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2. Scroll down and click the name of the section required.

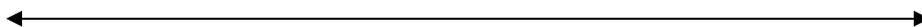
# POLICY AND PROCEDURES HANDBOOK

FOR

## PURCHASING AND MATERIALS MANAGEMENT



TOWN OF COLLIERVILLE



T E N N E S S E E

# POLICIES AND PROCEDURES MANUAL

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# INTRODUCTION

POLICY No.: **I**

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## 1. Introduction

- I-000 Statement of Purpose
- I-005 Authority
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# STATEMENT OF PURPOSE

POLICY No.: **I-000**

SUPERSEDES No.:

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The Town of Collierville, Tennessee intends to purchase goods and services of high quality consistent with the expected use at the most reasonable cost. The Town also intends that all purchasing actions are fair and impartial, competition is encouraged, and all qualified sellers or buyers have access to Town business.

# AUTHORITY

	POLICY No.: <b>I-005</b>
	SUPERSEDES No.:
EFFECTIVE DATE: <b>AUGUST 23, 2004</b>	PAGE No.: 1 OF 1

The Town of Collierville Board of Mayor and Aldermen authorizes this manual by Resolution 2004 – 49, adopted August 23, 2004. It is based on the State of Tennessee “Municipal Purchasing Law of 1983, Part 3, the Town Charter and Code (Title III, Chapter 37).

## RESOLUTION 2004 – 49

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN FOR THE TOWN OF COLLIERVILLE, TENNESSEE, ADOPTING THE POLICY AND PROCEDURES HANDBOOK FOR PURCHASING AND MATERIALS MANAGEMENT.

WHEREAS, the ordinances of the Town provide that the Board of Mayor and Aldermen (the “Board”) shall adopt by resolution regulations governing purchases by the officers and employees of the Town; and,

WHEREAS, the Board has been presented with the Policy and Procedures Handbook for Purchasing and Materials Management (the “Purchasing Regulations”); and,

WHEREAS, the Board now deems it in the best interests of the Town to adopt the Purchasing Regulations as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND

ALDERMEN FOR THE TOWN OF COLLIERVILLE, TENNESSEE, THAT:

Section 1. The Board hereby makes and adopts the matters in the “Whereas” clauses as findings of fact.

Section 2. The Board hereby adopts the Purchasing Regulations as presented and in accordance with the ordinances of the Town.

Adopted this the 23rd day of August, 2004.



Mayor



Town Clerk

# OVERVIEW

POLICY NO.: I-010

SUPERSEDES NO.:

EFFECTIVE DATE:

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## What Is Purchasing?

Purchasing is the process of identifying, selecting and buying goods and services. Purchases are to be made as economically as possible within an acceptable time frame and meeting the standards of quality and service required for your department. The purchasing function encompasses much more than just placing an order over the telephone. Routinely, the Purchasing Division is involved in various tasks, such as:

- Becoming familiar with the sources of supply.
- Understanding pricing, business practices, and market conditions.
- Understanding and complying with local and state laws which govern purchasing.
- Establishing and maintaining a system that ensures that discounts are taken, that quality is tested, that ordered items are properly received and stored, and that deliveries are prompt.
- Dealing effectively with salespersons and contractors as well as with town service/operating departments.

## Why Do We Have a Purchasing Division?

The purpose of the Purchasing Division is to provide assistance to town departments in securing the best goods and services in the most economical and efficient way, and to handle all purchases in a manner that ensures competitive bidding between potential vendors and contractors.

The Purchasing Division will spend time with user departments developing specifications for supplies, equipment, construction and services. We obviously cannot do this alone because we don't know what all of your wants and needs are; therefore, your input is critical to writing a good specification. This process requires a good deal of mutual cooperation.

In addition, a Purchasing Agent is familiar with contract law including supply agreements, return policies, cancellation dates, and other terms and conditions of the purchases. We know what is acceptable or not acceptable within the industry. A Purchasing Agent likes to get things in writing; it's part of the training. Too many times a verbal agreement cannot be substantiated and we lose an argument with a vendor for lack of proof. We can assist you in setting up written agreements with vendors.

In summary, the Purchasing Division would like to serve you in many ways. We hope to become your best source of information, a pool of product knowledge, a time and money saver, and a short cut to your purchasing needs.

## Why a Policy and Procedures Manual?

The policy and procedures governing the purchasing and accounting of the goods and services of a municipality can be numerous and often complex. That is the reason for this manual: to provide you with a guide to what you should do in the purchasing situations you will most likely encounter.

# OVERVIEW

POLICY NO.: I-010

SUPERSEDES NO.:

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A question frequently asked is, “What is covered by these policies and procedures?” The answer is “Everything.” To comply with statutes and ordinances governing the Town and to comply with an established system of internal controls, all purchases of goods and services for the Town must be made in accordance with the procedures outlined in this manual.

We hope this manual will make the purchasing procedures seem less formidable and more understandable. When these procedures are followed, the results are increased efficiency throughout the Town, and savings of Town funds. Those savings allow for the Town to stretch the dollar so that it can be made available for other uses. Please help us achieve this by becoming familiar with these procedures. If you have any questions, please call the Purchasing Division for clarification.

## **What are the Procedures for Making Purchases and Controlling Inventory?**

The remainder of the *Purchasing Policies and Procedures Manual* is designed to answer this question for you.

# FORWARD

POLICY No.: **I-020**

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This *Purchasing Policies and Procedures Manual* is intended to help the reader understand the system, the responsibilities and duties of using departments, and the role of the Purchasing Division. It has been developed so that the Town may obtain the most efficient purchasing operation possible. By clarification of the procedures to be used, both the using department and the purchasing division should benefit by decreasing time to obtain materials, equipment, and services required to carry on department operations.

The primary responsibility of the Purchasing Division is to provide assistance to all departments within the Town for the purchase of materials, supplies, and equipment, certain contractual and service agreements, and the bid process and contractual assistance for construction projects at the lowest possible cost consistent with the quality needed for the proper operation of each department. The division also provides technical assistance to all Town departments in the area of standardization, specifications, cost reductions, and product and price information, as well as the administration of the Town's inventory and fixed asset management.

To have a good purchasing program, all Town employees directly or indirectly associated with the purchasing function must work as a team to promote the Town's best interest in obtaining the maximum values for each dollar of expenditures.

The material in this manual is subject to revision to meet the often rapidly changing developments encountered in the field of purchasing and the economy. The policies in this manual are approved by the Town Administrator.

As revision or additions to this manual become necessary, new pages will be sent to all recipients of the manual, who are requested to maintain it in an up-to-date fashion.

If there are any questions regarding this manual, please contact the General Services Manager.

Requests for additional copies of the manual should be addressed to the same office.

# OBJECTIVES OF PURCHASING

POLICY NO.: **I-030**

SUPERSEDES NO.:

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1. Develop written operating policies, procedures and standards for the procurement of goods and services.
2. Promote open competition.
3. Develop effective and reliable sources of supply.
4. Maximize purchasing power through bulk and seasonal buying techniques.
5. Comply with appropriate State and Federal laws on procurement.
6. To support Town operations with an uninterrupted flow of goods and services.
7. To achieve maximum integration with other departments of the Town.
8. To handle the purchasing and supply management function proactively in a professional, cost effective manner.
9. Dispose of, to the best advantage, all material and equipment declared to be surplus or obsolete.

# PRINCIPLES OF PURCHASING

POLICY NO.: **I-040**

SUPERSEDES NO.:

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The following principles are to be maintained:

1. Consider the best interest of the Town in all transactions.
2. Purchase without prejudice, seeking to obtain the maximum value for each dollar of expenditure in accordance with required quality standards.
3. To subscribe to and work for honesty and truth in purchasing and avoid all forms of conflict of interest.
4. Avoid all unethical practices and the appearance of same.
5. Strive consistently for knowledge of materials and supplies required for use by the Town.

# GLOSSARY

POLICY No.: **G**

SUPERSEDES No.:

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## 2. Glossary

G-000 Definitions

# DEFINITIONS

POLICY NO.: G-000

SUPERSEDES NO.:

EFFECTIVE DATE:

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For the purpose of this manual, the following terms, phrases, words, and their derivations shall have the meanings given herein:

Agent: This refers to a person authorized by someone else, called the Principal, to act for him or her.

Authorized Personnel: Those persons approved to perform designated function.

Bid: A price offer by an intended seller or an intended buyer.

Bid Advertisement: A public notice placed in a newspaper of general circulation containing information about an Invitation for Formal Bid (IFB) or Request for Proposal (RFP).

Bid Bond: A bond that legally binds the bidder to accept a contract or forfeit the amount of the bond.

Bidders List: A list of vendors who have signified in writing an interest in submitting bids for particular categories of goods and services.

Bid Opening: The act of publicly opening the bid envelopes and making the bids available for public inspection.

Capital Expenditure: An expenditure that results in the acquisition of, or an addition to a fixed asset.

Cataloged Inventory: Items contained within the Town inventory system and kept on hand for future use.

Change Order: The written order to a purchase order or contract authorizing an addition, deletion or revision in the work, price or contract time, issued after the execution of the purchase or contract.

Contract or Agreement: A formal, written agreement executed by the Town and a vendor containing the essential terms and conditions under which goods or services are to be furnished to the Town.

Contractor: Any person or business having a contract with the Town.

Department: An organizational unit within Town government that is responsible to the Town Administrator, or designee.

Division: An organizational unit within a Town Department that is responsible to the head of a department, or designee.

Emergency Purchase: The purchase of supplies and/or services whose immediate procurement is essential to prevent delays which may vitally affect the life, health, safety, or convenience of citizens or serious loss or injury to the Town.

Employee: An individual employed by the Town and compensated with wages.

# DEFINITIONS

POLICY No.: **G-000**

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Fixed Assets: Individual tangible items, either original or replacement that have useful life expectancy beyond one year and a cost of \$500.00 or more.

General Services Manager: The director of the Town's purchasing program. This position reports to the Director of Finance.

Goods: Includes in property to be purchased by the Town, including equipment, supplies, materials, and component or repair parts.

Invitation to Bid (IFB): Formal bidding documents issued by the Town, accompanied by a bid advertisement requesting pricing from vendors for specified goods or services.

Lease: A contract for the use of real estate or personal property for a term in return for a specified rent or other compensation.

Lowest Responsible Bid: The lowest bid or offer meeting all requirements of the specifications, terms, and conditions of the invitation for bid. It is expressly understood that the lowest responsible bid includes any related costs to the Town in a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract.

May: Denotes the permissive.

Mayor and Board of Aldermen: The legislative and governing body of the Town.

Performance Bond: A bond provided in connection with a contract that guarantees the performance and fulfillment of all the terms, conditions, and agreements contained in the contract.

Policies: Policies, as referred to in this manual, are predecisions made by administration for the purpose of giving information and direction. Policies establish basic philosophies and climate and determine the major values upon which the Purchasing Policies and Procedures Manual functions must operate.

Procedures: Procedures are the prescribed means of accomplishing policy. Their intent is to provide company personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance, and control of all policy-related activities.

Procurement: Purchasing, renting, leasing or otherwise acquiring any supplies, services or construction.

Purchase Order: An order by the Town for the purchase of goods and services written on the Town's standard Purchase Order form and which becomes a contract when accepted by the vendor without qualification within the specified time limit. This is the vendor's authority to deliver and invoice for goods or services specified, and the Town's commitment to accept the good or services for an agreed upon price.

# DEFINITIONS

POLICY No.: **G-000**

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Purchase Requisition: A request generated by a user department which authorizes the Purchasing Division to enter into a contract with a vendor to purchase goods or services for the Town and to charge the appropriate user department budget or project. This is for internal use and cannot be utilized by the user department to order materials directly from a supplier.

Purchasing: The act, function, and responsibility for the acquisition of goods and services.

Request for Proposal (RFP): Formal documents issued by the Town requesting offers to be made by vendors to provide goods or services, which allow for negotiations after proposals are received but before award of the contract.

Responsible Bidder: A person or business that has the capability in all respects to perform fully the contract requirements, and has integrity and reliability that will assure good faith performance.

Responsive Bidder: A person or business that has submitted a bid that conforms in all material respects to the bid solicitation.

Sealed Bid: An offer submitted in a closed envelope to be opened at a specific time and place.

Shall: Denotes the imperative.

Services: Includes all work or labor performed for the Town on an independent contractor basis, including maintenance, construction, manual, clerical or professional services.

Sole Source: That only one supplier of an item or service exists.

Specification: A statement containing a detailed description or enumeration of particulars, as to the terms of a contract, detailed description of the physical or functional characteristics of a goods or services.

Statutes: These are laws passed by Congress or a state legislature and signed by the President of the United States or the Governor of a State, respectively, that are codified in volumes called "Codes" according to subject matter.

Surplus Property: Town owned property that is no longer required or has no practical use by the Town.

Town: The Town of Collierville, Tennessee.

Town Administrator: The chief administrative officer of the Town, appointed by the Mayor and Board of Aldermen.

User Department: The organizational unit within the Town that utilizes supplies, services or construction.

# DEFINITIONS

POLICY No.: **G-000**

SUPERSEDES No.:

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Vendor: Any individual or business conducting business or seeking to do business with the Town.

# POLICIES

POLICY No.: **P**

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## 3. Policies

- P-010 Acceptance of Samples
- P-020 Anti-Trust Laws
- P-030 Bids, Quotations, Proposals
- P-040 Conflict of Interest
- P-050 Effect of Freight Terms on a Transaction
- P-060 Emergency Purchases
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# ACCEPTANCE OF SAMPLES

POLICY NO.: **P-010**

SUPERSEDES NO.:

EFFECTIVE DATE: **JULY 1, 2002**

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## I. PURPOSE

To provide guidance for all department and purchasing personnel involved in the procurement cycle regarding the acceptance or solicitation of product samples from suppliers.

## II. SCOPE

This policy applies to all Town personnel involved in the procurement process.

## III. GENERAL

No samples shall be accepted when offered by suppliers, unless there is a Town need for the type of product sampled and there is a reasonable chance for the supplier to make a sale if the product tests are successful. Samples shall be politely declined if, for example, the Town does not contemplate use of such a product, or if there is a need, but requirements are being met by such means as a long-term contract.

In the event that a department representative or Buyer requests a sample from a supplier to evaluate or test its applicability to a particular Town need, such a sample shall be purchased.

In the event samples are required through a Request for Proposal or Formal Invitation to Bid, the required samples shall be returned to all bidders once the contract for purchase has been awarded. The successful bidder's samples will become part of the items purchased.

# ANTI-TRUST LAWS

POLICY No.: **P-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 2

## I. PURPOSE

To provide guidance to employees engaged in the purchasing function concerning the antitrust laws.

## II. SCOPE

This policy applies to all Town personnel involved in the procurement process.

## III. ANTITRUST

The policy of the Town is to comply with the letter and spirit of all laws applicable to the Town's business and interest.

Violations of the antitrust laws in any area of the Town's operations may have far-reaching effects, causing substantial injury to the company in lengthy and expensive litigation, damage liability, and injunctions. An employee who participates in a violation is individually and personally subject to fine or imprisonment.

The Town's compliance with these laws depends on the employees occupying positions of responsibility, especially in a procurement capacity.

It is, therefore, the policy to comply strictly in all respects with the antitrust laws. There shall be no exception to this policy, nor shall it be compromised or qualified by anyone acting for or on behalf of the Town.

Each employee is obligated in his/her area of responsibility to adhere to the above policy. The Town's purchasing personnel is not expected to have the knowledge of a lawyer, but he or she is expected to be guided by the Town's past practices and policies and by his or her own common sense. When he or she is faced with a new problem with unknown legal implications, he or she is expected to refer to their immediate supervisor or director who will consult with the Town's legal counsel for advise and handling.

## IV. LAWS

There are laws, mostly federal statutes that have as their main objectives the preservation of competition.

### **The Sherman Antitrust Act**

Congress passed the Sherman Antitrust Act in 1890. It prohibits contracts and conspiracies in restraint of trade, conspiracies to monopolize trade, and attempts to monopolize. The United States Department of Justice, the states' attorney general and private parties may sue to enforce it.

# ANTI-TRUST LAWS

POLICY NO.: **P-020**

SUPERSEDES NO.:

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The act makes illegal price fixing, bid rigging, territorial market allocation and some types of tying arrangements and boycotts.

## **The Clayton Antitrust Act**

Congress enacted the Clayton Antitrust Act in 1914. It prohibits price discrimination and also precludes tying arrangements, certain mergers and interlocking directorates between competing companies, and certain exclusive deals and refusals to deal where their effect is to substantially lessen competition or to monopolize interstate commerce.

## **The Federal Trade Commission Act**

The Federal Trade Commission Act, which Congress passed in 1914, prohibits unfair competition. It created the Federal Trade Commission, which prosecutes through administrative action conduct that restrains trade but may not rise to the level of a violation of antitrust law.

# BIDS, QUOTATIONS, PROPOSALS

POLICY No.: **P-030**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE No.: 1 of 3

## I. PURPOSE

To give a brief description of the five most used forms of procurement by the Town.

## II. SCOPE

This applies to specific forms of procurement.

## III. GENERAL

The purpose of obtaining bids, quotations, or proposals is to obtain the quality of materials and/or services consistent with the Town's needs, in a timely manner, and at the best value.

The process will involve communications between the using department and Purchasing Division, other Town administrative personnel, vendors and consultants.

Potential vendors will be given an opportunity to provide bids, quotations, or proposals and will be treated fairly in the process of doing so.

## IV. TYPES OF SOLICITATIONS

### Competitive Formal Bid or Invitation for Bid:

An Invitation for Bid (IFB) is the solicitation of competitive, written, sealed bids based on specifications of the required equipment, material, and/or service. These are sometimes called "Competitive Formal Bids" because bids are usually submitted to the Town Purchasing Agent where they are held until there is a public opening of the bids, and because bids are reported to the Town of Collierville Board of Mayor and Aldermen for award at a Board meeting.

This method of solicitation is used when the cost of the goods, materials, and/or services will be \$10,000 or greater.

### Written Requests for Quotation:

A Request for Quotation (RFQ) is the solicitation of three written offers and/or pricing based on specifications of the required equipment, material, and /or general service. These are sometimes called "informal bids" because there is usually not a public opening, and the award is generally not made by the Board of Mayor and Aldermen.

This method of solicitation is used when the cost of the goods, materials, and/or services will be between \$4,000 and \$9,999.99.

# BIDS, QUOTATIONS, PROPOSALS

POLICY No.: **P-030**

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## Verbal Quotations:

Sometimes referred to as “phone quotes”, these are verbal requests for pricing. This type of price solicitation is usually used for readily available parts, supplies, and/or general services of a nontechnical nature for which no written record of the quotation is deemed necessary.

This method of solicitation is used when the cost of the goods, materials, and/or services will be \$3,999.99 or less

## Requests for Proposals (RFP):

This is the solicitation of proposals to furnish equipment and/or services but is not limited to these categories. Proposals are requested based on general requirements and/or guidelines and those persons or companies submitting proposals may offer the equipment and/or services they have determined to be best suited to the general requirements stated in the RFP. Proposals will usually differ in the details of what is offered by those submitting proposals; the details and/or pricing of proposals are usually subject to negotiation.

An RFP may also be used for the purchase of equipment that is designed and built for a specific project, or if more than one type of equipment will suit the intended purpose and “results” along with “performance” is the emphasis of the specification.

Proposals may also be used for general services when the companies who are expected to respond will offer different levels of service or have a range of qualifications that are to be considered in addition to price.

The Board of Mayor and Aldermen must approve the use of the RFP method of solicitation prior to initiating the solicitation process.

## Request for Statement of Qualifications (RFSOQ)

State law prohibits against competitive bidding for professional services, determining that award of professional services contracts be based on recognized competence and integrity. However, the prohibition against competitive bidding does not prevent the Town of Collierville from utilizing a Request for Statement of Qualifications process to determine the capabilities of such professional persons or groups. Evaluation of qualifications, experience data and interviews regarding the furnishing of required services allows the Town to obtain the best professional services at a reasonable cost by establishing a level playing field providing all qualified professionals with an opportunity to be considered.

Although the Statement of Qualifications process may be utilized for any professional services project, it shall be a Town requirement that all projects where the total project cost is expected to

# BIDS, QUOTATIONS, PROPOSALS

POLICY No.: **P-030**

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be \$50,000 or greater and where professional services are required shall use the Request for Statement of Qualifications process to determine the best professional service firm at the best cost. (**Note:** If the proposed consultant has previously performed related work on the system for which services are being contracted, and contracting with another professional would cause additional expense to the Town in order for the consultant to become familiar with the system, an exception may be requested.)

# CONFLICT OF INTEREST

POLICY No.: **P-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To provide guidance to employees engaged in any aspect of the purchasing function concerning the avoidance of conflict of interest.

## II. SCOPE

This policy applies to all employees who participate in any phase of the purchasing process.

## III. GENERAL

It shall be unethical for any Town employee to participate directly in a procurement contract (i.e. Purchase Order) when the Town employee knows that:

- (a) the Town employee or any member of the Town employee's immediate family has a financial interest pertaining to the procurement contract; or
- (b) any other person, business, or organization with whom the Town employee or any member of the Town employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

A Town employee or any member of a Town employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

# EFFECT OF FREIGHT TERMS ON A TRANSACTION

POLICY No.: **P-050**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 2

## I. PURPOSE

To show the effect of freight terms on a transaction.

## II. SCOPE

Town personnel authorized to enter into purchase agreements must know the effect of freight terms on a transaction.

