



City of Sennoia

Procurement Policy

Adopted:
February 19, 2007
Updated:
January 4, 2021

Purchasing

A. Intent

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interests of the City in all transactions;

2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards;
3. To subscribe to and work for honesty and truth in buying.

B. Vendors

The City will make every effort to obtain high quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the City.

1. Solicitation of Vendors and Submission of Bids

When a purchase for a single good is expected to exceed \$10,000.00, competition is required to the extent that it exists. Each department must attempt to obtain a minimum of three bids from different sources. If three sources are not possible, the seeker of the bid must attempt to obtain as many vendors as possible. Each department head shall document the competitive bidding process with records of the vendor and bids received.

Each department has full authority to determine and obtain professional and contractual services as provided for in the budget. When possible and practical, competitive quotes for professional and contractual services should be obtained. If competitive quotes are not possible, the City Manager must be notified in writing. Each department head shall document the process.

Projects budgeted to exceed \$100,000 shall be required to follow all state laws.

2. Interest of City Officials in Expenditure of Public Funds

No official of the City of Senoia will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the City or any department of government or service involving the expenditure of public funds. The City shall not use a vendor who is a member of the immediate family of a City Councilman, City Attorney, City Manager, a Department Head, Personnel Officer, or Payroll Clerk. The City shall not use a vendor for services in an operating department who is a member of the immediate family of an employee of that operating department.

3. Bids and Request for Proposals

It is suggested that, whenever appropriate, a Request for Proposal (RFP) process be used for procuring products and services. The RFP should specify the service, evaluation criteria, and terms and conditions required by the City. All RFPs and Bids that are required to go through the competitive bidding process shall, at a minimum, be posted in

the legal organ of the City of Senoia, GA as well as on the City's webpage at least twice for a period no less than 15 days prior to the opening.

4. Qualifications Based Selection - Requests for Qualifications (RFQ)

Consultants providing design services, including but not limited to engineering, and architecture, and services such as long-range planning, economic analyses, real estate negotiations, and environmental assessments shall be acquired using qualification based selections. On the occasion when an architecture/engineering consultant needs to be identified for a FAHP project, the solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act.

In most situations the following steps shall be followed when acquiring consultant services listed above:

The basic steps to procure consultant service are:

1. Determine the Need For Services;
2. Advertise the Need For Services;
3. Evaluate the Applicants' Qualifications;
4. Select the Most Qualified Firm;
5. Negotiate with the Most Qualified Firm and
6. Execute the Contract

The public announcement or public advertisement shall be made in a method to assure that in-state and out-of-state consulting firms are given a fair opportunity to be considered for award of an engineering and design related services contract and a fair amount of time to respond to the advertisement. The advertisement shall contain a brief description of the project, clear and accurate information about the technical certifications that are required, response requirement including due date and evaluation criteria.

When determining the most highly qualified consultant the following shall apply:

- (a) The following shall be considered: technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance. If necessary, the City of Senoia may conduct interview, in-person or otherwise to make final selection of the architect/engineer consultant.
- (b) Price shall not be used as a factor in the evaluation. Compensation shall be negotiated with the most qualified consultant.
- (c) In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase.

- (d) A local presence may be used as a nominal evaluation factor where appropriate.
- (e) The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate.

Approval of all contracts with consultants shall be in accordance with policies of the City of Senoia and approved in the accordance with the Charter of the City of Senoia.

5. Award of Bids

Bids are awarded to the lowest responsive and responsible bidder. A responsive bid is one that conforms in all material respects to the need of the City. Responsible means a bidder who has the capability to perform the requirements.

6. Local Bidder Preference

If all other relevant factors are met, each department is authorized to negotiate with and select a local vendor if the local vendor's bid is within 10% of the lowest offer. A current City of Senoia business license is required to be considered as a local vendor. Local bidder will not be considered in qualification based selection (QBS)

7. Equal Opportunity

The City of Senoia will provide an equal opportunity for all businesses to participate in City contracts regardless of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status. The City will actively seek to ensure that minority-owned and operated firms and Disadvantaged Business Enterprises (DBE) have the opportunity to participate in the purchasing process, including bidding, negotiations and contract awards. The City will not knowingly conduct business with contractors that discriminate or permit discrimination against persons because of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status.

8. Ineligible Vendors

Any person, firm, or corporation who is in arrears to the City for taxes, or otherwise, will not be qualified to bid on any purchase until their lien to the City has been cleared. No requisition will be approved for such vendors.

9. State Contracts

The City is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City or deemed appropriate by the City Manager. The state contract price may be used to establish the maximum price for a good or service.

10. Back-up Policy and Emergency Purchases

The City should strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. In order to achieve the City's fiscal independence, it is strongly suggested that each department have back-up vendors for each recurring and/or large purchase.

In cases of emergency, a contract may be awarded without competitive bidding, but the procurement shall be made with as much competition as the circumstances allow (i.e., informal quotes). An emergency is defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the City Manager. In the event of an emergency, the City Manager shall be contacted.

C. Decentralization of Purchasing Authority

1. Purchasing of Goods

Each department head shall have the authority to conduct essential spending within the authorization of the budget. Department Heads shall have the authority to purchase goods costing less than \$10,000 each as long as costs remain within the approved budget. Each department head is responsible to ensure that internal control procedures, including those issued by the City Manager, are followed.

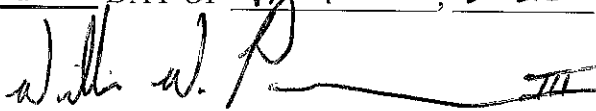
For individual goods costing over \$10,000, the department shall make every effort to solicit a minimum of three competitive prices. To the extent that an emergency condition exists or an item is supplied by only one source, the Department Head shall inform the City Manager and make the appropriate notation on the purchase order. Purchases that are in the approved Budget shall have the authorization of the City Manager. Those requests outside the scope of the approved budget shall be placed on the agenda and receive the authorization of the Mayor and Council.

D. Documentation

The City of Senoia shall retain all procurement documents, including but not limited to: bids, requests for proposals, requests for qualifications and responses, in accordance with the retention policies and requirements of the City of Senoia and State of Georgia.

APPROVED BY THE MAYOR AND COUNCIL OF THE CITY OF SENOIA ON THE

3RD DAY OF JAN., 2022.



WILLIAM "DUB" PEARMAN, III MAYOR