchers up to \$100,000. The Police Office Supervisor, Management Analyst, Administrative Sergeant, Professional Standards & Training Sergeant and Division Commanders are authorized to approve vouchers up to \$25,000.

II

PURCHASING SOURCES

Requirements for purchases are listed below:

- Purchases under \$10,000 require three informal quotes. When possible it is recommended to look at local vendors or State or other cooperative agreements for vendors.
- Purchases ranging from \$10,000 to \$99,999 require three formal written quotes obtain by a single invitation (the same written invitation to all vendors).
- Purchases of \$100,000 or more require a formal sealed bid or Request for Proposal and must be awarded by formal action of the City Council acting at a regular Council meeting unless authority is delegated to the City Manager during recess.

Documentation shall be forwarded to and maintained by the Management Analyst for all verbal and written quotes.

The Department may purchase items through the State Contract in lieu of a bid process. In addition, the Department may purchase under other governmental agency bid process or award, as specified in the Administrative Regulation.

The Department reserves the right to consider other factors than cost, such as historical performance or quality, in awarding bids.

A desire to exercise a sole source for purchase process necessitates the involvement of Finance and the City Attorney's office.

In emergencies, where the purchase or rental of additional or more sophisticated equipment is required, the person requiring such equipment shall contact the Management Analyst or on-call command officer for instruction on how to proceed.

III

CONTRACTS

Contract agreements on services or equipment less than \$50,000 may be approved and signed by the Chief of Police. Contracts for \$50,000 to \$99,999 may be approved and signed by the City Manager. Contracts of \$100,000 or greater must be approved by City Council and signed by the City Manager.

Richard L. Lewis
Chief of Police