## III. GENERAL

### **FOB Origin, Freight Collect**

Title passes at origin.

BUYER	Pays freight charges
BUYER	Bears freight charges
BUYER	Owens goods in transit
BUYER	Files claims, if any

### **FOB Origin, Freight Prepaid**

Title passes at origin

SELLER	Pays freight charges
SELLER	Bears freight charges
BUYER	Owens goods in transit
BUYER	Files claims, if any

### **FOB Origin, Freight Prepaid and Charged Back**

Title passes at origin  
Seller collects charges  
from buyer adding  
freight amount to invoice.

SELLER	Pays freight charges
BUYER	Bears freight charges
BUYER	Owens goods in transit
BUYER	Files claims, if any

### **FOB Destination, Freight Collect**

Title passes at destination

BUYER	Pays freight charges
BUYER	Bears freight charges
SELLER	Owens goods in transit
SELLER	Files claims, if any

### **FOB Destination, Freight Prepaid (PREFERRED METHOD)**

Title passes at destination

SELLER	Pays freight charges
SELLER	Bears freight charges
SELLER	Owens goods in transit
SELLER	Files claims, if any

# EFFECT OF FREIGHT TERMS ON A TRANSACTION

POLICY No.: **P-050**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 2 OF 2

## **FOB Destination, Freight Collect and Allowed**

Title passes at destination.  
Freight charges paid by  
buyer and then charged to  
seller by invoice deduction.

BUYER	Pays freight charges
SELLER	Bears freight charges
SELLER	Owens goods in transit
SELLER	Files claims, if any

# EMERGENCY PURCHASES

POLICY No.: **P-060**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To establish guidelines for emergency purchases.

## II. SCOPE

This policy applies to all Town departments involved in the procurement process.

## III. GENERAL

Emergency purchases require authorization by the Town General Services Manager.

Emergency Defined:

An emergency is a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the life, safety, or health of the public or Town employees, or the continuation of services to the citizen, or serious loss or injury to the Town.

Failure to exercise reasonable planning or anticipation of routine needs is not justification for using emergency procedures.

The Purchasing Division will issue an Emergency Identification Number (E.I.N.) verbally upon request when an emergency occurs. This number will coincide with the department's purchase order number. Refer to Division 5, PP-020 "Emergency Purchases" for detailed instructions.

# ETHICAL PRACTICES

POLICY No.: **P-070**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 2

## I. PURPOSE

To provide guidance to employees engaged in any supplier-related activity concerning ethical practices.

## II. SCOPE

This policy applies to all Town employees.

## III. ETHICAL PRACTICES

The Town's suppliers, their products, personnel, and services are a natural extension of the Town's own resources. It is the responsibility of all employees to work to maintain the good name of the Town, to develop and maintain good relations between the company and its suppliers, and to keep in mind that personal contact form much of the basis for the supplier's opinion of the Town.

In personal contact with the suppliers, each employee represents the Town and should reflect and present the interests and needs of all departments.

In addition to the above policy, specific guidelines for the Buyer-Seller relationship are given in Policy P-140, Supplier Relations.

The following guidelines are the standards of purchasing practice recommended by the National Institute of Governmental Purchasing (NIGP) and the National Association of Purchasing Management (NAPM):

1. Avoid the intent and appearance of unethical or uncompromising practice in relationships, actions, and communications.
2. Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the Town and the public being served.
3. Demonstrate loyalty to the Town by diligently following the lawful instructions of the Town, using reasonable care and only authority granted.
4. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the Town.
5. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.

# ETHICAL PRACTICES

POLICY No.: **P-070**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 2 OF 2

6. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
7. Refrain from reciprocal agreements that restrain competition.
8. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
9. Encourage that all segments of society have the opportunity to participate in the procurement process.
10. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

# **PURCHASE OF COMPUTER EQUIPMENT**

POLICY NO.: **P-080**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE NO.: 1 of 1

## **I. PURPOSE**

To establish a policy governing purchases of computer hardware and software.

## **II. SCOPE**

This policy applies to all purchases.

## **III. GENERAL**

All departments will submit a requisition for purchase of computer hardware, parts and software to the Information Technology Department. The Information Technology Department will conduct a review of the request and shall work with the department in developing complete and precise specifications for quoting or bidding.

Subsequent to the review, the Information Technology Department will follow the appropriate procedures as stated in Division 5, PP-020 "Purchase of Computer Equipment" of this manual.

# PURCHASING CYCLE

POLICY NO.: **P-090**

SUPERSEDES NO.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE NO.: 1 OF 1

## I. PURPOSE

To illustrate the cycle a purchase must follow in order to maintain the proper flow of purchases.

## II. SCOPE

The purchasing of a product or service requires a starting point and an ending point, or cycle, as indicated by the following steps.

## III. GENERAL

The Purchasing Cycle is the series of activities that must be undertaken to assure that Town departments receive the goods and services needed to operate their programs in the most timely and economical manner.

The Cycle consists of the following:

1. Recognition of need for goods and services;
2. Preparation of description (specification) of needed goods and services;
3. Determination of proper procurement method (quotes, competitive sealed bid, request for proposal, etc.);
4. Preparation of a requisition;
5. Preparation of the solicitation document;
6. Receipt of quotes, bids or proposals;
7. Review of quotes and bids for lowest responsive and responsible bidder or selection of proposal that is most advantageous to the Town;
8. Issuance of purchase order or contract;
9. Receipt of goods and/or services;
10. Payment to vendor.

# PURCHASING POLICY MANUAL – OVERVIEW

POLICY No.: **P-100**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To establish policies for the maintenance and distribution of the policies and procedures relating to the purchasing function.

## II. RESPONSIBILITY

It is the responsibility of all who have been delegated the authority to commit Town of Collierville, Tennessee funds through the purchasing function to adhere to the policies contained in this manual. This Policy Manual is effective this date.

## III. INTRODUCTION

This manual has been prepared to provide information and direction to the various departments and divisions of the Town. Its primary purpose is to communicate policies and give guidance to purchasing personnel, personnel assigned to the purchasing functions, and others with delegated purchasing authority.

The manual will be revised and supplemented, as required, to meet new needs and conditions. Revised pages will be dispensed to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from you, the users. Your comments are encouraged.

## IV. DEFINITIONS

**Policies:** Policies, as referred to in this manual, are predecisions made by administration for the purpose of giving information and direction. Policies establish basic philosophies and climate and determine the major values upon which the Purchasing Division functions must operate.

**Procedures:** Procedures are the prescribed means of accomplishing policy. Their intent is to provide Town personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance, and control of all policy-related activities.

# RECEIVING – INSPECTIONS AND DEFECTS

POLICY No.: **P-110**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 2

## I. PURPOSE

To provide guidance needed to properly inspect and process any defects discovered during or after inspection.

## II. SCOPE

This policy applies to all Town employees.

## III. GENERAL

Although inspection of goods received is not a function of the Purchasing Division, the Buyer or a purchasing staff member should be informed of any negative results of inspection so that appropriate action can be taken with the supplier.

## IV. DUTY TO INSPECT

Under the Uniform Commercial Code (UCC), a buyer has no statutory duty to inspect goods on arrival. Failure to inspect goods at time of arrival may preclude the right to reject the shipment in its entirety, even though it does not constitute a waiver of the rights to claim breach of warranty upon a subsequent discovery that the goods are faulty. Most suppliers have sought to impose a duty to “inspect upon arrival” by inserting clauses in the contract stating that all claims must be made within ten (10) days after arrival of the shipment. Such clauses normally are interpreted by the courts to apply only to claims for defects readily apparent upon arrival.

## V. RECEIVING AND INSPECTION POLICIES

Sound receiving and inspection policies mark the starting point for preserving the Town’s rights against suppliers and are essential to successful prosecution of claims for shortages or damages to shipment. Early detection of defects or obvious failures to comply with specifications often permits us to secure a replacement at the supplier’s expense and puts us in a more favorable position if a claim develops.

Shortage and/or damage should be called to the attention of the supplier or the carrier at the earliest opportunity. Tardy claims are usually suspect, and there is the risk of losing our rights because of a shorter nonclaim clause in the “bill of lading” or the “supplier’s packing slip.”

## VI. DEFECTS NOT REASONABLY DISCOVERABLE ON RECEIPT OF SHIPMENT

In certain types of goods, a defect or fault is not reasonably discoverable on receipt of shipment.

For example:

# RECEIVING – INSPECTIONS AND DEFECTS

POLICY NO.: **P-110**

SUPERSEDES NO.:

EFFECTIVE DATE: **JULY 1, 2002**

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- (1) Goods received in packages that are not opened until needed;
- (2) Goods shipped in sealed packages or containers;
- (3) Defects that do not appear until the goods are put into service.

When the defect appears prompt action may be essential to remedy the malperformance or other deficiencies.

# REQUISITION POLICY

POLICY No.: P-120

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: **1 OF 2**

## I. PURPOSE

The purpose of a Requisition is to communicate the need of the using department and to correctly define the material or service requested to the Purchasing Division. A requisition is required for all purchases except for the ones identified in Section 7, Policy No: MP-010, "Check Request" of this manual. Information presented on and attached to the requisition provides the basis for the purchase, requesting verbal and written quotes, Invitations to Bid or Requests for Proposals to be sent to bidders or offerors supplying the needed goods or services. An accurate and well-thought-out requisition is essential for assuring the completion of an economical and timely purchasing transaction.

## II. SCOPE

This policy applies to all procurements.

## III. POLICY

Before preparing a requisition, the using department should invest a sufficient amount of time in planning to be certain the requisition is prepared properly. If a department has a critical, complex or expensive requirement, taking time at the front end will save time later. **It also is important to coordinate with the Purchasing Division in advance for requirements that are critical and time sensitive.**

## IV. REQUISITION DO'S AND DON'TS

Requisitions are to be completed electronically by authorized Town personnel in the Town's BuySpeed Online (BSO) purchasing software system. The policy for BSO is identified in Section 4, Policy No.: P-180 "BuySpeed Online Procurement Software."

### A. DO

- ➔ Provide as much information as possible.
- ➔ Provide a description of functional, performance or technical characteristics, as appropriate.
- ➔ When the purchase requires quotes or bids, provide a list of no less than three vendors with the capability to meet the requirements of the purchase.

### B. DON'T

- ➔ Assume the Purchasing Division or Vendors are familiar with all your needs.
- ➔ Divide the requirements to fall under the competitive threshold.

# REQUISITION POLICY

POLICY No.: P-120

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: **2 OF 2**

- Copy specifications verbatim from a Vendor's publication.
- Assume competitive requirements will be waived.
- Assume the same Vendor will win the order all the time.

# SOLE SOURCE PURCHASES

POLICY No.: **P-130**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To provide guidance to employees engaged in the purchasing function concerning sole source procurements.

## II. SCOPE

This policy applies to all Town personnel involved in the procurement process.

## III. GENERAL

State law allows for a limited exemption from competitive quoting or bidding for the purchase of item(s) where the functional requirements of the Town can be satisfied by only one source.

This exemption for the purchase of goods or services from competitive procurement will be allowed once it has been determined by the General Service Manager that the goods or services to be purchased are impossible or impractical to procure through competitive procurement.

Because of the requirement for justification of such exemptions by the Administration, all requests for Sole Source purchases must be supported by the Sole Source Justification form and approved by the General Services Manager. Refer to Division 5, PP-060 "Sole Source Purchases" for detailed instructions.

# SUPPLIER RELATIONS

POLICY No.: **P-140**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To state the basic policy concerning supplier relations.

## II. SCOPE

This policy applies to all purchase transactions.

## III. GENERAL

It is our policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in all our dealings. At all times, applicable laws must be scrupulously observed. In this regard the following should be observed when dealing with suppliers and their representatives:

1. Accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
2. Provide equal opportunity for all suppliers to make price and specification quotations.
3. Decline to take advantage of seller's errors and show consideration for seller's difficulties by cooperating whenever possible.
4. Explain as clearly and fully as possible to suppliers the reason for rejection of their bids/proposals.
5. Remain free from obligations to any supplier.
6. Keep informed about sources of supply, methods, services, and materials.

# CONSTRUCTION DESIGN REVIEW SHEET

POLICY No.: P-150

SUPERSEDES No.:

EFFECTIVE DATE: FEBRUARY 15, 2003

PAGE No.: 1 OF 1

## I. PURPOSE

To establish a policy to utilize a Construction Design Review Sheet for all Town construction projects.

## II. SCOPE

This policy is to be complied with by all departments approved for new construction and/or renovation construction projects.

## III. GENERAL

This policy requires each department to use the Construction Design Review Sheet when approval has been received to have engineering/architectural drawings and/or bid documents prepared by a contracted firm or the Town's Engineering Department. This sheet must accompany the drawings and specifications during all phases of review.

A properly completed review sheet will contain the signatures and dates of review from each Town department being affected directly or indirectly by this project, and by each Town department responsible for reviewing Local, State and Federal regulations with regards to all forms of construction.

The Construction Design Review Sheet will be used for all Town construction projects with an estimated cost not less than \$2,500.

The completed Construction Design Review Sheet will be forwarded to the Purchasing Division along with the final sealed drawings and technical specifications to formally bid or quote the project. Should the final project design documents be sent to Purchasing for bidding without a completed review sheet, the documents will be returned to that department in order to obtain the required reviews and signatures.

A sample Construction Design Review Sheet for duplicating can be found within this manual in Division 8, Sample Forms (F), Item #F0080.

## QUOTE FROM VENDOR WEB-PAGE

POLICY No.: **P-160**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 1

### I. PURPOSE

Purchases made using the Internet are subject to the same purchasing policies and procedures as any other Town of Collierville purchase transaction.

### II. SCOPE

When using the Internet to solicit quotes for a purchase transaction of \$4,000 or more and less than \$10,000, a printed quote from a vendor's web-page self service quote window will not be an appropriate document to be used as a qualified written quote. In order to qualify as a written quote, the document must contain a date of issuance, the time duration for which the pricing will be in effect, and a signature of the company representative offering the quote.

The following transaction modes will be recognized for receiving written quotes. It may be printed from a vendor's e-mail attachment, from the vendor's e-mail message if it contains an electronic signature. It may also be sent via facsimile, USPS or hand.

# CONTRACT CHANGE ORDERS

POLICY No.: **P-170**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE No.: 1 of 2

## I. PURPOSE

To establish the proper procedure for the approval of change orders for Town contract(s).

## II. SCOPE

This policy applies to all contracts and change orders.

## III. GENERAL

When change orders are appropriate under a contract, the policy for such change orders will be as set forth herein. All change orders must be appropriately approved on behalf of the Town prior to commencement of work related to such change order.

1. Town Administrator Approval. For each contract, the Town Administrator may approve any number of change orders which do not exceed \$10,000 per change order; provided, however, that the Town Administrator may not approve any change orders which would result in a cumulative increase in the total purchase price greater than \$50,000 per contract unless, in the judgement of the Town Administrator, it is in the Town's best interest to proceed with work pursuant to a change order to prevent substantial economic harm to the Town or to prevent significant delay in the completion date of the project. In the event that the Town Administrator determines that any such change order(s) which increases the cumulative amount of all change orders over \$50,000 is necessary, that change order(s) shall be presented to the Board of Mayor and Aldermen ("BMA") at its next scheduled meeting in order to keep the BMA informed relative to change orders on the project. The limitation of \$50,000 per contract may be revised upwards or downwards by the BMA prior to the time the contract is awarded. Further, the Town Administrator may extend the time for project completion under a contract if he considers such extension appropriate by up to an additional 25 percent of the original contract term, or sixty days, whichever is greater.
2. Board of Mayor and Aldermen Approval. Except as otherwise provided herein, the Board of Mayor and Aldermen must approve all change orders which would result in a cumulative increase in the total purchase price of a contract in an amount greater than \$50,000 or an extension of the term of the contract which exceeds 25 percent of the original contract term, or sixty days, whichever is greater.
3. Substantial Completion (Construction Projects Only). After the Certificate of Substantial Completion has been issued by the Town's contract specialist, the project manager and/or the department head will present to the Board of Mayor and Aldermen, via e-mail, hard copy, or work session, whichever is applicable, an update relative to the project's status that will include, but not be limited to, all change orders as well as other project specific information.

## CONTRACT CHANGE ORDERS

POLICY No.: **P-170**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE No.: 2 of 2

4. Project Completion (Construction Projects Only). Upon completion of a project and issuance by the Town of the Notice of Project Acceptance, a final report identifying all contract change orders will be prepared by the contract specialist. This report shall indicate final quantities and amounts of all pay items and reference all prior change orders and amendments which have affected the contract. This final document will be signed by the Town Administrator and filed as a public record.

# BUYSPEED ONLINE PROCUREMENT SOFTWARE

POLICY No.: **P-180**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 2

## I. PURPOSE

To provide a brief description of the BuySpeed Online procurement software system and policy for its use by Town personnel.

## II. SCOPE

To apply use of the BuySpeed Online procurement software to the Town's Policy and Procedures Handbook for Purchasing and Materials Management.

## III. GENERAL

### BACKGROUND

The purpose of purchasing the **BuySpeed Online** (BSO) procurement software from Periscope Holdings, Inc. was the implementation of a town-wide electronic purchasing program to replace a paper intensive procurement system based on a three part purchase order document that is a time prohibitive system due to the necessary physical signatures required on the purchase orders and lack of a comprehensive tracking database for purchase history.

BuySpeed Online procurement software is an Internet enabled application designed specifically for government agencies. It utilizes the National Institute of Governmental Purchasing (NIGP) Commodity/Service Codes, an industry standard for commodity classification of products and services.

Each Town Department has staff authorized to utilize the BSO system. BSO users consist of staff authorized to issue requisitions, issue purchase orders and approve those purchasing instruments. User names and passwords are specific to the authorized personnel utilizing the software. The Purchasing Agent is designated as the administrator for this software system.

Requisitions and purchase orders are created electronically making the BSO system practically paper-free and more time efficient. Notification of purchase order approval requests and replies are sent by email decreasing routing time on purchase orders and limiting "lost" paperwork.

By utilizing the BSO system, Town staff will be able to obtain the quality of materials and/or services consistent with the Town's needs, in a timely and efficient manner, and at the best value by allowing staff to process requisitions, purchase orders, and receipts (materials receiving) while maintaining current signature authorizations, all through electronic means. Also notable is the database created within the BSO system which is comprehensive and allows for instant purchase order status, town-wide expense tracking and auditing.

# BUYSPEED ONLINE PROCUREMENT SOFTWARE

POLICY No.: **P-180**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 2 of 2

Another significant advantage of the BSO system is that Town vendors are able to create and update their company information through a Vendor Management module based on their company's NIGP Code.

## **IV. POLICY**

It is the Town's policy that the BSO system be used by all departments for the purposes of creating and completing the following three required documents; requisitions, purchase orders and materials receiving in concurrence with their policies and procedures noted below:

*Requisitions policy – Section 3, P-120*

*Requisition procedure – Section 5, PP-050*

*Purchase Order procedure – Section 5, PP-030*

*Receiving policy – Section 3, P-110*

*Receiving procedures – Section 5, IM-010 and IM-020*

# FEDERALLY FUNDED PROJECTS

POLICY No.: **P-190**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 1

## **I. PURPOSE**

To provide guidance for all department and purchasing personnel involved in the use of the procurement cycle for projects funded either wholly or partially by federal funds.

## **II. SCOPE**

This policy applies to all Town personnel involved in the procurement process.

## **III. GENERAL**

The Town of Collierville occasionally accepts federal funding for projects in the way of grants and/or interlocal/intergovernmental agreements. The sponsoring organization/grantee is legally and officially responsible for compliance with the terms and conditions of the grant. To that end, certain federal guidelines must be followed during the solicitation process, regardless of whether the project is fully or partially funded with federal funds. Failure to follow federal guidelines could negate the solicitation and the possibility of losing the funding.

It is the Town's policy that projects where federal funds have been accepted must be solicited by the Purchasing Division of the General Services Department. The procedure for this process is located in Section 7, MP-090.

# SURPLUS PROPERTY POLICY

POLICY No.: **P-200**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: 1 of 1

## I. PURPOSE

To provide guidance for all department and purchasing personnel when an asset has reached the end of its useful life and is ready for disposal from the Town's asset inventory by surplus.

## II. SCOPE

This policy applies to all Town personnel involved in the surplus process.

## III. GENERAL

Individual commodities, whose acquired value is \$1000 or more, must be placed in the Town's fixed asset inventory and be issued an asset tag. The asset tag is used by the Finance Department to track the asset for inventory and depreciation purposes. The asset remains on the Town's fixed asset inventory list until it is deemed obsolete and/or has reached the end of its useful life.

Once the asset has reached the end of its useful life, it is the Town's policy that the item be formally surplused and then disposed of in the manner determined best suited to the Town's purposes. The General Services Department is responsible for the disposal of all surplus items. The procedure for this process is located in Section 7, Miscellaneous Procedures, Item # MP-080.

This policy also applies to all items valued at \$500 which were acquired prior to July 1, 2010 and all computers and portable radios.

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY NO.: P-210

SUPERSEDES NO.:

EFFECTIVE DATE: MAY 29, 2012

PAGE NO.: 1 of 1

## I. PURPOSE

The purpose of this policy is to provide guidance for all Town Departments regarding the purchase of surplus personal property from governmental entities through public auction site GovDeals.com.

## II. SCOPE

This policy applies to all Town departments involved in the procurement process.

## III. GENERAL

All purchases from governmental entities through GovDeals.com must be initiated by the department director or their designee for the department for which the purchase is to be made. The *“Request for Purchase at Public Auction”* form (Form F0120) must be completed. The completed form must be approved by the Board of Mayor and Aldermen as per T.C.A. 12-3-1005 which allows for counties, municipalities, and metropolitan governments to purchase, trade or receive as a gift any used or surplus personal property from another county, municipality, metropolitan government, state government, federal government or any division of such regardless of any competitive bidding and public advertisement so long as the governing body approves.

The Board of Mayor and Aldermen must approve any purchase of surplus personal property from other governmental entities with an approved not to exceed amount.

Departments will follow the appropriate procedures as stated in Division 7, MP-100 “Bidding on GovDeals.com” of this manual.

# SALE OF TOWN VEHICLES ON GOVDEALS.COM

POLICY No.: **P-220**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: 1 of 1

## **I. PURPOSE**

The purpose of this policy is to provide guidance regarding the sale of Town Vehicles as Town surplus property through public auction site GovDeals.com.

## **II. SCOPE**

This policy applies to all Town personnel involved the in the surplus process.

## **III. GENERAL**

The Town of Collierville is under no legal requirement to remove decals from surplus vehicles including police vehicles prior to their sale. Tennessee state statutes do however provide that impersonation of a police officer is a criminal act; however, the legal burden is on the buyer of the police vehicle, not upon the municipal police department selling the vehicle.

Considering the above, it shall be the Town's policy that only decals that include the name "Collierville" or reference to any Town telephone number shall be required to be removed from any Town vehicle prior to its sale through public auction site GovDeals.com.

# EMPLOYEE BIDDING ON SURPLUS PROPERTY

POLICY No.: **P-230**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: 1 of 1

## I. PURPOSE

The purpose of this policy is to provide guidance for all Town officials and employees regarding participation in the purchase of Town surplus property through public auction site GovDeals.com.

## II. SCOPE

This policy applies to all Town officials and employees.

## III. GENERAL

T.C.A. 6-54-125 prohibits municipal officials and employees from purchasing surplus property except at public auction during the tenure of such person's office or employment or for six (6) months thereafter.

According to T.C.A. 6-54-134, sale of surplus property by public auction *includes sale by Internet auction* allowing the Town of Collierville to sell its surplus property by public auction, through web-based auction site GovDeals.com.

In view of that, Town officials and employees are permitted to participate in public auctions through GovDeals.com and bid on Town of Collierville surplus property.

# **PURCHASE ORDER AUDITING**

POLICY No.: **P-240**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: **1 OF 1**

## **I. PURPOSE**

To establish policies for auditing purchase orders and maintaining the integrity of the purchasing policies and procedures.

## **II. SCOPE**

This applies to all purchase orders issued by the Town.

## **III. GENERAL**

The Purchasing Division will periodically audit purchase orders to verify conformance with the purchasing policies and procedures contained in this manual.

### **A. Closed Purchase Orders**

The Purchasing Division will audit purchase orders with a status in the Buyspeed Online system of "Complete Receipt". All purchase orders over \$4,000 will be audited. Selected purchase orders under \$4,000 may be audited.

### **B. Open Purchase Orders**

The Purchasing Division will audit purchase orders with a status in the Buyspeed Online system of "Sent" or "Partial Receipt". All purchase orders with those statuses, as of the date of the audit, will be audited for the selected Department. Each Department's open purchase orders will be audited no less than one time per year.

A report of the findings will be provided to the Department, Town Administrator, and Finance Director.

Department will follow the appropriate procedures as stated in Division 7, MP-110, "Purchase Order Audits".

# PUBLIC ART & ARTIFACTS

POLICY No.: **P-250**

SUPERSEDES No.:

EFFECTIVE DATE: **NOVEMBER 26, 2012**

PAGE No.: 1 of 1

## I. PURPOSE

To give a brief description of public art and artifacts and the forms of procurement to be used by the Town for their purchase.

## II. SCOPE

This applies to Town staff responsible for procurement of public art and artifacts.

## III. GENERAL

The purpose of this policy is to describe public art and artifacts and provide direction for the appropriate means of solicitation for their procurement.

## IV. TYPES OF SOLICITATIONS

### Public Art:

Public Art develops from the engagement of an artist(s) to create artwork that is diverse in its response, original to the artist(s), and goes beyond typical or stock treatment. It may not be one of a kind or designed only for that location but may be one of a limited series of castings original to the artist that has been thoughtfully integrated within a project.

It is not “off the shelf” benches, fountains and trash receptacles; upgraded tile, paving or other conventional architectural finishes and ornamentation; standard landscaping; architectural lighting; and other similar treatments.

The procurement of public art shall follow standard Town guidelines and will utilize the Request for Proposals process (Section P-030). Installation and maintenance of the artwork should be included in its purchase.

### Artifacts

An artifact is generally an item created by humans for a specific use or purpose. For the purposes of procurement, these items will be of a historical or commemorative purpose and will be procured for display on Town property.

The procurement of artifacts shall be exempt from the requirement of a purchase order but will require prior procurement authorization by the Town Administrator if the purchase price is less than \$5,000 or by the Board of Mayor and Aldermen if the purchase price is greater than \$5,000.

The method of payment shall be by check request pursuant to Section MP-010 Check Requests.

# ORGANIZATION AND RESPONSIBILITY

POLICY No.: **OR**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **1 OF 1**

## 4. Organization and Responsibility

- OR-010 Department Purchasing Responsibilities
- OR-020 Organization of Authority
- OR-030 Purchasing Division Organization Chart
- OR-040 Purchasing Division Responsibilities
- OR-050 Approval Authority

# DEPARTMENT PURCHASING RESPONSIBILITIES

POLICY No.: **OR-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

In order for the Town of Collierville to maintain its level of service to the community, it is imperative that the employees continually strive to balance cost, delivery and quality in every area of our operation. A large cost element is purchased goods and services. These costs account for a majority of operating cost and provide an excellent opportunity for cost reduction and control.

It is mandatory in all departments that the responsibility for buying goods and services be assigned to employees that have a thorough understanding of the policies and procedures contained in this manual.

Their primary responsibility is to provide for the purchase of materials, supplies and services with the objective that they will be available at the time, place, quantity and price consistent with the needs of the Town.

To achieve this overall objective, the responsibilities, authorities, and controls set forth in this policy and related policies, must be adhered to by all employees.

## II. SCOPE

This policy applies to all Town employees having any purchasing responsibilities.

## III. RESPONSIBILITIES

1. Departments will conduct business in accordance with the Town Purchasing Policies and Procedures Manual.
2. To allow lead-time for a purchase through a competitive process, allowing the supplier time to deliver the needed items.
3. To suggest sources of supply.
4. To plan purchases in order to eliminate avoidable emergencies.
5. To supply generic and general specifications on items to be bid.
6. To inspect merchandise upon receipt, and complete a receiving report noting any discrepancies.
7. To advise the purchasing division of defective merchandise or dissatisfaction with vendor performance.
8. To advise the purchasing division of surplus property.

# ORGANIZATION OF AUTHORITY

POLICY No.: **OR-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To establish the hierarchy of authority and responsibility upon which all of the policy and policy bulletins in this manual are based.

## II. SCOPE

This policy applies to all employees.

## III. PROCUREMENT AWARD AUTHORITY

### Amounts \$10,000 or More

Except as otherwise provided, all contracts equal to or exceeding ten thousand dollars (\$10,000.00) for the procurement of supplies, services, equipment and construction shall be awarded only after authorization of the award has been given by the Board of Mayor and Aldermen.

### Amounts \$5,000 to \$9,999.99

Except as otherwise provided, all contracts equal to nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99) and equal to or exceeding five thousand dollars (\$5,000.00) for the procurement of supplies, services, equipment and construction shall be awarded only after authorization has been given by a Department Director or Town General Services Manager and the Town Administrator.

### Amounts \$4,999.99 or Less

Except as otherwise provided, all contracts equal to or less than four thousand nine hundred ninety-nine dollars and ninety-nine cents for the procurement of supplies, services, equipment and construction shall be awarded only after authorization of award has been given by a Department Director or Town General Services Manager.

For additional information regarding signature authority for procurement purposes, see the next page of this section "Signature Authority."

# PURCHASING DIVISION ORGANIZATION CHART

POLICY No.: **OR-030**

SUPERSEDES No.:

EFFECTIVE DATE: **DECEMBER 13, 2010**

PAGE No.: 1 of 1

## I. PURPOSE

To establish the hierarchy of responsibility upon which all of the policy and procedures in this manual are based.

## II. SCOPE

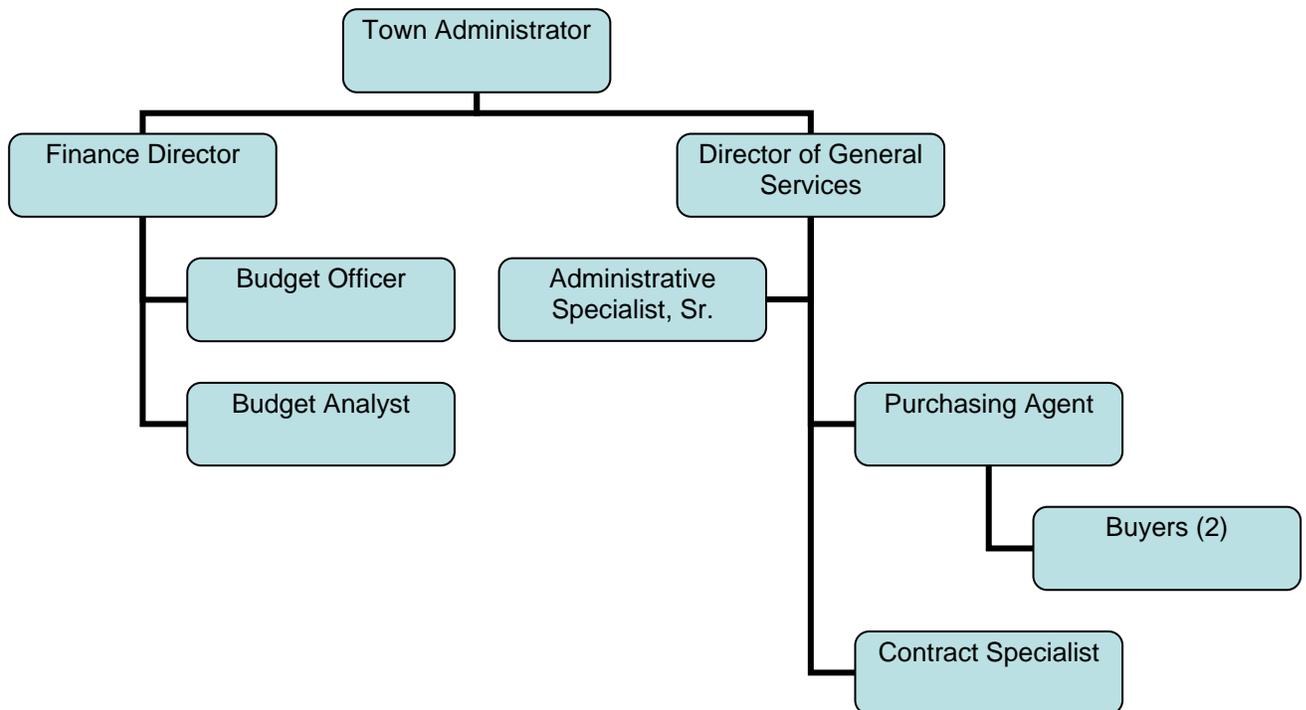
This policy applies to all employees.

## III. RESPONSIBILITY

The Town Administrator is responsible for the maintenance of this manual via the Town Purchasing Agent.

## V. ORGANIZATION

The organization chart below shows the positions referred to in this manual.



# PURCHASING DIVISION RESPONSIBILITIES

POLICY No.: **OR-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: **1 OF 2**

## I. PURPOSE

In order for the Town of Collierville to maintain its level of service to the community, it is imperative that the employees continually strive to balance cost, delivery and quality in every area of our operation. A large cost element is purchased goods and services. These costs account for a majority of operating cost and provide an excellent opportunity for cost reduction and control.

It is mandatory in purchasing that the responsibility for buying goods and services be assigned to a group of people skilled in negotiating, value analysis, and other purchasing techniques.

Their primary responsibility is to provide for the purchase of materials, supplies and services with the objective that they will be available at the time, place, quantity and price consistent with the needs of the Town.

To achieve this overall objective, the responsibilities, authorities, and controls set forth in this policy and related policies, must be adhered to by all employees.

## II. SCOPE

This policy applies to all purchasing division personnel.

## III. RESPONSIBILITIES

1. To aid and cooperate with all departments in meeting their needs in a timely manner for supplies, equipment, and services.
2. Assist in the selection of responsible vendors and maintain files.
3. Assist in obtaining pricing information.
4. Determine the purchase price is reasonable and requirements for competition and performance have been met.
5. To procure a product that will meet the department's requirements at the least cost to the Town.
6. To assist in the preparation of specifications and to maintain specification and historical performance files.
7. To prepare and advertise requests for quotes, formal bids and maintain bid files.

## **PURCHASING DIVISION RESPONSIBILITIES**

POLICY No.: **OR-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: **2 OF 2**

8. To develop and provide user training on Town purchasing policies and procedures.
9. To transfer or dispose of surplus property.
10. To assist in the maintenance of the Fixed Asset Program.

# APPROVAL AUTHORITY

POLICY No.: **OR-050**

SUPERSEDES No.:

EFFECTIVE DATE: **APRIL 11, 2016**

PAGE No.: 1 of 2

## I. PURPOSE

To establish the approval authority for all Town of Collierville Purchase Requisitions, Purchase Orders, Check Requests and Purchasing Contracts executed on behalf of the Town.

## II. SCOPE

This policy applies to all purchase requisitions, purchase orders, check requests and contracts.

## III. POLICY:

### PURCHASE ORDER AND CHECK REQUEST POLICY

It shall be the policy of the Town of Collierville that the following positions shall have the approval authority to bind the Town of Collierville contractually by way of a purchase order and check requests within the following designated dollar limits.

#### ALL PURCHASE REQUISITIONS AND PURCHASE ORDERS AND CHECK REQUESTS \$500 OR LESS

One approval required by:

- Any staff member, preferably a supervisor, designated by a Department Director or Division Head
- Department Director or
- Division Head or
- Purchasing Manager

#### PURCHASE ORDERS AND CHECK REQUESTS BETWEEN \$500.01 TO \$4,999.99

One approval required by:

- Department Director or
- Division Head or
- Purchasing Manager

#### PURCHASE ORDERS AND CHECK REQUESTS BETWEEN \$5,000 TO \$9,999.99

One approval required by:

- Town Administrator or
- Purchasing Manager

And, one approval required by:

- Department Director

## APPROVAL AUTHORITY

POLICY No.: **OR-050**

SUPERSEDES No.:

EFFECTIVE DATE: **APRIL 11, 2016**

PAGE No.: 2 of 2

### PURCHASE ORDERS AND CHECK REQUESTS \$10,000 OR MORE

One approval is required by:

- Department Director

And, one approval is required by one of the following:

- Town Administrator or
- Purchasing Manager

### CONTRACT POLICY

It shall be the policy of the Town of Collierville that the following positions shall have the authority to sign Contracts on behalf of the Town of Collierville and bind the Town thereto for the purchase of goods and/or services; provided, however, that signature authority for Purchase Orders shall be determined pursuant to the policy as noted for Purchase Orders and Check Requests above.

### CONTRACTS LESS THAN \$10,000

One signature is required by:

- Town Administrator

### CONTRACTS \$10,000 OR MORE

One signature is required by:

- Town Mayor

For clarification, the BuySpeed Online (BSO) procurement software system has pre-set approval paths written into the BSO program based on the Town's dollar limit thresholds. However, it remains the department's responsibility to obtain the correct approvals based on the above thresholds.

**Important Notice:** The purchasing process includes three (3) very important documents. They are the purchase requisition, purchase order, and the receipt (material receiving) report. The Town personnel as authorized above, are allowed to approve two (2) of the three (3) purchasing documents. –Check Requests are subject to the same approval authority requirements as purchase orders.

# PROCEDURES

POLICY No.: **PP**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: 1 of 1

## 5. Purchasing Procedures

- PP-005 BuySpeed Online Procurement Software
- PP-010 Blanket Purchase Orders – Monthly
- PP-015 Blanket Purchase Orders – Annual
- PP-020 Emergency Purchases
- PP-025 Insurance Claim Purchase Procedure
- PP-030 Purchase Orders – Preparation Procedures
- PP-035 Purchase Orders – Change Orders
- PP-040 Purchase of Computer Equipment
- PP-050 Requisition – Preparation Procedures
- PP-060 Sole Source Purchases
- PP-070 Specification Preparations
- PP-080 Written Quotation (Request for Quotation-RFQ)
- PP-090 Vendor Registration
- PP-100 Contract Change Orders

# BUYSPEED ONLINE PROCUREMENT SOFTWARE

POLICY No.: **PP-005**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 1

## I. PURPOSE

To outline basic instructions for the BuySpeed Online procurement software system utilized by the Town.

## II. SCOPE

To provide the procedural instructions for utilization of the BuySpeed Online procurement software as it relates to the Town's Policy and Procedures Handbook for Purchasing and Materials Management.

## III. GENERAL

The **BuySpeed Online** (BSO) procurement software is a town-wide electronic purchasing program that is an Internet enabled application designed specifically for government agencies. Requisitions, purchase orders and materials receiving (receipting) are created and managed electronically and notification of approval requests and replies are sent by email.

Each Town Department has staff authorized to utilize the BSO system. BSO users consist of staff authorized to issue requisitions, issue purchase orders and authorize approvals. User names and passwords are specific to the authorized personnel utilizing the software. The Purchasing Agent is designated as the administrator for this software system.

While the majority of the procurement process takes place within the BSO system, the basic tenets found in the Town's Policy and Procedure Handbook for Purchasing and Materials Management remain the structure for the system. The policies and procedures for Requisitions (PP-050), Purchase Order (PP-030), Blanket Purchase Orders, Annual Blanket Purchase Orders, Purchase Orders Change Orders (PP-035) and Materials Receiving (IM-020) are provided individually within the Handbook and are the governing foundation for the BSO system.

Only authorized Town staff has access to the BSO system. Those authorized staff members are provided with a training handbook and detailed instructions for the BSO system. The BSO Training Handbook is not included as a part of the Town's Policy and Procedure Handbook for Purchasing and Materials Management.

# BLANKET PURCHASE ORDERS – MONTHLY

POLICY No.: **PP-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 2

## I. PURPOSE

To define how and when to use blanket purchase orders.

## II. SCOPE

This procedure applies to the use of all blanket purchase orders.

## III. GENERAL

A blanket order is an agreement whose purpose is to attack the small-order problem and to make more convenient for users the acquisition of small-dollar-value products. It allows the use of a single order number for an entire period (one month) and enables selected users to deal directly with a supplier. This agreement is made between a local supplier and the Town to cover products where needs are immediate and uses are sporadic and unpredictable. Typically, blanket orders are issued monthly for amounts not to exceed \$500.00.

A local supplier who provides small volumes of standard products on an irregular basis may be issued a monthly purchase order number—a blanket order—to cover all the small purchases made during a month. The supplier will be instructed according to the following:

- A. Only a limited number of employees are authorized to purchase under a blanket order. None other than the pre-selected individuals may purchase against the blanket order. The supplier is responsible for verifying the identities of those to whom he or she sells goods under the blanket order.
- B. The maximum total monthly dollar value of purchases against the blanket order is \$500. If purchases approach that total before the end of the current month, a new blanket purchase order must be issued. Under no conditions are capital goods or equipment to be purchased with a blanket order. Under no circumstance is the value of a purchase to be spread over more than one blanket order.

*(NOTE: If monthly purchases continue to exceed the \$500 maximum the department will need to consider other purchasing means such as a bid and establishment of an annual contract.)*

- C. The supplier should submit an invoice at the end of the month for the total of all purchases against that blanket order for that month.
- D. If supplier performance has been satisfactory, a new blanket order will be issued for the upcoming month. In no case is the supplier to carry over a blanket order for more than the specific period (one month) covered by the order.

# BLANKET PURCHASE ORDERS – MONTHLY

POLICY No.: **PP-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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- E. Each employee responsible for completing the receipting (materials receiving) portion of the Purchase Order within the BSO system must, at the end of each month, print the Purchase Order and attach all receipts to the back of the form.
- F. If a blanket purchase order is closed without all of the corresponding receipts, the absent receipt will be recognized on the next month's blanket purchase order. Upon opening the next month blanket purchase order, the submitting department will mark the absent receipt with "OMITTED FROM LAST MONTHS CLOSED P.O." and must attach it to the current month blanket purchase order.

A formal blanket purchase order issued to a supplier should contain the following information:

1. The one month period to be covered;
2. General information for every purchase order (date, vendor name, etc.);
3. Items or categories of items to be covered by the blanket order;
4. Personnel (by name) who are authorized to purchase against the blanket order;
5. The maximum dollar value that is not to be exceeded under the blanket order.

## IV. SIGNING AUTHORITY

In all cases, blanket purchase orders must be authorized by one of the following:

- Department Head
- Designated Division Head
- Designated Supervisor
- Purchasing Agent

# BLANKET PURCHASE ORDERS – ANNUAL

POLICY No.: **PP-015**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 1

## **I. PURPOSE**

To define how and when to use an annual blanket purchase order.

## **II. SCOPE**

This procedure applies to the use of all annual blanket purchase orders.

## **III. GENERAL**

The annual blanket purchase order is to be used as a tool to track and record reoccurring monthly installments for a particular piece of leased equipment or an annual service contract.

A regular Town of Collierville purchase order is executed at the beginning of the contract term by recognizing the full amount the contractor is to be compensated as stipulated in the signed agreement. Each month the contractor will issue an invoice, that amount will be deducted from the beginning amount or previous balance within the BSO system.

At the end of the annual contract term, the affiliated annual blanket purchase order will be closed with the final invoice and payment.

If the contract term begins any month after the Town's fiscal year, which is July 1, the annual blanket purchase order will be closed with the June invoice and another annual blanket purchase order issued in July for the remaining contracted months.

# EMERGENCY PURCHASES

POLICY No.: **PP-020**

SUPERSEDES No.:

EFFECTIVE DATE: **AUGUST 15, 2003**

PAGE No.: 1 OF 2

## I. PURPOSE

To provide detailed instructions for performing an emergency purchase.

## II. SCOPE

This procedure applies to all purchases recognized as an emergency as defined in Division 3, P-060 "Emergency Purchases."

## III. GENERAL

### OBTAINING EMERGENCY IDENTIFICATION NUMBER (E.I.N.) DURING NORMAL OFFICE HOURS

When an emergency is identified, contact the Purchasing Division immediately and advise:

1. The nature of the emergency;
2. The estimated cost of the services/goods required; and,
3. The vendor who will receive the order.

Purchasing will assign an E.I.N. number that is the department's authorization to contact the vendor and proceed with the emergency acquisition without having to process a purchase order or obtain competitive bids/quotes. Even though competition is not required, it is the department's responsibility to attempt to obtain the goods or services needed at competitive prices. If there is a State or County contract available for the goods or services required, the contract vendor should be contacted before any other vendor if able to expedite the service/goods within the needed time frame.

When the goods/services are received, mark the receiving report with the emergency purchase order authorization as "E.I.N. (\_\_\_\_)" in the upper right corner of the report.

A written explanation of the emergency shall be prepared using the Emergency Purchase Explanation Form. Attach the receiving report to the form and forward the entire package to the Purchasing Division. No invoice will be paid unless the Accounts Payable Division has received an acceptable Emergency Purchase Explanation Form from Purchasing.

A sample form for duplicating is located in Division 8, Sample Forms, Item #F0020

### OBTAINING EMERGENCY IDENTIFICATION NUMBER (E.I.N.) OUTSIDE NORMAL PURCHASING OFFICE HOURS

# EMERGENCY PURCHASES

POLICY No.: **PP-020**

SUPERSEDES No.:

EFFECTIVE DATE: **AUGUST 15, 2003**

PAGE No.: 2 OF 2

When an emergency need is identified outside the normal Purchasing Division office hours, and immediate action is required to correct a threat to safety, health or welfare of the public, the ordering department has the authority to procure the goods or services necessary to correct the problem without obtaining prior approval or an E.I.N. number from Purchasing.

However, the purchase must be reported and an E.I.N. number obtained from Purchasing on the next working day.

When the receiving report is completed, process in the same manner as above.

ONLY THE QUANTITY OF GOODS OR SERVICES NECESSARY TO ALLEVIATE THE EMERGENCY MAY BE PURCHASED UNDER THE E.I.N.

# INSURANCE CLAIM PURCHASE PROCEDURE

POLICY No.: **PP-025**

SUPERSEDES No.:

EFFECTIVE DATE: **NOVEMBER 26, 2012**

PAGE No.: 1 of 1

## I. PURPOSE

To provide detailed instructions for damaged vehicles claims covered by Tennessee Municipal League (TML).

## II. SCOPE

This procedure applies to all purchases where claims were filed with Tennessee Municipal League (TML) for repairs to damaged vehicles and the Town receives reimbursement for repair.

## III. GENERAL

*TML Risk Management Pool* is a non-profit insurance cooperative of Tennessee cities that provides comprehensive insurance services to the majority of Tennessee municipalities and their agencies. The Town of Collierville is a member of this cooperative and utilizes TML's comprehensive insurance services and is obliged to use their guidelines for estimates regarding damaged vehicles resulting from accidents. The Town confers with the TML Claims Representative on each individual claim. Below is a general guideline for damaged vehicle claim resolution.

1. The Town's General Services Department Claims Coordinator will contact TML with claim information.
2. TML estimates depend on the age of the vehicle and other mitigating factors but, in general:
  - a. TML:
    - i. Accepts estimates up to \$3,000 without an appraisal by a TML Claims Specialist on later model vehicles. Requires the Town to obtain two quotes.
    - ii. For estimates \$3,000 or over and requires an appraisal by a TML Claims Specialist.

*NOTE: When estimates are near the \$3,000 threshold, TML may opt to send an appraiser out to determine if additional damages occurred that could cause the threshold to be exceeded.*

3. Once TML's guidelines have been met and the claim has been fully approved by TML, the Claims Coordinator will send an email to the Department where the vehicle is assigned and to Fleet Maintenance to notify them that TML has approved the vehicle repairs. The email will include the TML claim number (and Department's account number for accounting purposes).
4. **No repairs will be initiated prior to TML's notification of approval.**
5. Fleet Maintenance will complete the requisition and purchase order following the procedures as set forth in PP-030 and PP-050 (Purchase Order Preparation Procedures and Requisitions Preparation Procedures, respectively) and attach estimates and/or appraisals to the Requisitions and Purchase Orders as back-up documentation.

# PURCHASE ORDERS – PREPARATION

POLICY No.: **PP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 5

## I. PURPOSE

To establish a procedure for the issuance of formal purchase orders.

## II. SCOPE

This procedure applies Town-wide.

## III. GENERAL

The NUMBERED purchase order authorizes the purchase of goods and/or services. It is usually the only contract document between the vendor and the Town and must be carefully worded and accurately prepared to reduce errors and eliminate misunderstanding of the information on the form by both Town personnel and the vendor. The form is invalid unless approved by the proper Town employee authorized to do so as identified in Division 4, Section OR-060 “Approval Authority” of this manual within the BuySpeed Online (BSO) procurement software system.

## IV. PREPARING THE PURCHASE ORDERS

Purchase orders are prepared within the BSO system by authorized Town personnel. Although paper (hard copy) purchase orders are retained for the event of an emergency which renders the BSO system inoperable, all purchase orders are to be completed within the BSO system following the policies and procedures set forth in the Town’s Policy and Procedure Manual for Purchasing and Materials Management. Each complete purchase order should have certain information filled in (see below).

	<b>DESCRIPTION</b>	<b>INSTRUCTIONS</b>
A.	Ship To:	Enter complete department name, street address and zip code. Include contact name and phone number as well as room number if applicable.
B.	Vendor Name and Address	Enter the complete, address, including zip code of the vendor to whom the order is being sent.
C.	Date	Enter the date the purchase order is prepared.
D.	Date Required	Several entries can be placed here; but only delivery conditions previously agreed to by the vendor can be enforced. An agency cannot unilaterally demand a delivery date that has not been agreed to by the Vendor.

a. Never use the terms “ASAP” or “RUSH.” They cannot

# PURCHASE ORDERS – PREPARATION

POLICY No.: **PP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 2 of 5

be enforced as a delivery term.

b. "PICKUP" Insert if you intend to pick up the order. Type into the purchase order the name of the person who will pick up the order and the date that the vendor has stated the order will be ready for pickup.

## Quotes and Formal Bids

a. "(N) Days" Contract award notices or other bidding/quoting documents include the promised delivery time period. Enter the number of days specified for the vendor.

b. "Date" Insert a specific delivery date, only if the vendor has agreed in advance to the date requested.

- E. Ship Via Enter the method of delivery. i.e. UPS, FedEx, Air Freight, Surface Transportation, Best Method, etc.
- F. F.O.B. Enter the correct shipping term, only if the vendor has agreed in advance to the terms. A list of shipping terms and the effect on the transaction is located in Division 3, Section P-050 "Effect of Freight Terms on a Transaction" located in this manual.
- G. Terms Enter the payment terms from the award notice, the vendor's bid form, or obtained during the bidding or telephone or verbal quotation process.

A payment term must be entered on every purchase order. If you encounter payment terms not on this list, contact the Purchasing Division for the correct information regarding the payment term.

Below is a list of payment terms and their common expression of terms

<u>PAYMENT TERM</u>	<u>COMMON EXPRESSION</u>
NET 30 DAYS	N30 or NET

# PURCHASE ORDERS – PREPARATION

POLICY No.: **PP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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2%/10 DAYS EOM	2/10 EOM
2%/10 DAYS	2/10 or 2/10 N 30
2%/20 DAYS	2/20 or 2/20 N 30
2%/30 DAYS	2/30
3%/20 DAYS	3/20 or 3/20 N 30
3%/30 DAYS	3/30
5%/20 DAYS	5/20 or 5/20 N 30
5%/10 DAYS EOM	5/10 EOM
5% EOM	5 EOM
7% 10 DAYS	7/10 or 7/10 N 30
7%/10 DAYS EOM	7/10 EOM
1%/10 DAYS	1/10 or 1/10 N 30
NET 20 DAYS	N20

Abbreviations used above mean:

**Net:** The full amount of the invoice is the “Net” amount. A term of Net 30 days means that if the invoice remains unpaid after thirty days, late charges may be applied by the vendor.

**2%/30 or 2%/30 days:** Two percent of the total value of the invoice will be deducted by the Town if the invoice is paid within 30 days after the receipt of a correct shipment, whichever is later. If not paid by then, the full amount of the order is paid to the vendor without any percentage deductions.

**EOM End of Month:** The percentage discount offered is based on payment within a specific number of days after the

# PURCHASE ORDERS – PREPARATION

POLICY NO.: **PP-030**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

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End Of the current Month.

- H. Item # Enter an item number for each line item entered on the purchase order.
- I. Quantity Insert quantity ordered.
- J. Description Insert complete description of what is purchased. Include brand, model number and all information necessary to identify exactly what you are ordering.
- K. Unit Price Insert the cost per unit exactly as bid/quote and show the unit being ordered. Refer to Division 5, Section PP-010 “Requisition – Preparation Procedures”, Page 2 or 2, located in this manual.
- L. Extension Check the unit prices for accuracy and extend correctly. Add the **Totals** for each item and enter the sum as the **Total This Order** separating the last item extension price and the Total This Order with a straight line.
- M. Commodity Code The commodity code is a five digit number. The first three numbers indicate the category the products or services fall under. The last two digits further narrow the code to a more specific product or service.
- N. Acct. # Enter the complete account number and an amount to be charged. If multiple entries with different account numbers are be charged, enter the group the account numbers and include the total amount to be charger per account number. If more than one account number is to be charged, the total of all amounts must equal the Total This Order.
- O. By: The Department Head, Purchasing Agent or Designee or a combination of both must authorize the purchase order. The number of authorizations required corresponds to the Total This Order amount. Refer to Division 4, Section OR-020 “Approval Authority” for approval thresholds and dollar limits located in this manual. The authorizations are based on approval paths within the BSO system.

# PURCHASE ORDERS – PREPARATION

POLICY No.: **PP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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## V. ERRORS

There is no need to start a new purchase order to correct an error. The BSO system provides a “Change Order” option. Each change order should be well documented and include a detailed comment regarding the error and its corrective action. The change order will require authorized approvals built on the approval paths within the BSO system.

## VI. DISTRIBUTION OF THE PURCHASE ORDER

Within the BSO system:

- A) Vendor Copy - The vendor will be notified of the availability of their purchase order by email. The vendor may then obtain a copy of the purchase order by logging into the system to retrieve it or by Town personnel faxing or otherwise providing a hard copy of the purchase order to the vendor.
- B) Accounts Payable Copy – The issuing department will print a copy of the purchase order when items or services are received, either in part (for partial payment) or in full (for full/final payment); then are forwarded to the Accounts Payable Division noting on purchase order partial pay information if applicable.
- C) Purchasing Copy – The Purchasing Division does not require a copy as this may be obtained from within the BSO system.

In the event of a catastrophic emergency that renders the Town of Collierville’s BSO procurement software system inoperable and use of paper (hard copy) purchase orders is required, the following distribution of the purchase order form copies applies:

- A) Vendor Copy (White or Original Copy) is mailed to the vendor to be used as authority to furnish the Town the materials or services indicated. In most occurrences this copy may be faxed to the vendor in order to accomplish the mailing procedure unless specifically requested by the vendor that a copy be mailed.

The issuing department for auditing and data gathering purposes will retain a copy or the original of the purchase order.

- B) Accounts Payable Copy (Yellow Copy) this copy is to be held by the issuing department until items or services are received; then forwarded to the Accounts Payable Division with the requisition, receiving report and all other pertinent paperwork attached.
- C) Purchasing Copy (Pink Copy) is forwarded to the Purchasing Division where it will be reviewed by the Purchasing Agent and held for auditing purposes or placed in a completed file in numerical order.

# **PURCHASE ORDERS – CHANGE ORDERS:**

POLICY No.: **PP-035**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 2

## **I. PURPOSE**

To establish procedures for changing an approved purchase order.

## **II. SCOPE**

This procedure applies Town-wide.

## **III. GENERAL**

Once a purchase order has been approved by the authorized personnel identified in Division 4, Policy No. OR-050 within this manual, no changes can be made without that person being made aware of the required changes. The following section explains the procedures that must be followed in order to properly make a change to an approved purchase order.

## **IV. CHANGES TO A PURCHASE ORDER**

An authorized change to a purchase order is required when an amount needs to be increased above \$10.00 within the areas of unit price, shipping, and/or extension totals.

An authorized change is not required when a price must be lowered to make the purchase order correct or when the cumulative increase of the amount of the purchase order does not exceed \$10.00. This also applies to the change of an account number. Section V, below, explains the necessary steps to be taken if this circumstance occurs.

## **V. PROCEDURE FOR CHANGING A PURCHASE ORDER**

Within the BSO System:

**INCREASE IN P.O. AMOUNT(S)**– A change order must be created within the purchase order in the BSO system and submitted for approval based on the approval paths written in concurrence with Division 4, Policy No. OR-050 within this manual. Once approval has been granted, the change order must be applied to the purchase order for full integration.

**DECREASE IN P.O. AMOUNT(S)** – A change order must be created within the purchase order in the BSO system. A manual/automatic approval may be granted since no approval paths are supplied as per the above mentioned procedure. The change order must be applied to the purchase order for full integration.

In the event of a catastrophic emergency which renders the Town of Collierville's BSO procurement software system inoperable and the use of paper (hard copy) purchase orders is required, the following procedure applies:

## **PURCHASE ORDERS – CHANGE ORDERS:**

POLICY No.: **PP-035**

SUPERSEDES No.:

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INCREASE IN P.O. AMOUNT(S)– All changes that increase the purchase order amount **WILL** be changed by placing an “X” on the amount to be adjusted and the correct amount written beside it. Once all of the corrections have been made, the person that originally signed the purchase order must initial each change.

The above-mentioned changes must be reflected on the yellow copy (Accounts Payable copy) and the white copy (retained by the department).

DECREASE IN P.O. AMOUNT(S) – An explanation of the change is required to be written on the yellow copy (Accounts Payable copy) and the white copy. The action of decreasing the amounts of a purchase order doesn’t require the initials of the original person that approved

# PURCHASE OF COMPUTER EQUIPMENT

POLICY No.: **PP-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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## I. PURPOSE

To establish the proper procedures for purchasing computer equipment

## II. SCOPE

This procedure applies to all purchases for computer equipment including network servers.

## III. General

The following procedures have been designed to streamline the computer/technology purchasing process.

1. The specific department in need of computer equipment will have a department representative contact the Town's Computer Support Division for purposes of discussing the needs of the department. It may be necessary for the Computer Support staff to meet with the department director to determine the overall needs of the department.
2. If there is special equipment not covered by the Town's standard minimum PC specifications, specific specifications will be written by the computer support staff based on the application and possible future needs for which the equipment will be used. **All network servers will require specific detailed specifications.**
3. Special or standard specifications will then be used to obtain quotes and/or bids.

## IV. Procedure

Use the following steps for acquiring the needed computer equipment for a known purchase amount of **\$4,000 or less.**

1. The Department Director will forward a memo or signed purchase requisition to the Information Technology (IT) Supervisor authorizing the purchase of computer items as identified within the department's budget.
2. All IT personnel will send a purchase requisition to the Information Technology (IT) Supervisor for their signature authorizing the purchase of computer items.
3. If the Information Technology (IT) Supervisor initiates the purchase requisition (as with number 1 above), he/she will obtain specifications from the IT personnel (if necessary) and will attach the specifications to the purchase requisition.
4. The Information Technology (IT) Supervisor will sign and number the purchase requisition and will forward it to the Finance Department's Accounting Technician who will issue a purchase order forwarding it to the Finance Director for a signature authorizing the purchase.

## PURCHASE OF COMPUTER EQUIPMENT

POLICY NO.: **PP-040**

SUPERSEDES NO.:

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5. The Finance Department Accounting Technician will send a copy of the authorized purchase order to the IT person responsible for placing and receiving orders.
6. The IT person receives the ordered products, completes a receiving report, attaches the packing list and forwards this paperwork to the Finance Department Accounting Technician.
7. The Finance Department Accounting Technician will review and record the required vital information for the completion of the order and will forward the appropriate paperwork to the Accounts Payable Division for payment.

Use the following steps for acquiring the needed computer equipment for a known purchase amount of **equal to or more than \$4,000**.

1. The Department Director will forward a memo or signed purchase requisition to the Information Technology (IT) Supervisor authorizing the purchase of computer items as identified within the department's budget.
2. All IT personnel will send a purchase requisition to the Information Technology (IT) Supervisor for their signature authorizing the purchase of computer items.
3. If the Information Technology (IT) Supervisor initiates the purchase requisition (as with number 1 above), he/she will obtain specifications from the IT personnel (if necessary) and will attach the specifications to the purchase requisition.
4. The Information Technology (IT) Supervisor will sign and number the purchase requisition and will forward the original to the Purchasing Division and a copy to the Finance Department's Accounting Technician.
5. The Purchasing Division and/or the IT Department will obtain the maximum number of quotes for purchases between \$4,000 and \$10,000. For all purchases equal to or greater than \$10,000, the Purchasing Division will solicit formal bids.
6. The Purchasing Division will issue the purchase and obtain all required signatures authorizing the purchase.
7. The Purchasing Division or IT personnel will place the order with the vendor. This will be decided on between the concerns on a per incident basis.
8. Whichever concern receives the order, it will complete a receiving report.
9. Either IT or Purchasing will attach all appropriate paperwork and forward the originals to the Account Payables Division with a copy going to the Finance Department Accounting Technician.

**REQUISITION – PREPARATION PROCEDURES**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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**I. PURPOSE**

To provide detailed instructions for completing a purchase requisition.

**II. SCOPE**

This procedure applies to all purchase requisitions.

**III. GENERAL**

The following are detailed procedures to be followed when implementing a request for purchase of materials, supplies, services, etc. by creating and completing a requisition within the BSO procurement software system.

The purchase requisition is designed to contain all of the necessary information and approvals relevant to the processing of the procurement. The completion of the purchase requisition by the requisitioner serves to create the first step in completing a contractual commitment between the supplier and the Town.

In the event that a catastrophic emergency renders the BSO system inoperable and paper (hard copy) is required, a sample form for duplicating is located within this manual in Division 8, Sample Forms, Item # F0010.

**IV. REQUISITIONER INSTRUCTIONS FOR COMPLETING A REQUISITION**

The following outlines the required information fields that must be completed within the requisition.

*Note: The following procedures are for all general purchases below the formal bid threshold.*

- A. **Short Description** – A short description of the purchase request.
- B. **Date** – The date the requisition is prepared.
- C. **Requisitioner** – Name of the person initiating the purchase request.
- D. **Date Needed** – Avoid the use of the term ASAP (as soon as possible), “AT ONCE”, and “RUSH”. Always estimate or project a specific preferred date the materials or items are to be delivered. This consideration will assist the Buyer to determine priorities regarding delivery requirements. Always allocate as much lead-time as practical by determining your needs as far as possible in advance. This allows the Buyer adequate time to receive competitive bids and to purchase in the best and most efficient manner for the Town.

# REQUISITION – PREPARATION PROCEDURES

PP-050

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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Prepare far enough in advance to avoid emergencies.

- E. Department – The complete name of the using department.
- F. Location – The complete name of the using division.
- G. Deliver To – Specific location to which shipment is to be delivered.
- H. Quantity – Specific quantity to be purchased and delivered.
- I. Unit – Specific quantity and unit of measure criteria are important and should be entered in the unit section for each item ordered.

Where no specific quantity and unit of purchase criteria are applicable, use “lot” (LT) as the unit of purchase.

The following abbreviations for unit of purchase are recommended:

<u>Symbol</u>	<u>Definition</u>	<u>Symbol</u>	<u>Definition</u>
BB	Barrel	M	Thousand
BO	Bottle	OZ	Ounce
BG	Bag	MF	Per 1,000 ft
BX	Box	PC	Piece
C	Hundred	PG	Page
CD	Card	PK	Package
CF	Cubic Foot	PR	Pair
CI	Cubic Inch	PT	Pint
CS	Case	QT	Quart
CW	Hundred Weight	RL	Roll
CY	Cubic Yard	RM	Ream
DA	Day	SF	Square Feet
DZ	Dozen	SH	Sheet
EA	Each	SI	Square Inch
FT	Foot	SP	Spool
GA	Gallon	ST	Set
GM	Gram	SY	Square Yard
GR	Gross	TU	Tube
HF	Hundred Feet	TN	Ton
IN	Inch	UN	Unit
KG	Kilogram	YD	Yard
LB	Pound	YR	Year
LF	Lineal Foot		

**REQUISITION – PREPARATION PROCEDURES**

SUPERSEDES No.:

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- J. Description – Specific description of items ordered includes model numbers, part numbers, amps, voltage, hp, brand, size, catalog references, color, dimensions, etc. Try not to generalize unless absolutely necessary!

If the purchase is of a technical nature, specifications should be attached to the requisition.

- K. Estimated Unit Price – Price that has been agreed upon between requisitioner and supplier for the item to be purchased.
- L. Estimated Total Price – Multiply the Unit (H.) by the Estimated Unit Price (J.) and enter the total in the appropriate line within the Estimated Total Price column.
- M. Account Number – Enter the appropriate budgetary account number.
- N. Ship via – Means for which the items will be transported to its destination such as vendor truck, customer pick-up, common freight carrier, UPS, etc.
- O. Estimated Freight Cost – Freight charges that have been quoted by the supplier to the requisitioner.
- P. Estimated Total Cost – Enter the total estimated cost by adding each Estimated Total Price(s) (K.) to the Estimated Freight Cost (N.) for all items requisitioned.
- Q. Recommended Vendor(s) – The requisitioner suggested or known source or supplier. A supplier address, telephone number, and contact are required. **Try to provide at least three potential sources if quoting or bidding .**

**Once all fields have been completed, the requisitioner will submit the requisition for approval. The approval paths for requisitions are built into the BSO system as identified in Division 4, Section OR-060 “Approval Authority” of this manual.**

Distribution as follows:

Purchase under \$10,000: The approved requisition will be converted to a purchase order by the department for processing.

Purchase over \$10,000: The approved requisition will be forwarded to the Purchasing Division for bidding.

# REQUISITION – PREPARATION PROCEDURES

POLICY NO.: **PP-050**

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A requisition for formal bids shall contain only these categories listed above: A, B, D, E, F, G, I, L, and R. For item "I" the department or division will attach specifications to the requisition and forward it to the department's assigned Buyer.

# SOLE SOURCE PURCHASES

POLICY No.: **PP-060**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 1

## I. PURPOSE

To provide detailed instructions for requesting sole source purchase authorization.

## II. SCOPE

This procedure applies to all purchases recognized as a sole source purchase as defined in Division 3, Section P-130, Sole Source Purchases.

## III. GENERAL

All requests for Sole Source Purchases must be supported by the Sole Source Justification form and approved by the Purchasing Division. A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item #F0030.

Submission of the form is mandatory on the first request for purchase of material or services from a sole source. Upon acceptance by Purchasing, an approval number will be assigned for repetitive sole source purchases for the goods or services from the authorized sole source and the ordering department will receive a copy of the approved form with the assigned Sole Source number. Repeat orders of the same material or service must reference the original approval number in the description section of the purchase order (for example: "SS# 01). Purchasing may approve one time sole source purchases without the assignment of a sole source number.

Periodically, Purchasing may require renewed and updated justifications to keep the master approval files current. Departments are encouraged to request advance sole source authorizations by processing the Sole Source Justification form with supporting documentation prior to beginning the purchasing process. Advance authorizations can save considerable time and should be used whenever possible.

## IV. THE SOLE SOURCE JUSTIFICATION FORM

To expedite processing of sole source requests, the Sole Source Justification form must be completed properly.

1. The explanation must be complete and accurate.
2. The Department Head must sign the form.
3. To establish a vendor as a sole source, users must provide with the Sole Source Justification form a statement from the manufacturer (NOT THE DISTRIBUTOR) of the product identifying the requested sole source as the only source available to the Town of Collierville, Tennessee for the goods and services.

# SPECIFICATION PREPARATIONS

POLICY No.: **PP-070**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

PAGE No.: 1 OF 4

## I. PURPOSE

To define what form and information is needed from the Department submitting specifications to the Purchasing Division for formal solicitation.

## II. SCOPE

This procedure applies to all Town departments' specifications for formal solicitations.

## III. GENERAL

A specification is a description of the materials or services to be purchased. Thorough and careful preparation of the specification probably is the most important part of the bidding process.

Because the level of quality specified impacts directly the price, the Purchasing Division must be furnished with specifications that will fulfill but not exceed the requirements for which the materials, equipment or services are intended. When developing specifications it is necessary to follow the general policy of purchasing good, standard grades of merchandise that represent an optimum relationship between quality and price, always consistent with providing a satisfactory level of service.

All purchases of the Town must be based upon adequate specifications. A lengthy specification designed solely to eliminate competition is contrary to public purchasing laws and regulations and must be avoided. Specifications must have enough detail to afford a basis for full and fair competitive bidding based on a common standard and must be free from restrictions that would tend to reduce or eliminate competition.

The term "specifications," is used interchangeable with the the terms, "purchase description," "purchase specification," "purchase requirement," "commercial item description," "scope of work," and "statement of work." A specification may include requirements for samples, prototypes, inspection, testing, warranty and packaging.

## IV. TYPES OF SPECIFICATIONS

There are several types of specifications. The development, selection and use of a particular type is dependent on the situation, time, information available and needs of the using department.

### Performance Specifications:

This type describes the function and use of the product or exactly what the department wants to accomplish as an end result. This usually is considered as the most versatile type of specification. The supplier can apply the latest technologies and techniques to achieve the

# SPECIFICATION PREPARATIONS

POLICY No.: **PP-070**

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performance desired by the Town. Care must be taken so that when preparing this type of specification to solve a given problem, the product received does not cause other, unexpected problems. For example, requesting a method for eliminating ice on streets could result in the purchase of a chemical that effectively and efficiently melts ice but destroys asphalt in the process. Performance specifications must be reviewed carefully by the department to be certain that the Purchasing Division and the vendor can readily understand the essential nature of the problem to be solved.

Performance specifications are preferred since they communicate what a product is to do, rather than how it is to be built. Among the ingredients of a performance specification would be the following:

- A general nomenclature or description;
- Required performance characteristics (minimum/maximum) to include speed, storage capacity, production capacity, usage, ability to perform a specific function;
- Operational requirements, such as limitations on environment, water or air cooling, electrical requirements;
- Site preparation requirements for which the contractor will be responsible, such as electricity, plumbing, or for which the Town will be responsible;
- Conversion requirements for maintaining a current equipment or system until switching to the new equipment or system;
- Installation requirements;
- Delivery requirements;
- Maintenance requirements;
- Supplies and parts requirements;
- Warranty; and
- Service location and response time.

## Design or Technical Specifications:

This type of specification describes the construction of the item in detail. Although this may appear to be the best type of specification to use, the ordering department must have a complete understanding of the final product and its use before using it. Use of technical or design specifications may eliminate the vendor from liability as to the performance of the item after the purchase is made because someone other than the vendor has specified the performance. Because of this responsibility factor, technical or design specifications are among the most difficult to prepare.

Design and technical specifications are normally prepared by architects and engineers for construction or custom manufactured products. Among the ingredients of a design specification would be the following:

- Dimensions, tolerances and specific manufacturing or construction processes;
- References to a manufacturer's brand name or model number; and

# SPECIFICATION PREPARATIONS

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- Use of drawings and other detailed instructions to describe the product.

## Brand Specifications:

A brand name may be used if it represents the quality desired and its use is intended to be illustrative. When a specification mentions a manufacturer's brand name or model number, it shall also include the words, "or equal." In this regard, "or equal" is interpreted to mean, "substantially equal and capable of performing the essential functions of the referenced brand name or model." Identify any specific features of the referenced brand that must be met.

The term "or equal" used frequently in specifications does not mean that the product will be evaluated as to whether it is exactly equal to the product named in the specification. "Or equal," or the more preferable term, "or equivalent," means that an alternative product will be evaluated to determine if it produces the same result as the brand specified. You should always be aware that the product proposed by a vendor might be substantially different from the specified product and that, if it produces the same results, it must be considered on an equal basis with the specified product. To avoid being faced with a limited choice such as this, it is important to add to the specification any mandatory physical characteristics of the product specified (such as general size, horsepower, weight, etc.) that must be met by the alternate bid to be accepted as "equivalent." Although the purchaser reserves the right to be the final judge about the acceptability of an "equivalent" item, the justification can be extremely difficult to prepare unless any mandatory physical characteristics of the item desired are included in the specification. Try to avoid listing only a brand name or model number in the specification.

## Scope of Work for Services

The following is an outline of the types of information that should be included in a scope of work for procurement of professional or other services:

1. General Requirements: Describe the contractor's responsibility to provide a service or produce a specific study, design or report for the using department.
2. Specific Requirements: Address the specific tasks, sub-tasks, parameters and limitations that must be considered in producing the service or final project. Such factors as the following should be included:
  - Details of work environment;
  - Minimum of desired qualifications;
  - Amount of service needed;
  - Location of service;
  - Definition of service unit;
  - Time limitations;
  - Travel regulations or restrictions;
  - Special equipment required; and

# SPECIFICATION PREPARATIONS

POLICY No.: **PP-070**

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- Other factors affecting working environment.
- 3. Town Provided Materials or Services: List any plans, reports, statistics, space, personnel, or other Town provided items that must be used by the contractor.
- 4. Deliverables, Reports and Delivery Dates: Identify the specific delivery dates for all documentation of products the contractor must furnish. Be clear about the expectations of the Town for the contractor's performance.

## V. SPECIFICATIONS “DO'S” AND “DON'TS”

### A. DO'S

- Use the word, “shall,” to describe a command or mandatory requirement;
- Use the words, “should” or “may,” to describe an advisory or optional requirement;
- Be specific and detailed in presenting mandatory requirements; and
- State a requirement of fact once and avoid duplication.

### B. DON'TS

- Present something as mandatory if it is really only optional;
- Write specifications or scope of work that restrict response to a single bidder/offeror; and
- Place bid/proposal administrative or contractual terms in the specification portion of the document.

## VI. PREPARATION AND REVIEW OF SPECIFICATIONS

Departments are responsible for the first draft of specifications to be submitted to Purchasing. All specifications should be submitted to Purchasing on a 3.5” diskette in Microsoft Word format. Be certain the diskette properly identifies the data. A hard copy of the specifications shall accompany the submitted diskette. After Purchasing has reviewed the specifications and attached its standard terms and conditions, the Department will be forwarded a draft for final review. This draft will require a signature for approval by the Department Head and returned to Purchasing for continuation through the solicitation process.

# WRITTEN QUOTATIONS

POLICY No.: **PP-080**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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## I. PURPOSE

To provide detailed instructions for soliciting and completing a written quotation (Request for Quotation) for goods and/or services.

## II. SCOPE

This procedure applies to purchases less than \$10,000 but greater than \$4,000.

## III. GENERAL

When the Purchasing Division solicits quotes for goods and/or services that are expected to cost less than \$10,000, several weeks could be required to complete the procurement cycle. To provide an option that speeds up the process, the written quotation procedure is available to all departments. Use of this procedure can significantly decrease procurement time for goods and services under \$10,000 but \$4,000 or greater.

Purchases between \$4,000 and \$10,000 require competitive pricing. This may be accomplished by written quotations (Request for Quotation) solicited by fax from no less than three firms with written confirmation from each vendor. Written confirmation and evidence of acceptable insurance coverage also must be obtained for construction/repair-related purchases. Purchasing may request a formal bid solicited for purchases over \$5,000 which require complex specifications or when the service is considered to create a high-risk exposure to the Town.

## IV WRITTEN QUOTATION FORM

### 1) Steps In Preparing Form Before Solicitation

A sample Request for Quotation form for duplicating can be found within this manual in Division 8, Sample Forms (F), Item #F0040. The following required instructions need to be properly completed for ratification of the quoting process by Purchasing when the purchase order audit is performed.

The following information is required before faxing a Request for Quotation form to a vendor for solicitation for goods and/or services. The Entry Letters refer to the identified section of the sample form following this section.

- A. NUMBER – Quotation number used by the department for tracking and identification purposes.
- B. DATE – The date of the Request for Quotation solicitation.

## WRITTEN QUOTATIONS

POLICY No.: **PP-080**

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- C. DELIVERY REQUIRED – A specific date should be entered informing the vendor of the required delivery of the goods and/or services.
- D. REPLY NO LATER THAN – A time and date shall be entered within this area notifying each prospective vendor that the quotation must be returned by this time and on this specific date. The recommended time range for this type of solicitation is usually three (3) to five (5) business days.
- E. REQUISITION NO. – The department will enter the requisition number as it appears on the authorized Town Purchase Requisition.
- F. DEPARTMENT – Enter the name of the department soliciting the quote.
- G. JOB NO. – Enter the job number of the project for which quote will pertain to. This area is optional depending on the department workflow tracking system.
- H. VENDOR – All information regarding the vendor should be entered in this area. At least three (3) vendors should be listed. Include the following as a minimum for vendor information: Firm Name, Phone Number, Fax Number and Contact Person for which fax should be delivered to.
- I. TERMS – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet. A sample Fax Instruction Cover Sheet for duplicating can be found within this manual in Division 8, Sample Forms (F), Item #F0050.
- J. F.O.B. – Enter in this area “Town of Collierville” OR “Destination”. (The vendor pays for all freight up to the point of delivery.) If another delivery term is quoted, be sure that you understand the term offered in transit (See the freight section of this manual).
- K. SHIPMENT VIA – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- L. DATE SHIPMENT CAN BE MADE – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- M. ITEM – Enter a number for each item described. This allows specific identification during vendor clarification and/or questions via phone or fax. It also assists in identifying the proper item when evaluating the vendor’s response (quote).
- N. QUANTITY – The department will identify their needs as to the quantity required for each described item.

## WRITTEN QUOTATIONS

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- O. SPECIFICATION or SCOPE OF SERVICES– A complete description should be entered in this area for each required item. The description should describe the goods and/or services to the best of the department’s ability.

If the quote is being solicited for services to be performed (including construction services) a detailed scope of services must be written and it must accompany the quotation form.

- P. UNIT PRICE – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- Q. AMOUNT – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- R. COMPANY NAME – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- S. CONTACT PERSON – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- T. PHONE NO. – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.
- U. SIGNATURE – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet. The quote cannot be accepted unless an authorized agent of the company signs the Request for Quotation form.
- V. DATE – Vendor shall complete this area as directed within the Fax Instruction Cover Sheet.

### 2) Instructions For Soliciting Quotes

The most cost effective ways to solicit a written quote are by e-mail or fax communication. The alternative is the U.S. Mail. The department may e-mail or fax the Request for Quotation form to the three prospective vendors along with the Fax Instruction Cover Sheet containing quoting instructions and the standard terms and condition pages. A sample of the Town’s Standard Terms and Conditions for duplicating can be found within this manual in Division 8, Sample Forms (F), Item #F0060. (Departments may duplicate the Standard Terms and Conditions by photo coping or request an electronic file. The Town’s Purchasing Division must make any changes or additions to the Standard Terms & Conditions.)

## WRITTEN QUOTATIONS

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In the case of a solicitation for services to be performed (including construction services) an approved contract by the Town Attorney must accompany the solicitation package. A contract can be obtained from the Purchasing Division. Also, the Purchasing Division can assist you in preparing this document for review and approval.

*Note: On-site meetings and conversations with potential quoters will not take the place of the aforementioned solicitation requirements.*

The complete Request for Quotation package will consist of the following items faxed to the prospective vendor.

- 1) Fax Instruction Cover Sheet (F0050)
- 2) Standard Town of Collierville Terms and Conditions (F0060)
- 3) Request for Quotation Form (F0040)
- 4) Approved Contract (If Required)

### 3) Evaluating The Returned Quote Forms

The department will gather all submitted quotes and enter the correct quote information within the designated area provided on the Request for Quotation form for ease of evaluation. The following areas should be completed within the Summary of Quotations for an accurate evaluation.

1. Record the item number that refers to the correct item quoted.
2. Enter the amount quoted for each item that corresponds to the specific vendor.
3. Enter the shipping amount quoted for entire quote that corresponds to the specific vendor.
4. Verify the accuracy of the offered lump sum total from each returned Request for Quotation form and enter it in the area for each corresponding vendor.
5. Enter the payment terms for each vendor if they insist on other terms than preferred by the Town (Net 30 Days).
6. Enter the freight terms for each vendor if they insist on other terms than preferred by the Town (F.O.B. Town of Collierville or F.O.B. Destination).
7. Enter the anticipated ship date as indicated on the specific vendor's Request for Quotation form.

## V LEGAL RESPONSIBILITY

## WRITTEN QUOTATIONS

POLICY No.: **PP-080**

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When obtaining written quotations from vendors, you are subject to the same legal constraints that apply to all Town bids. You cannot reveal one vendor's price to another vendor until the Purchase Order has been generated and accepted by the awarded vendor. No price revisions are allowed to be made by a vendor once the initial written quotation has been received from that vendor.

### **VI. PRICES RECEIVED ARE LESS THAN \$4,000**

If the price obtained (lump sum total price that includes shipping and handling costs) at any stage in the written quotation process is less than \$4,000 and the price is acceptable and considered competitive, you need not solicit additional prices.

### **VII IS A "NO BID" OR "NO QUOTE" RESPONSE CONSIDERED AS A "QUOTATION"**

A "NO BID" or "NO QUOTE" is not considered a vendor quotation unless approved by the Purchasing Agent. Three qualifying quotes containing a lump sum total amount is required unless special circumstances prevent the department from receiving the three required quotes. A written explanation must be presented to the Purchasing Agent for approval before a Purchase Order may be issued.

<b>TOWN OF COLLIERVILLE</b> 500 POPLAR VIEW PARKWAY COLLIERVILLE, TN 38017 (901) 457-2250 FAX (901) 457-2258				<b>REQUEST FOR QUOTATION</b>		
		NUMBER <b>A</b>	DATE <b>B</b>			
The above number must appear on all related paperwork. <b>THIS IS NOT AN ORDER</b>						
DELIVERY REQUIRED <b>C</b>	REPLY NO LATER THAN <b>D</b>	REQUISITION NO. <b>E</b>	DEPARTMENT <b>F</b>	JOB NO. <b>G</b>		
VENDOR			SUMMARY OF QUOTATIONS			
1			ITEM	VENDOR 1	VENDOR 2	VENDOR 3
			<b>1</b>			
2				<b>2</b>		
3			SHIPPING COSTS <b>3</b>			
			TOTAL <b>4</b>			
			TERMS <b>5</b>			
			F.O.B. <b>6</b>			
			SHIP DATE <b>7</b>			
TERMS <b>I</b>	F.O.B. <b>J</b>	SHIPMENT VIA <b>K</b>		DATE SHIPMENT CAN BE MADE <b>L</b>		
ITEM	QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
<b>M</b>	<b>N</b>	<b>O</b>			<b>P</b>	<b>Q</b>
<b>SHIPPING COST</b>						
<b>LUMP SUM TOTAL OF QUOTE</b>						

COMPANY NAME: \_\_\_\_\_ **R** \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ **S** \_\_\_\_\_ PHONE NO.: \_\_\_\_\_ **T** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ **U** \_\_\_\_\_ DATE: \_\_\_\_\_ **V** \_\_\_\_\_

**VENDOR REGISTRATION PROCEDURES**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

1

**I. PURPOSE**

To provide detailed instructions for departments to provide to potential vendors on how to register as a vendor with the Town in the BuySpeed Online (BSO) procurement software system.

**II. SCOPE**

This procedure applies to all departments.

**III. GENERAL**

The following are detailed procedures to be followed when directing potential vendors on how to register as a vendor with the Town in the BSO system.

**IV. INSTRUCTIONS FOR VENDOR REGISTRATION**

The following outlines the steps a vendor needs to take to become a registered vendor with the Town.

- A. Go to the Town's BSO web-portal at <http://tocpurchasing.collierville.com>. (There is a link to this site located on the Town's website at [www.collierville.com](http://www.collierville.com) under the General Services homepage.)
- B. Vendor should click the word "Register" to begin the registration process.
- C. The vendor will be prompted to complete the required information.
- D. Vendor should contact the Town of Collierville's Business License (901-457-2280) office to obtain a business license and forward a copy of their W-9 to the Town of Collierville Accounts Payable Office, 500 Poplar View Parkway, Collierville, TN 38017.

Please advise vendors that require registration within the BSO system to first visit the site at <http://tocpurchasing.collierville.com>. Having the vendors contact the Purchasing Department directly should be a last resort. It is the vendor's responsibility to provide the Town with accurate information and to manage that information sufficiently. The registration process also familiarizes vendors with the site prior to Purchase Order retrieval.

In the event that the vendor does not have access to a computer with internet capabilities or if the vendor has questions about the registration process they may contact the BSO system administrator at 901-457-2250.

# CONTRACT CHANGE ORDERS

POLICY No.: **PP-100**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE No.: 1 of 4

## I. PURPOSE

To establish the proper procedure for the approval of change orders for Town contract(s) and reports.

## II. SCOPE

This procedure applies to all contracts and change orders.

## III. GENERAL

When a contract has been fully executed in accordance with Purchasing Policies and Procedures, any change in project/bid specifications or drawings and any revision(s) which would result in the contract sum and/or contract time being adjusted must be authorized by a change order.

Changes in scope, time and/or price require an amendment to the contract. Construction contracts may be amended by completing the Contract Change Order Form. Professional Service Agreements and Product and Services Contracts require a Contract Amendment to authorize the change.

## IV. CHANGE ORDER PROCEDURES

### CONSTRUCTION CONTRACT CHANGE ORDERS

#### 1. Initiating and Processing a **Construction** Contract Change Order

A. Using the appropriate form, complete all data boxes with correct project information.

- **Change orders less than \$10,000 and/or time extension requests not greater than 25% of the contract term or sixty days, whichever is greater use Contract Change Order Form #F0110A.**
- **Change orders \$10,000 or greater or which would result in a cumulative increase greater than \$50,000 and/or time extension requests greater than sixty days use Contract Change Order Form #F0110B.**

B. "THE CONTRACT IS AMENDED AS FOLLOWS" section shall list a complete description and justification for the change(s) requested in relation to the original bid specifications. If the change is to a specific pay item listed in the contract, that item number should be referenced.

C. Price adjustments, whether an increase or decrease, must be listed in the appropriate column on the Contract Change Order Form. A breakdown of all charges proposed by the contractor must be attached to the form.

D. The section "NET CHANGES BY PREVIOUSLY AUTHORIZED CHANGE ORDERS" is to include the amount of all previously authorized change orders.

## CONTRACT CHANGE ORDERS

POLICY NO.: **PP-100**

SUPERSEDES NO.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE NO.: 2 of 4

E. The basis for any requested change in the contract completion date along with supporting documentation must be included with the change order request.

### 2. Construction Change Order Approvals

- A. Less than \$10,000 and cumulative totals not to exceed \$50,000, including requests for time extensions not greater than 25% of the contract term or sixty days, whichever is greater.
- a. Contract Change Order Form #F0110A must be signed by the Project Manager and Department Director thereby attesting that the change is justified and the charges are reasonable. The signed form should then be forwarded to the Contract Specialist.
  - b. The Contract Specialist will forward the signed Contract Change Order Form to the Architect/Engineer (if applicable) and the Contractor for signature.
  - c. The Contract Specialist will forward the executed Contract Change Order Form to the Town Administrator for approval.
  - d. The Town Administrator will return the fully executed Contract Change Order Form to the Contract Specialist.
  - e. Copies of the fully executed Contract Change Order Form will be forwarded to the Project Manager, Architect/Engineer and the Contractor.
- B. Construction Change Order Approvals - greater than \$10,000 and cumulative totals exceeding \$50,000, including requests for time extensions more than 25% of the contract term or sixty days, whichever is greater.
- a. Contract Change Order Form #F0110B must be signed by the Project Manager and Department Director thereby attesting that the change is justified and the charges are reasonable. The signed form should then be forwarded to the Contract Specialist.
  - b. The Contract Specialist will forward the signed Contract Change Order Form to the Architect/Engineer (if applicable) and the Contractor for signature.
  - c. The Board of Mayor and Aldermen must approve the change order prior to the work being authorized. If delaying the change would result in a work stoppage or create a hazardous situation, the Town Administrator may, at his discretion, approve the change order. In that case, the Project Manager would present that change order to the Board of Mayor and Aldermen at its next scheduled meeting.
  - d. The Town Administrator/Town Clerk will return the fully executed Contract Change Order Form to the Contract Specialist.
  - e. Copies of the fully executed Contract Change Order Form will be forwarded to the Project Manager, Architect/Engineer and the Contractor.

## CONTRACT CHANGE ORDERS

POLICY No.: **PP-100**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE No.: 3 of 4

### **PROFESSIONAL SERVICE AGREEMENT AND PRODUCT AND/OR SERVICE CONTRACT CHANGE ORDERS**

1. Initiating and Processing a Change Order for **Professional Services Agreements and Product and Services Contracts**
  - A. The Project Manager will forward a request for change order giving detailed description and justification for the change(s) requested in relation to the original bid specifications to the Contract Specialist. A breakdown of all charges proposed by the Contractor must be attached to the request.
2. Change Order Approvals for Professional Services Agreements and Products and Services Contracts
  - A. **Less than \$10,000 and a cumulative total less than \$50,000**
    - a. The Contract Specialist will prepare a Contract Amendment and forward to the Contractor for signature.
    - b. The Contract Specialist will forward the executed Contract Amendment to the Town Administrator for approval.
    - c. The Town Administrator will return the fully executed Contract Amendment to the Contract Specialist.
    - d. Copies of the fully executed Contract Amendment will be forwarded to the Project Manager, Architect/Engineer and the Contractor.
  - B. **Greater than \$10,000 and cumulative total exceeding \$50,000**
    - a. The Contract Specialist will prepare a Contract Amendment and forward to the Contractor for signature.
    - b. The Board of Mayor and Aldermen must approve the Contract Amendment prior to the work being authorized. If delaying the change would result in a work stoppage or create a hazardous situation, the Town Administrator may, at his discretion, approve the change order. In that case, the Project Manager would present that Contract Amendment to the Board of Mayor and Aldermen at its next scheduled meeting.
    - c. The Town Clerk will return the fully executed Contract Amendment to the Contract Specialist.
    - d. Copies of the fully executed Contract Amendment will be forwarded to the Project Manager, Architect/Engineer and the Contractor.
3. Substantial Completion (Construction Contracts Only)

## CONTRACT CHANGE ORDERS

POLICY NO.: **PP-100**

SUPERSEDES NO.:

EFFECTIVE DATE: **MAY 24, 2010**

PAGE NO.: 4 of 4

- A. After the Certificate of Substantial Completion has been issued by the Town's Contract Specialist, the Project manager and/or the Department Director will present to the Board of Mayor and Aldermen via e-mail, hard copy, work session or other applicable means, an update relative to the projects status that will include, but not be limited to, all change orders as well as other project specific information
4. Project Completion (Construction Contracts Only)
- A. Upon completion of a project and issuance by the Town of the Notice of Project Acceptance, the Contract Specialist will prepare a final report identifying all contract change orders.
  - B. The report shall include but not be limited to final quantities and amounts of all pay items and all prior change orders and amendments.
  - C. The Contract Specialist will forward this document to the Town Administrator for review and approval.
  - D. The approved final report shall be filed in the project file.

Sample Contract Change Order Forms for duplicating can be found within this manual in Division 8, Sample Forms (F), Items #F0110A and #F0110B.

# INVENTORY MANAGEMENT PROCEDURES

POLICY NO.: **IM**

SUPERSEDES NO.:

EFFECTIVE DATE:

PAGE NO.: 1 OF 1

## 6. Inventory Management Procedures

IM-010 Receiving Merchandise – Back Orders

IM-020 Receiving Merchandise – Reports

# RECEIVING MERCHANDISE – BACK ORDERS

POLICY No.: **IM-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 2

## **I. PURPOSE**

To establish a uniform method of identifying back ordered merchandise and completing the receiving process once merchandise is received.

## **II. SCOPE**

This procedure shall apply to all back ordered merchandise.

## **III. GENERAL**

A back order occurs when a supplier is unable to ship or deliver a complete order and the supplier plans or agrees to ship the outstanding items at a later date.

Do not automatically process a partial payment on an order that is not complete. Often, when a vendor creates a back order situation, the vendor sometimes does not intend to complete the shipment because of various circumstances such as item has been discontinued and no more supply exists, etc.

Before you process a partial payment call the vendor and determine whether the balance of the order has been back ordered. If not, adjust the purchase order totals to the amount actually shipped and received, canceling the balance. If a back order is due, process a partial payment. Failing to verify the vendor's intention to complete the order may result in not receiving needed materials, the creation of additional paperwork and loss of service to the community.

## **IV. RECORDING A PARTIAL SHIPPED ORDER**

On receipt of a shipment wherein the supplier has back ordered an item, the Town employee receiving the partial order will ensure that the following steps are taken:

1. The supplier packing slip will be marked as follows:
  - a. A circle shall be placed around the partially shipped item and the quantity received.
  - b. Place the date received and received by signature on the packing list.
  - c. Make a copy of the partial shipment packing slip.
2. The receipt / receiving report will be prepared within the BSO system:
  - a. Enter on the receipt / receiving report under the item, specific to the damaged and back ordered items, the number of items, if any, received
  - b. Note in the comments section the quantity backordered and any pertinent comments needed regarding the partial shipment

## RECEIVING MERCHANDISE – BACK ORDERS

POLICY No.: **IM-010**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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- c. If able, scan in and attach the original supplier's packing slip to the purchase order. Forward a copy of the purchase order with partial payment information to the Accounts Payable Division for processing and partial payment.
- d. Retain the copy of the supplier's packing slip for completion upon receiving the completed order.

### V. RECEIPT OF FINAL SHIPMENT

Upon receiving the remaining back ordered merchandise the following steps will be taken:

1. The receipt / receiving report will be completed within the BSO system as follows:
  - a. Perform the normal inspection of merchandise.
  - b. Enter the date back ordered merchandise was received including any pertinent information including but not limited to the name of the receiver.
  - c. If able, scan in and attach all corresponding paperwork to original purchase order.
  - d. Retain the copy of the supplier's packing slip in departmental records.

# RECEIVING MERCHANDISE – REPORTS

POLICY No.: **IM-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 1 of 3

## **I. PURPOSE**

To establish a uniform method of receiving and accounting for all materials purchased and delivered to the Town.

## **II. SCOPE**

This procedure shall apply to all materials received.

## **IV. WHEN PREPARED**

The Town of Collierville requires a Receipt / Receiving Report to be completed within the BSO system immediately upon receipt of materials, supplies, or services.

## **V. WHO PREPARES**

The person receiving the merchandise. If the person receiving the merchandise does not have access to the BSO system, the department's "purchaser" will complete the receipt / receiving report including the name of the person receiving the merchandise and if able, scan in and attach a copy of the original supplier's packing slip to the receipt. A copy of the original supplier's packing slip should be retained in the department's records.

## **VI. RECEIVING MERCHANDISE**

When merchandise is received from a carrier, the Town personnel receiving the merchandise shall:

1. Examine the outside of the package for damage, if there is no obvious damage, sign for the shipment and mark all copies of the Freight Bill "Received subject to inspection for concealed damage and count."
2. Examine the outside of the package for damage, state to carrier that damage is found. The following procedures will be observed in reporting receipt of damaged merchandise or possible damaged merchandise:
  - A. Note obvious damage or damage to shipping container(s) on the carrier's Freight Bill before signing for materials.
  - B. Sign for and accept shipment of damaged merchandise and have driver sign, acknowledging damage.
  - C. Open damaged container(s) and inspect merchandise for concealed damage as soon as possible, preferably while delivering carrier is still present.

## RECEIVING MERCHANDISE – REPORTS

POLICY NO.: **IM-020**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE NO.: 2 of 3

- D. When the purchase order reads F.O.B. Destination or Collierville, it means the vendor is responsible for any damage and should be notified immediately (within 24 hours). Also, notify the carrier as described below. The vendor is responsible for replacement and must not be paid until this is accomplished or the order canceled.
- E. When the purchase order reads F.O.B. Shipping Point, it means the vendor is not responsible because when the carrier picked up the merchandise at the vendor's business, the goods were in acceptable condition and signed for by the carrier. In this case, it is the Town's obligation to pay the vendor, order replacements and file claim with the carrier for reimbursement. The steps to follow are:
  - a. Notify the carrier (or vendor) of receipt of damaged merchandise and initiate the filing of a claim.
  - b. Notify the carrier of the location of damaged merchandise.

NOTE: Under the provisions of the Interstate Commerce Commission Regulations, failure to notify promptly the carrier or vendor, as applicable, of damage will be adequate cause to relieve the carrier or the vendor of responsibility. The loss would then be the Town's.

- 3. Locate packing list and freight bills of parcel.
- 4. Count and verify items against packing list.
- 5. Complete the Receipt / Receiving Report within the BSO system, and clearly mark the packing list with the following information:
  - A. Date received
  - B. Division materials delivered to:
  - C. Purchase order number
  - D. Time of Day merchandise received
  - E. Employee receiving merchandise signature – DO NOT USE INITIALS  
Note: Initials may be used in lieu of a signature on the receiving report **only** when the actual vendor's paper register receipt contains the printed name of the Town employee receiving the merchandise.
  - F. Quantity shown on Freight Bill
  - G. Quantity received
  - H. Type of carrier merchandise delivered by:

A typed or computer printed name of the recipient may be noted in the BSO system but it is not the acceptable form of identifying the person receiving the merchandise. A hand-written signature of the exact Town employee who actually received the merchandise should be on the packing slip.

## RECEIVING MERCHANDISE – REPORTS

POLICY No.: **IM-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 3 of 3

6. Complete the Receipt / Receiving Report in the BSO system and attach the marked packing list to the Purchase Order electronically. All packing slips should be forwarded to the Finance Department's Accounts Payable Technician for record retention purposes.

# MISCELLANEOUS PROCEDURES

POLICY No.: MP

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **1 OF 1**

## 7. Miscellaneous Procedures

- MP-010 Check Request
- MP-020 Automobile, Truck & Tractor Routing
- MP-030 Surplus Personal Computer Procedures
- MP-040 Fleet Vehicle & Equipment Repair Procedure
- MP-050 Routing of TOC No. Request Form
- MP-060 Routing of Construction Bid Projects
- MP-070 Service Proposal Guideline
- MP-080 Surplus Property Procedure
- MP-090 Federally Funded Projects
- MP-100 Bidding on Property on GovDeals.com
- MP-110 Purchase Order Audits

# CHECK REQUEST

POLICY No.: **MP-010**

SUPERSEDES No.:

EFFECTIVE DATE: **NOVEMBER 26, 2012**

PAGE No.: 1 OF 2

## I. PURPOSE

To establish a procedure for issuing a Check Request Form to process payment of certain current expenditures.

## II. SCOPE

This procedure applies to all Town of Collierville departments.

## III. GENERAL

The Check Request Form (CRF) is a payment voucher used by all departments to process payment of certain current expenditures. This document is designed to expedite the payment of expenditures that are not required to be processed on a standard purchase order. The use of a CRF is limited. **An individual cannot sign the check request form, either as the requestor or as department approval when the check is made out to that individual.**

Expenditures for which the CFR is allowed:

- a. Reimbursement - personal reimbursement for non-travel related goods or services. (For travel see Town travel policy).
- b. Membership dues.
- c. Subscriptions, periodicals and publications if the user has to pay prior to receipt.
- d. Prepayment for books when vendor will not accept a purchase order (when book is received a material receiving form must be completed and sent to accounts payable).
- e. Bond payments.
- f. Refunds
- g. Legal Filings and Recordings
- h. Attorney Fees
- i. Doctor, Hospitals
- j. Delivery Service (Federal Express, United Parcel Service, Couriers, etc.)
- k. All payroll related payments
- l. License Fees
- m. Auto Tags
- n. Petty Cash
- o. Insurance Premium
- p. Temporary Employee Services
- q. Instructor Fees
- r. Registration Fees
- s. Permit Fees
- t. Damage Property Reimbursements
- u. Non-contractual Inspection Fees
- v. Governmental Entities (Federal, State & Local)
- w. Procurement of Artifacts – materials receiving form must be completed and sent to accounts payable

# CHECK REQUEST

POLICY NO : MP-010

SUPERSEDES NO.:

EFFECTIVE DATE: **NOVEMBER 26, 2012**

PAGE NO.: 2 OF 2

## IV. PROCEDURE

1. User department completes the Check Request Form (CRF) and submits it with the original invoice to Accounts Payable before Friday at 5:00 p.m. The user department will make all necessary copies allowing Accounts Payable to retain a copy for their records when the original invoice must be returned with payment. Should copies not be forwarded with the invoice, Accounts Payable personnel will only mail the check.
2. Accounts Payable reviews the submitted paperwork for accuracy and completeness. CRF must be complete, including accurate use of account numbers and signatures as identified in Division 4, Section OR-060 "Approval Authority" of this manual.

Should the paperwork not be complete, it will be returned and payment will be delayed until the next regularly scheduled check run.

If paperwork is complete, Accounts Payable will process accordingly.

Accounts Payable will conduct random reviews to verify amounts paid are accurate and all check request policies are being adhered to.

## V. APPROVAL AUTHORITY

Each department will submit a list to Accounts Payable of all designated personnel allowed the signing privilege. Each department will be responsible for notifying Accounts Payable immediately of any changes to this list.

Individuals with signing privilege may not approve the check request if they are the one preparing the check request and signatures will follow the approval authority requirements as identified in Division 4, Section OR-060 "Approval Authority" of this manual.

The following points identify the Town personnel authorized to approve a check request:

- Department Directors
- Designated Division Directors or Supervisors when responsibilities are related to the particular function in their areas.

# AUTOMOBILE, TRUCK & TRACTOR ROUTING

POLICY No.: **MP-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2008**

PAGE No.: 1 of 1

## I. PURPOSE

The purpose of this procedure is to outline specific directions for routing new automobiles, trucks, or tractors through the proper Divisions before being placed into service.

## II. SCOPE

This procedure applies to all new automobile, truck or tractor purchases.

It includes but not limited to the following:

- A) All new automobiles including Police and Fire Department vehicles.
- B) All trucks including light and heavy duty, dump trucks, garbage trucks, fire pumpers and the like.
- C) All large tractors including backhoes, skid steer loaders, forklifts, tractors used for bush hogging and the like.

## III. GENERAL

The following steps will be followed unless the Town Purchasing Agent has approved other arrangements.

- 1) All new automobiles, trucks and tractors will be ordered by the Purchasing Division and received by the Vehicle Maintenance Shop. After the Vehicle Maintenance Shop has verified that all bid specifications have been met by the vendor upon receipt, a Town fixed asset tag will be issued and affixed to the automobile, truck or tractor.
- 2) The Purchasing Division, when required by State law, will complete all appropriate paperwork for obtaining required tag and license plate.
- 3) Upon completing the above procedures, the Purchasing Division will notify the Town's Vehicle Maintenance Shop that the new automobile, truck or tractor is ready for further processing.
- 4) A Maintenance Shop employee will record vital fleet management information and apply all necessary identification.
- 5) The Maintenance Shop Supervisor will then notify the appropriate department that the new automobile, truck or tractor is ready to be placed into service.

# SURPLUS PERSONAL COMPUTER PROCEDURE

POLICY No.: **MP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **AUGUST 9, 2010**

PAGE No.: 1 of 1

## I. PURPOSE

To establish a procedure for the replacement of computers and any peripherals associated with the replaced system.

## II. SCOPE

This procedure is to be used by Information Technology (IT) Department, Finance Department and the Purchasing Division.

## III. GENERAL

The following steps are to give direction for the surplus and proper disposition when removing a personal computer (PC) and its peripheral from a Town Department that will be replaced by a new PC system.

- 1) PCs due for replacement must be removed from Town departments by the Information Technology Department. A Computer Support Technician will remove the asset tag from the PC and will then place the asset tag on the upper left hand side of the Surplus Computer Equipment Form (A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item #F0070-A.) The Computer Tech will complete the form supplying all of the required information.
- 2) The Finance Department Director will sign and date the Surplus Computer Equipment Form and forward it to the Finance Department, Accounting Technician.
- 3) The Accounting Technician will process the surplus request for the removal of the asset from the Town's fixed asset inventory records and will prepare a resolution and list of surplus ready items, along with a copy of both the Surplus Computer Equipment Form and the asset tag to be forwarded to the Director of General Services for preparation of a report and resolution to be presented to the Boar of Mayor and Aldermen (BMA) for approval to dispose of the PCs.
- 4) Once the BMA has approved the resolution, the IT Department will prepare the PC for disposal by means of environmental disposal or by any other means determined to be in the best interest of the Town. Once disposal is complete, the asset will be removed from the fixed asset records by the Finance Department's Accounting Technician.

A procedure for the surplus of all other items is located in Section 7, Miscellaneous Procedures, Item # MP-080.

# FLEET VEHICLE & EQUIPMENT REPAIR

POLICY No.: **MP-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JANUARY 23, 2007**

PAGE No.: 1 of 2

## I. PURPOSE

The purpose of this procedure is to outline specific instructions for circumstances that warrant obtaining quotes for a fleet vehicle or equipment needing to be repaired that are beyond the Town's Maintenance Shop capabilities.

## II. SCOPE

This procedure applies to the repair of all fleet vehicles and equipment estimated to cost more than \$4,000.

## III. GENERAL

When repairs are required on a Town fleet vehicle or equipment and those repairs are determined, by the Maintenance Shop Supervisor, to be beyond the shop's scope of repair capabilities, a decision by the shop supervisor will need to be made based on whether the vendor can diagnose the required repairs with or without vehicle or equipment disassembly.

### A) Disassembly Not Necessary

If an estimate can be obtained without disassembly and the cost of repairs will be more than \$4,000; the following steps should be followed:

- 1) The Town's Maintenance Shop Supervisor will determine the repairs are beyond the shop's repair capabilities.
- 2) If the Town's Maintenance Division cannot effectively perform the repairs, the shop supervisor will then need to decide if estimates can be obtained without disassembly.
- 3) The Maintenance Shop Supervisor will then solicit no less than two (2) written quotes for repair from reputable repair vendors having the ability to perform the necessary repairs.
- 4) Once the written quotes have been obtained, the Shop Supervisor will issue a purchase order to the appropriate vendor according to the instructions given within this manual.

### B) Disassembly Necessary

Should the Maintenance Shop Supervisor conclude that the vehicle or equipment will need to be disassembled in order to receive a reliable "not to exceed" estimate for repairs of more than \$4,000; the following steps should be administered:

## FLEET VEHICLE & EQUIPMENT REPAIR

POLICY No.: **MP-040**

SUPERSEDES No.:

EFFECTIVE DATE: **JANUARY 23, 2007**

PAGE No.: 2 of 2

- 1) The Town's Maintenance Shop Supervisor will determine the repairs are beyond the shop's repair capabilities.
- 2) If the Town's Maintenance Division cannot effectively perform the repairs, the shop supervisor will then decide if estimates cannot be obtained without disassembly.
- 3) The Shop Supervisor will have the vehicle or equipment transported by the best and economical means to a reputable repair vendor with reasonable labor rates.
- 4) The vendor will be required to disassemble the vehicle or equipment, diagnose the problem and offer a written "**not to exceed**" repair estimate. At this time, the vendor must be informed that repair work is not to begin until they have received a signed fax copy of a Town Purchase Order.
- 5) The Maintenance Shop Supervisor will issue a purchase order for the repairs by properly completing a purchase order according the instructions contained within this manual and adding the justification in the description area "**must be disassembled to diagnose and estimate**". The purchase order will also reflect the estimated not to exceed amount identified by the statement "**estimated not to exceed amount**".
- 6) A copy of the faxed estimate issued by the repair vendor will be attached to the purchase order while repairs are being completed.
- 7) The purchase order will be adjusted after receiving the actual invoice amount by drawing a line through the "not to exceed amount" statement and amount. The correct invoice amount will be written below the corrected area and identified with "**Total Repair Amount**".
- 8) All corresponding paperwork including the yellow copy of the purchase order, vendor faxed estimate and invoice will be forwarded to the Accounts Payable Division for processing. The pink copy of the purchase order will be sent to the Purchasing Division for auditing purposes.

# ROUTING OF TOC No. REQUEST FORM

POLICY No.: **MP-050**

SUPERSEDES No.:

EFFECTIVE DATE: **DECEMBER 13, 2010**

PAGE No.: 1 of 2

## I. PURPOSE

The purpose of this procedure is to outline specific instructions for departments to follow from the beginning to end of a project that utilizes professional services and/or construction services and is funded through the Town's approved budget(s).

## II. SCOPE

The *Professional Service/Construction (TOC) Request Form* is for "professional services" and "construction projects" that cost more than \$5,000. If you are unsure of the definition of a professional service, the Purchasing Division can supply this.

- 1 The Project Coordinator completes the request form and forwards it to the Town Administrator for review. If complete, the Town Administrator issues final approval.
- 2 Once final approval is granted, the Town Administrator will then forward the signed form to the Budget Analyst in the Finance Department.
- 3 The Budget Analyst will assign an **account number** for projects less than \$10,000 or following Board of Mayor and Aldermen approval for projects more than \$10,000. The Budget Analyst will initial the form.
- 4 The Budget Analyst will forward a copy of the approved TOC No. Request Form to the Project Coordinator and Purchasing Division.
- 5 Professional Services Contract **more than \$10,000.**
  - 5.1 The Budget Analyst will file the original form.
  - 5.2 The department will forward the proposal Scope of Services to the Purchasing Division for review and contract preparation.
  - 5.3 The department will then seek Board approval through customary procedures.
  - 5.4 After Board approval, the Budget Analyst will assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 5.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 5.6 The Budget Officer will verify the payment amounts and initial the pay request form.
  - 5.7 The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 6 Construction Contract **more than \$10,000.**
  - 6.1 The Budget Analyst will file the original form.
  - 6.2 The originating department will have prepared customary documents for approval by the Town Administrator.

## ROUTING OF TOC No. REQUEST FORM

POLICY No.: **MP-050**

SUPERSEDES No.:

EFFECTIVE DATE: **NOVEMBER 21, 2008**

PAGE No.: 2 of 2

- 5.3 The department will then seek Board approval of the construction contract through customary procedures.
  - 5.4 After Board approval, the Budget Analyst will assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 5.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 5.6 The Budget Officer will verify the payment amounts and forward to the Assistant Town Administrator for an approval signature. The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 6 Professional Services and Construction Contracts **between \$5,000 and \$10,000.**
- 6.1 The Budget Analyst will file the original form.
  - 6.2 The department will forward the Scope of Services to the Purchasing Division for review and contract preparation.
  - 6.3 After all parties have signed the contract, the department project coordinator will send a copy of the contract to the Budget Analyst.
  - 6.4 The Budget Analyst will then assign a TOC **project number**, file the original, and send a copy to the originating department.
  - 6.5 The TOC **project number** will be placed on every pay request when forwarding it to the Budget Officer for processing.
  - 6.6 The Budget Officer will verify the payment amounts and forward to the Assistant Town Administrator for an approval signature.
  - 6.7 The Budget Officer will send the processed payment form to Accounts Payable where it will be processed and paid.
- 7 Professional Services and Construction Contracts **less than \$5,000 will not require a TOC project number.**

# ROUTING OF CONSTRUCTION BID PROJECTS

POLICY No.: **MP-060**

SUPERSEDES No.:

EFFECTIVE DATE: **DECEMBER 13, 2010**

PAGE No.: 1 of 2

## I. PURPOSE

The purpose of this procedure is to outline specific instructions for departments to follow from beginning to bid solicitation of a construction project.

## II. SCOPE

This procedure applies to all construction projects that will be bid regardless of cost.

## III. GENERAL

Routing is as follows:

1. The Project manager for the project sends 100% drawings/technical specifications along with the **Construction Design Review Sheet** (CDRS) to designated staff in applicable departments for review (*NOTE: Bid Boiler Plate need not be included*).
2. Once review is complete, the CDRS and 100% drawings/technical specifications are returned to the Project Manager.
3. Approved CDRS and 100% drawings/specifications are delivered to appropriate Buyer for bid package preparation and Public Notice.

A **Construction Project Process Flowchart** is provided on the following page for convenience and clarification.

Examples of the Construction Design Review Sheet may be found in Sample Forms, F080.

# ROUTING OF CONSTRUCTION BID PROJECTS

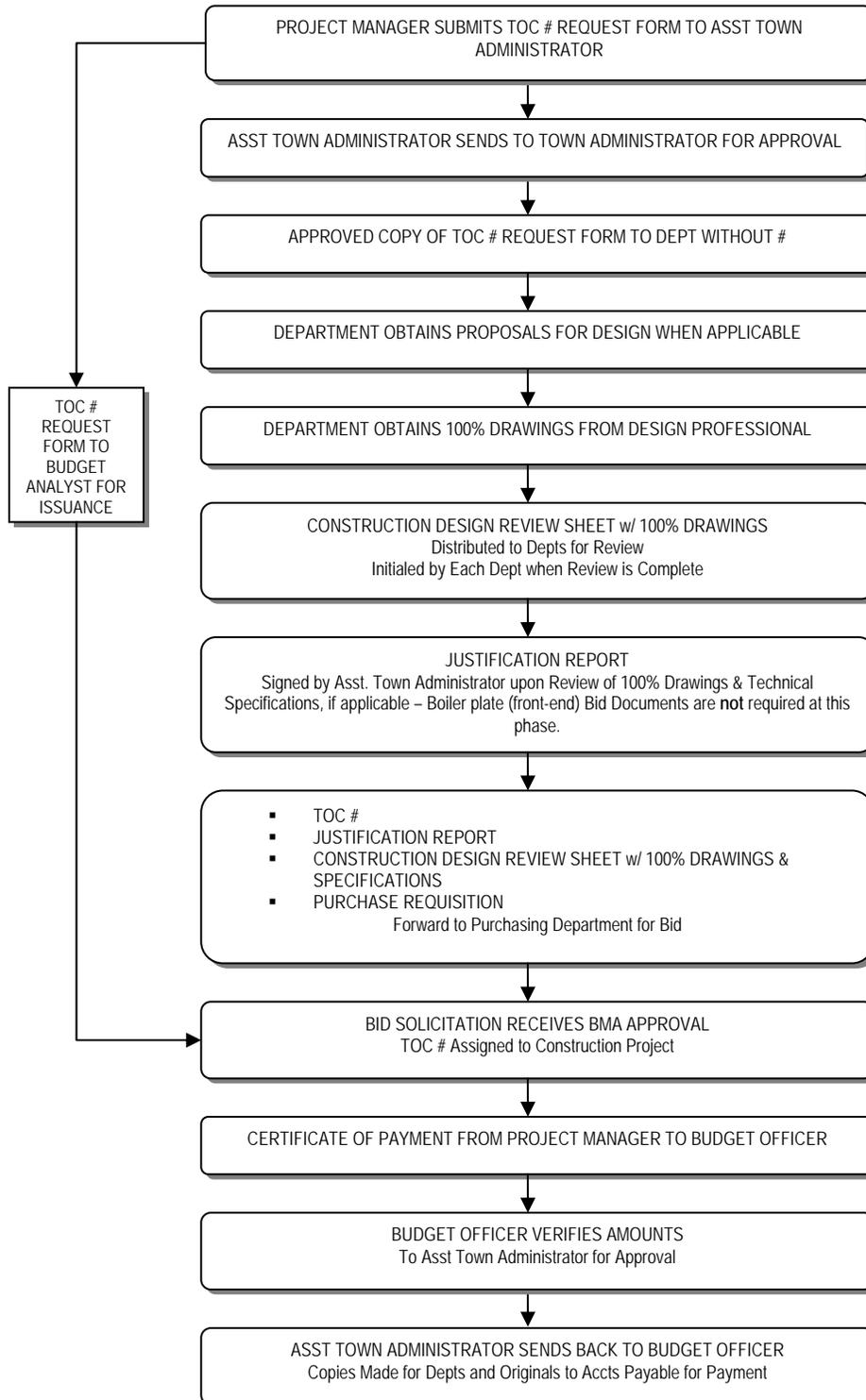
POLICY No.: **MP-060**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 2 of 2

## CONSTRUCTION PROJECT PROCESS FLOWCHART



## SERVICE PROPOSAL GUIDELINE

POLICY No.: **MP-070**

SUPERSEDES No.:

EFFECTIVE DATE: **DECEMBER 13, 2010**

PAGE No.: 1 of 3

### I. PURPOSE

The purpose of this guideline is to assist employees when obtaining proposals from engineering, architectural and other professional and/or service providers/firms in an effort to reduce redundant steps in the review process. The **Service Proposal Template** will serve as a guide to assist Town staff in the review of proposals for incorrect information, failure to meet scope of project, unfavorable pricing, unfavorable language, etc. The guideline should be a means of increasing efficiency by decreasing time spent on proposal review.

### II. SCOPE

All departments requesting a service proposal from an engineering, architectural or other professional or service provider/firm should utilize the Service Proposal Template provided on page 2 of 3 of this procedure. The Service Proposal Template is only a guide. The actual proposal may look much different. It is suggested that department Project Managers provide the Service Proposal Template to professional firms and/or service providers for use as a model of the minimum amount of information Town of Collierville staff requires when requesting a proposal.

Departments should thoroughly review all proposals, comparing them to the Service Proposal Template to ensure that all of the appropriate criteria of the project have been met. Once the departmental review of the proposal is complete and it meets the department's intended scope of services and criteria of the Service Proposal Template, the proposal should be sent to the Purchasing Agent for review, Buyer assignment, contract preparation and necessary approvals.

A **Professional Services Contract Flowchart** identifying the steps necessary for successful proposal and contract implementation for contracts greater than \$10,000 is provided on page 3 of 3 of this procedure for convenience and clarification of the process in place for Professional Service Contracts.

It is important to note that at such time as the Town enters into a contract with a professional services and/or service provider, whether by departmental, Town Administrator and/or Board of Mayor and Alderman approval, the assigned Buyer will send the provider a Notice to Proceed letter thereby initiating contract commencement. Its progress will be monitored by the Contract Specialist

- ★ *For specific information on the entire proposal process, the Bids, Quotations and Proposals policy may be found in the Policies Section (P-030)*
- ★ *TOC # Requests may be found in Miscellaneous Procedures section at MP-050 of the Policy and Procedures Handbook for Purchasing and Materials Management.*
- ★ *TOC # Request forms referenced in the Professional Services Contract Flowchart may be found in the Forms section at F-0090.*

## SERVICE PROPOSAL GUIDELINE

POLICY No.: **MP-070**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 2 of 3

### SERVICE PROPOSAL TEMPLATE

#### **Name of Professional Service or General Service Provider**

**Address**

**Phone Number**

**Fax Number**

**Email Address**

**Date:** Date of Proposal

**Proposal:** Name of Proposal  
Department Name  
Name of Contact  
Contact Telephone Number

**Purpose:** Brief description of the proposal. Purpose should be clear and concise.

**Scope:** Scope should be a specific, clear and concise description of what the Provider understands the Town's need to be and the work that needs to be accomplished.

**Method:** The method should be the way in which the Provider will go about obtaining and assessing the information needed to fulfill the Town's Scope of Services. This portion of the proposal should be detail specific.

**Results:** The results should be directly based on the findings of the methods employed by the Provider and should be provided to the Town in a manner appropriate to the needs of the initiating department. The results should be presented in a format that may be utilized for Board of Mayor and Aldermen meetings. The description of the deliverable must be clear and concise.

**Cost:** The cost proposal should be firm and either in a "Not to Exceed" or "Lump Sum" format, whichever is most appropriate for the project.

# SERVICE PROPOSAL GUIDELINE

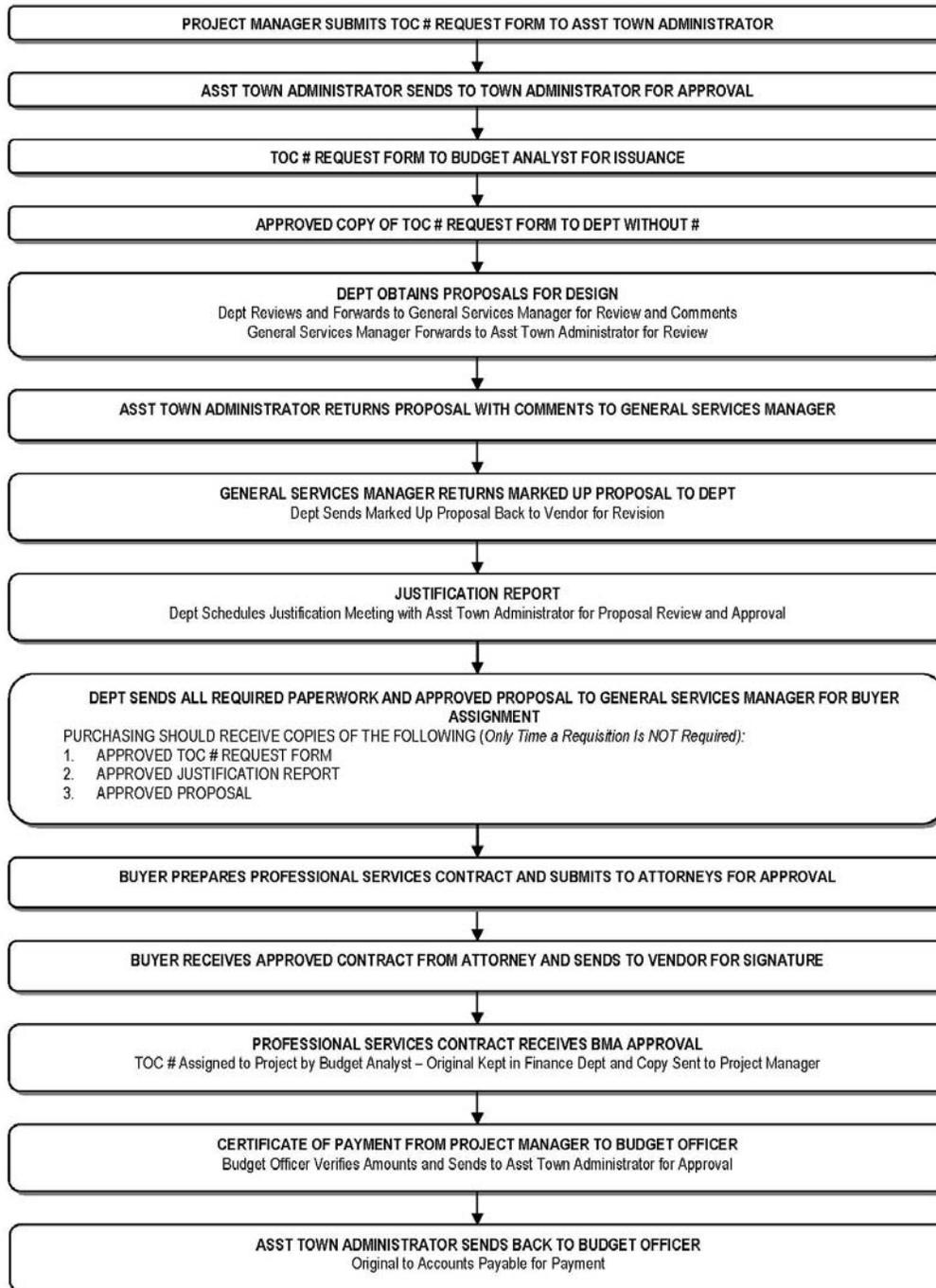
POLICY No.: MP-070

SUPERSEDES No.:

EFFECTIVE DATE: JUNE 22, 2009

PAGE No.: 3 of 3

## PROFESSIONAL SERVICES CONTRACT PROCESS FLOWCHART (Greater than \$10,000)



# SURPLUS PROPERTY PROCEDURE

POLICY NO.: **MP-080**

SUPERSEDES NO.:

EFFECTIVE DATE: **AUGUST 9, 2010**

PAGE NO.: 1 of 1

## I. PURPOSE

To establish a procedure for the surplus of property listed on the Town's asset inventory list.

## II. SCOPE

This procedure applies to all Town personnel involved in the surplus process.

## III. GENERAL

The following steps are to provide direction for the surplus and disposition of individual commodities, excluding Information Technology specific items, whose acquired value is \$1000 or more and has been deemed obsolete and/or has reached the end of its useful life and all items purchased prior to July 1, 2010 whose acquired value is \$500 or more:

1. The Department Director or his designee initiates a surplus request by completing the Surplus Request form. The asset tag should be removed from the asset and attached to the upper left hand side of the form. When the form is completed, signed and dated by the Department Director, the form must be forwarded to the Town's Accounting Technician in the Finance Department. If the item is to be sold, a CD or DVD with at least three (3) pictures in JPEG format of the asset should be forwarded to the Accounting Technician attached to the Surplus Request form. (A sample form of the Surplus Request Form is available within this manual in Division 8, Sample Forms, Item # F0130.)
2. The Accounting Technician will process the surplus request for the removal of the asset from the Town's fixed asset inventory records. A resolution and list of surplus ready items, along with a copy of both the Surplus Request form and asset tag will then be forwarded to the Director of General Services for preparation of a report and resolution to be presented to the Board of Mayor and Aldermen (BMA) for approval to dispose of the item(s).
3. Following BMA approval, the department will send at least three pictures of the asset in JPG format to the General Services Department in preparation for the asset's disposal. The asset will remain in the department until the time of its disposal.
4. Once the BMA has approved the surplus resolution, the General Services Department will prepare the item for disposal by means of a web-based online auction service or by any other means determined to be in the best interest of the Town. The asset will remain in the department until the time of its disposal.
5. Once disposal of the asset has been completed, the General Services Department will then notify the Accounting Technician of sale results of the surplus items for removal of the surplus items from the fixed asset records inventory for that department or attempted resale of and unsold item.

A procedure for the surplus of Information Technology specific items is located in Section 7, Miscellaneous Procedures, Item # MP-030.

# FEDERALLY FUNDED PROJECTS

POLICY No.: **MP-090**

SUPERSEDES No.:

EFFECTIVE DATE: **DECEMBER 13, 2010**

PAGE No.: 1 of 1

## I. PURPOSE

The purpose of this procedure is to outline specific instructions for departments to follow when a project will be federally funded, either in part or fully, from an approved grant and/or interlocal/intergovernmental agreement.

## II. SCOPE

It is the Town's policy that projects where federal funds have been accepted must be solicited by the Purchasing Division of the General Services Department since failure to follow the federal guidelines could negate the solicitation.

The following outlines the steps required prior to the solicitation of the project:

1. Department requests Board of Mayor and Aldermen approval to accept the grant containing federal funds.
2. Project Manager then forwards to appropriate department Buyer:
  - 2.1. For Professional Services Agreements and/or Requests for Proposals (RFP) or Requests for Statements of Qualifications (RFSOQ):
    - 2.1.1. Copy of Board Report requesting approval of federal funding/type of grant received, and contract (if applicable)
    - 2.1.2. Scope of Services / Proposal (if professional services project)
    - 2.1.3. Approved TOC No. Request Form
  - 2.2. For Construction Projects
    - 2.2.1. Copy of Board Report requesting approval of federal funding, type of grant received, and contract (if applicable)
    - 2.2.2. Approved TOC No. Request Form
    - 2.2.3. Approved Requisition
    - 2.2.4. CDRS with 100% Drawings (if construction project)
3. The Buyer will research the federal guidelines and begin project preparation of contract or solicitation. (When vendors are paid using a purchase order through the BuySpeed Online procurement software for products and/or services where the project was federally funded, the word "Grant" and the name of the type of grant received should be noted in the Alt. ID field of the purchase order.)

*\*\*Applicable procedures and form templates may be located as noted below:*

*TOC No. Request Form procedure – Division 7, Section Miscellaneous Procedures (MP), Item # MP-050*

*TOC No. Request Form template – Division 8, Section Sample Forms (F), Item # F0090*

*Requisition procedure – Division 5, Section Procedures (PP), Item # PP-050*

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY No.: **MP-100**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: 1 of 6

## I. PURPOSE

The purpose of this procedure is to outline the necessary steps for all Town Departments when purchasing surplus personal property from governmental entities through public auction sites including web-based public auction site, GovDeals.com.

## II. SCOPE

The following steps outline the process of purchasing through public auction site, [www.GovDeals.com](http://www.GovDeals.com):

1. All purchases of property from governmental entities through GovDeals.com must be initiated by the department director or their designee for the department for which the purchase is to be made.
  - a. The “*Request for Purchase at Public Auction*” form (Form F0120) must be completed and signed by the Department Director.
  - b. The Request must be approved by the Board of Mayor and Aldermen.
  - c. Once the “Request for Purchase at Public Auction” form has been fully approved, it must be sent to the Purchasing Agent for recording.
  - d. Each request’s approval is good from the date of recording by the Purchasing Agent to the end of the fiscal year.
2. Once recorded, a copy of the form will be returned to the department as notification to proceed with the auction.
3. No tax shall be paid on any item purchased at public auction, except to the extent that no exemption is available to the Town under applicable law.
4. Purchases shall be made only by an approved credit card issued to the Town of Collierville which is to be used for the purpose of purchasing items from public auction sites. This credit card must be checked out from the Finance Department’s Accounts Payable office and returned to the Accounts Payable office upon completion of payment. The Finance Department Director may determine at his/her discretion if payment by wire transfer is a more cost effective option.
5. The Department Director, or their designated proxy, shall act as bidder for the Town at the auction.
  - a. The bidder is prohibited from submitting any bid above the BMA approved not-to-exceed amount, as certified in the “*Request for Purchase at Public Auction.*”
  - b. If the Town is the successful bidder, the bidder must complete and sign a “*Certification of Purchase at Public Auction*” (Form F0130). Copies of all sales receipts, bills of sale and other applicable documents (i.e.: certification that items are free of any liens or encumbrances, operational manuals, etc.) must be attached to this certification.
  - c. The “Certification of Purchase at Public Auction” form and all accompanying documentation properly completed and signed, shall be filed with the Purchasing Agent as soon as possible but no later than 5 business days after the auction.

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY NO.: **MP-100**

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6. The Purchasing Agent shall report on such purchases and submit copies of the above mentioned documents to the Finance Director and/or Accounts Payable office within a reasonable time thereafter.
7. The “*Request for Purchase at Public Auction*” and “*Certification of Purchase at Public Auction*” with accompanying documentation will act as the payment mechanism for the property purchased.
8. All applicable “conflict of interest” and ethics laws shall apply to purchases at public auctions.

## Helpful Hints when bidding on GovDeals:

1. Know your not-to-exceed budget and do not forget to add in the 5% buyer’s premium. The 5% buyer’s premium is added as part of the total purchase price of the item and will need to be accounted for when determining your not-to-exceed budget.
2. Contact the Seller and arrange for inspection of the item of interest prior to bidding.
3. When appropriate, wait until 5-10 minutes before the close of the auction to begin bidding on the item. The goal is to prevent a bidding war several days in advance of the closing date and time, thereby driving the cost of the item higher than necessary.
4. *How to register:*
  - A: Registration Steps Overview:
    1. In the address bar, type www.govdeals.com
    2. Click on “register for free”
    3. Read the Bidders Agreement
    4. Fill out the Bidder Registration form
    5. Click on the button that reads, Register
    6. Validate your telephone number
    7. Retrieve the temporary password that was sent to your email
    8. Log in with the temporary password
    9. Enter a password that you would like to use.

5. *Bidders placed on probation:*

New Bidder Probation applies to all bidders who registered on 11/09/2011 and beyond.

### Descriptions:

Completed Auction: An item paid for and marked picked up in the GovDeals system

Incomplete Auction: An item won that is not paid for and or not marked picked up, or an item for which you currently hold the high bid

### Restriction:

1-30 days:

You may only have 3 incomplete auctions at a time. As each auction is completed, you are permitted to bid on additional items – up to a total of 3 items.

NOTE: An item must be marked picked up in the GovDeals system to be considered as a completed auction.

31-60 days: The same rules apply as within the first 30 days, but the total has increased to 6 items.

61 – 90 days: The same rules apply; the number is increased to 9 items.

If the bidder does not want to be restricted to the amount of items they are allowed to purchase during the ninety (90) day probationary period, the bidder may send GovDeals a \$1,000 refundable deposit and the ninety (90) day restriction will be removed from the bidder’s account upon receipt of the deposit. The deposit must be made to GovDeals, Inc. in the form of a Certified Cashier’s Check or U.S. Postal Money Order. Once ninety (90) days has passed from the date the bidder registered, GovDeals will return the bidder’s deposit.

6. *How to know if you are the winning bidder:*

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY NO.: **MP-100**

SUPERSEDES NO.:

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GovDeals provides you with three different methods to determine if you are the high bidder at the close of an auction:

1. A Buyer's Certificate is sent via e-mail to the high bidder shortly after an auction closes. (Print this certificate and present it to the seller as proof that you are the high bidder).
2. Check My Bids (available 10 minutes after an auction closes):
3. View bid history

To check "My Bids"

1. Login.
2. Select "My Bids".
3. Check the items listed under the heading "Past Auctions Results" – Last 365 Days". If you were the high bidder, the item will be listed in this area.

To View the bid history:

1. Select "Advanced search" on the Home page
2. Change the timing to "Sold"
3. Select search
4. Navigate to the closed item you want to view the bid history on
5. Click on the description of the item
6. On the right, select "view bid history"

## 7. *How to view sold items:*

An item shows up under "sold" approximately 10 minutes after an auction closes. You may not view the bid history on an item that has closed without meeting the reserve set by the seller.

To view sold items and the bid history:

1. Select "Advanced search"
2. Change the timing to "Sold"
3. Select search
4. Navigate to the item you want to view
5. Click on the description of the item
6. On the right, select "view bid history"

## 8. *How to bid:*

Place your bid amount in the Bid box

It is not usually necessary to enter a decimal point. Do not enter a dollar sign or comma. Your bid will automatically be placed as a max auto bid. (Also known as a proxy bid).

Example bid A: For a bid in the amount of \$200.00, enter 200 only.

Example bid B: For a bid in the amount of \$2,000.00, enter 2000 only.

Example bid C: To enter an odd amount or change, for a bid in the amount of \$101.06, enter 101.06 only.

## 9. *Can I increase or decrease the bid amount?*

Rules for increasing or decreasing your Bid Amount:

Subsequent to a bidder entering their initial Bid Amount, they may increase the Bid Amount, however, the new Bid Amount" must be equal to or greater than the current Minimum Bid.

A bidder may also decrease their Bid Amount, however, the new Bid Amount cannot be less than the current Minimum Bid.

You may only lower a max auto (proxy) bid

How to increase or decrease your Bid Amount:

In order to change your Bid Amount, simply enter your new Bid Amount in the Bid bid box for the item on which you are bidding.

## 10. *Can a bid be retracted?*

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY NO.: **MP-100**

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No, bids are binding contracts. If you have a max auto bid, please lower it to the current minimum bid and then contact the help desk at 800-613-0156 x 1, or send an email to customerservice@govdeals.com.

11. *How to make an electronic payment:*

1. Log into GovDeals
2. Select "My Bids"
3. Check the box to the left of the item you wish to pay for
4. Select the payment type (Bottom)
5. Payment types:
  - a. PayPal: Continue with check out through PayPal
  - b. Credit Card: Complete Form
  - c. Wire Transfer: Print Invoice; take to financial Institution

12. *What to do if you do not receive a temporary password:*

1. If your account has not been verified, please call 1-800-613-0156.
2. If you have contacted a GovDeals representative and a password has already been sent. Please check in your spam or junk folder.
3. If it has been more than 10 days since you registered, your registration information may have been purged. You will need to re-register.

13. *What to do if you are unable to log on using the temporary password:*

1. Enter your username.
2. Type in the temporary password. The temporary password is composed of 8 letters only.
3. If you copy and paste the password, it generally will not work.
4. Please call the help desk @ 1-800-613-0156.

14. *Can a user name be changed after registration?*

No. When you register you create your "user name" and it CANNOT be changed.  
Your user name will be viewed by all others as so: A\*\*\*B. Only you will see your full user name.

15. *What to do if you forget your username:*

1. Select "Login" on the home page.
2. Under the Sign In button, select "Forgot Username"
3. Enter the email address in your buyer account.
4. Your Username will be sent to you via email.

16. *What to do if you forget your password:*

1. On the home page select "Login"
2. Under the sign in button select "Forgot Password"
3. Enter your Username and email address.
4. Select Send.
5. Your Password will be emailed to you.

17. *How to change your email address:*

1. Login.
2. Select "My Account".
3. Scroll down and select "Edit".
4. Change your email address.
5. Select "Update".

18. *What is a Restriction Banner and what does it mean?*

You may see restriction banners under these categories located at the top of an items listing :

- Fire Departments
- Government Agencies
- Gun Dealers Licensed
- Law Enforcement
- Licensed Auto Dealers and Salvors Only

# BIDDING ON PROPERTY ON GOVDEALS.COM

POLICY NO.: **MP-100**

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- Licensed Landscape / Nursery Personnel Only
- Licensed Medical Personnel Only
- Liquor Dealers (Licensed)
- Motorcycle Dealer (Licensed)
- Police and Fire Departments Only
- Police Equipment Dealers

You may not be able to place a bid on this item. To qualify to bid on an item under any one of these restrictions, please email a copy of your business license or ID badge to [customerservice@govdeals.com](mailto:customerservice@govdeals.com). You may wish to fax this documentation to 615-846-1154.

19. *What "Reserve Not Met" means:*

"Reserve Not Met" is displayed when the bid does not meet the price a seller is willing to accept for an item. The seller is under no obligation to complete the transaction when their reserve is not met.

20. *Does GovDeals allow for automatic (proxy) bidding?*

Yes. On the asset page, you can place your bid in the "Bid" field.

Unless you un-check the Auto-Bid check box, the bid will be received as a "Proxy / Auto Bid".

The following steps will allow you to set a limit as to how high you are willing to bid on an item.

Any time you are outbid on this item, GovDeals will automatically place a bid for you up to your set limit.

After you have set a "Bid Amount", a line will be displayed telling you what the amount is each time you view the item.

Step 1. Click on the asset that you would like to bid on. This will display an asset information sheet.

Step 2. Enter your "Bid Amount" in the bid box labeled "Bid". Your "Bid" must be equal to or greater than the "Minimum Bid".

Step 3. Click 'Place Bid!'

Step 4. Click 'Agree.' A confirmation page will display the item description and the "Bid". By clicking the 'Agree' button, you agree to the "Bid" placed, and the sellers "Terms and Conditions".

21. *How does automatic (proxy) bidding work with a reserve amount?*

When placing an automatic bid amount on an item with a reserve, the automatic bid amount is compared to the reserve amount.

Examples:

1. The automatic bid amount is lower than the reserve amount:

The bid is placed for the total amount of the automatic bid and the item reflects, the high bidder, as well as "Reserve Not Met".

2. The automatic bid amount is equal to the reserve amount:

The bid is placed for the total amount of the automatic bid (equal to the reserve amount) and the item reflects the amount of the bid as well as the high bidder.

3. The automatic bid amount exceeds the reserve amount:

The bid is placed for the amount of the reserve and the item reflects the amount of the bid as well as the high bidder.

22. *Is it possible to have equal bid amounts?*

Yes. It is possible for equal bids to occur during an auction. The person who placed their bid first is the high bidder.

23. *How can a bidder be the high bidder or winning bidder without appearing to meet the bid increment or minimum bid? Max Auto Bid and its Effect on the Bid Increment:*

At the time a bidder places a "Max Auto Bid Amount" the bid amount must be equal to or exceed the "Minimum Bid". A bidder may be outbid by an amount less than a full increment. This will occur when the winning bidder's bid beats the second highest bidder's bid by an amount less than the full increment. There are two cases where a bid increment may be higher than the standard increment:

1. Meeting the reserve

# BIDDING ON PROPERTY ON GOVDEALS.COM

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2. Beating a competing bidder's high bid The following is an example of how a "Max Auto Bid Amount" can be declared the winner of an auction and appearing not to meet the "Minimum Bid: Opening amount \$100.00 Bid increment \$10.00 Minimum bid amount \$200.00 Bidder A enters a max auto bid amount of \$215.00. Bidder A's max auto bid amount passes the minimum bid test. GovDeals records bidder A's minimum bid amount of \$200.00. The new minimum bid amount is now \$210.00. (\$200.00 + \$10.00 bid increment). Bidder B enters a minimum bid amount of \$210.00. GovDeals records bidder B's bid amount and then enters bidder A's max auto bid amount of \$215.00 as the high bid. Although Bidder A's max auto bid amount of \$215.00 appears not to meet the bid increment of \$10.00, at the time Bidder A placed the max auto bid amount it passed the minimum bid test.

24. *Does the auction time extend if a bid is placed within the last minute?*

**A:** Some sellers do extend the auction ending time if a bid is placed within the last minute. Other sellers do not. If an auction extends it will be clearly stated on the auction page.

25. *Is there a way to know when you have been out bid on an item?*

During the bidding process you will be notified after bid confirmation or via email notification if this option has been selected and you are the high bidder. Note: This is a courtesy feature and notices may not be received before an auction ends.

26. *What if someone else uses my account and defaults on a bid?*

Notify the Help Desk immediately. The registrant is responsible to pay the GovDeals service fee. The GovDeals service fee is 40% of your high bid amount.

27. *Is there a way to be notified when new items, in a particular category, have been put up for auction?*

Yes.

1. Login

2. Select "Favorites".

3. Select the categories you are interested in.

4. If you want to be notified via email when new items are posted, select the option.

5. Select "Update"

6. Select a distance:

7. Select Update.

28. *How to stop receiving emails when new items are posted:*

1. Login.

2. Select "Favorites".

4. Deselect the notify the option by clicking in the box.

5. Select Update.

# PURCHASE ORDER AUDITS

POLICY No.: **MP- 110**

SUPERSEDES No.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE No.: 1 of 2

## I. PURPOSE:

To establish a procedure for preparing for and responding to purchase order audits.

## II. SCOPE:

This procedure applies to all purchase orders.

## III. GENERAL

### A. CLOSED PURCHASE ORDER AUDITS

Purchase orders to be audited are typically purchase orders over \$4,000, but may also include other purchase orders less than \$4,000 that have been identified by the Purchasing Agent as needing special attention.

Department Purchasers should ensure that all requisitions and purchase orders have been completed as described in this manual. (See Section PP.)

1. The Buyer selects closed purchase orders to be audited from the Buyspeed system.
2. The Buyer reviews each purchase order for conformance with the Purchasing Policies and Procedures.
  - a. If the Buyer requires additional information from the Department responsible for the purchase order, he/she will contact the Department Purchaser. Department personnel will make every effort to provide required information. If supporting documentation is not available, a justification letter from the Department Director to the Purchasing Agent as to why it is not available will be required.
  - b. Some justifications may require approval by the Town Administrator to allow the variance.
3. The Buyer prepares an Audit Summary and e-mails the Audit Summary to the Purchasing Agent. He/She will provide the results to the Town Administrator and the Finance Director.
4. If deviances from the Purchasing Policies and Procedures have been noted, the Town Administrator may require additional justification from the Department Director.
5. Once the Department receives an approved justification from the Town Administrator or Purchasing Agent, a paper copy will be forwarded to the Buyer. Buyer will verify justification has been received.
  - a. Justification should be received within two (2) weeks of receipt of the audit results.
  - b. If justification has not been received within two (2) weeks, an e-mail notification will be sent to the Department Director, Town Administrator and Finance Director.

# PURCHASE ORDER AUDITS

POLICY NO.: **MP- 110**

SUPERSEDES NO.:

EFFECTIVE DATE: **MAY 29, 2012**

PAGE NO.: 2 of 2

## B. OPEN PURCHASE ORDER AUDITS

1. The Buyer reviews all open purchase orders from the “Sent” and “Partial Receipt” status purchase orders for the selected department.
2. The Buyer reviews the purchase orders and requisitions for conformance with the Purchasing Policies and Procedures.
  - a. If the Buyer requires additional information from the Department responsible for the purchase order, he/she will contact the Department Purchaser. Department personnel will make every effort to provide required information. If supporting documentation is not available, a justification letter from the Department Director to the Purchasing Agent as to why it is not available will be required.
  - b. Some justifications may require approval by the Town Administrator to allow the variance.
3. The Buyer prepares an Audit Summary and e-mails the Audit Summary to the Department personnel responsible for purchase order preparation and to the Purchasing Agent.
4. If deviances from the Purchasing Policies and Procedures have been noted, the Department personnel will make an effort to correct the deviance prior to completely receiving the purchase order and submitting the invoice for payment.
  - a. If correction is not possible, the Department Director should prepare a justification letter and send it to the Purchasing Agent.
5. The Purchasing Agent forwards the Audit Summary and results of the audit to the Finance Director, who discusses any concerns with the Town Administrator.

## C. The following standard information should be provided on applicable purchase orders:

1. Purchase orders between \$4,000 and \$10,000: scan in and attach all Quotes to the purchase order.
2. Scan in and attach any approved Justifications to the purchase order.
3. If the purchase is greater than \$10,000, note the BMA approval date on the purchase order.
4. If the purchase is based on a Town contract, note the Contract ID # on the purchase order.
5. If the purchase is based on a Sole Source justification, provide the Sole Source # on the purchase order.
6. If the purchase has an EIN (emergency identification number), provide it on the purchase order.

The BMA approval dates, Contract ID #s, Sole Source #s and EINs are generally listed as a narrative item on the purchase order but may also be included as a “Note” on the purchase order.

# SAMPLE FORMS

POLICY No.: **F**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **1 OF 1**

<b>NUMBER</b>	<b>TITLE</b>	<b>WHERE USED</b>
F0010	Requisition Form / Merchandise Receiving Report	PP-020
F0020	Emergency Purchase Explanation	PP-030
F0030	Sole Source Justification	PP-040
F0040	Written Quotation (Request for Quotation)	PP-080
F0050	Fax Instruction Cover Sheet	PP-080
F0060	Standard Terms and Conditions for Written Quotations	PP-080
F0070	Surplus Forms	MP-030
F0080	Construction Design Review Sheet	P-150
F0090	Professional Services/Construction TOC Request Form	MP-050
F0100	CIP Preliminary Submission Form	
F0110	Contract Change Order Forms	PP-0100
F0120	Request Form for Purchase from GovDeals.com	MP-100
F0130	Certification Form for Purchase from GovDeals.com	MP-100



**EMERGENCY PURCHASE EXPLANATION FORM**

**Emergency Identification Number assigned:** EIN # \_\_\_\_\_ on (Date): \_\_\_\_\_

**EIN number assigned by:** (Name) \_\_\_\_\_, Purchasing Division.

**Material or Services Purchased (General Description):**

**Nature of emergency affecting safety, health or welfare of the public. Be concise but describe the emergency completely:**

**Vendor:** \_\_\_\_\_

**Total Actual Cost of Emergency Purchase:** \$ \_\_\_\_\_

**Prepared By:** (Name) \_\_\_\_\_

**Department / Division:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

**Attach receiving report or packing slip and any other supporting documentation and forward to Purchasing for review, approval processing for payment by Accounts Payable Division.**

**Approved by Purchasing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SOLE SOURCE JUSTIFICATION**

VENDOR: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

ESTIMATED ANNUAL EXPENDITURE FOR THE ABOVE ITEM OR SERVICE: \$ \_\_\_\_\_

**INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE:** Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

1. \_\_\_\_\_ Sole source request is for the original manufacturer or provider, there are no regional distributors. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. \_\_\_\_\_ Sole Source request is for the only tri-state area distributor of the original manufacturer or provider. (Attach the manufacturer's – not the distributor's – written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. \_\_\_\_\_ The parts/equipment are not interchangeable with similar parts of another manufacturer. (Explain in separate memorandum.)
4. \_\_\_\_\_ This is the only known item or service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application.)
5. \_\_\_\_\_ The parts/equipment are required from this source to permit standardization. (Attach memorandum describing basis for standardization request.)
6. \_\_\_\_\_ None of the above apply. A detailed explanation and justification for this sole source request is contained in attached memorandum.

**The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.**

\_\_\_\_\_  
 Department Head                                      Department                                      Date

(Purchasing Division Use Only)

**Sole Source Authorization**

Approved by Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_ Sole Source # \_\_\_\_\_

Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Disapproval:

<b>TOWN OF COLLIERVILLE</b> 500 POPLAR VIEW PARKWAY COLLIERVILLE, TN 38017 (901) 457-2250 FAX (901) 457-2258				<b>REQUEST FOR QUOTATION</b>			
		NUMBER _____	DATE _____				
The above number must appear on all related paperwork.							
<b>THIS IS NOT AN ORDER</b>							
DELIVERY REQUIRED	REPLY NO LATER THAN		REQUISITION NO.	DEPARTMENT	JOB NO.		
VENDOR				SUMMARY OF QUOTATIONS			
1				ITEM	VENDOR 1	VENDOR 2	VENDOR 3
2							
3							
				SHIPPING COSTS			
				TOTAL			
				TERMS			
				F.O.B.			
				SHIP DATE			
TERMS		F.O.B.		SHIPMENT VIA		DATE SHIPMENT CAN BE MADE	
ITEM	QUANTITY	DESCRIPTION				UNIT PRICE	AMOUNT
		<b>SHIPPING COST</b>					
		<b>LUMP SUM TOTAL OF QUOTE</b>					

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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

TOWN OF COLLIERVILLE, TENNESSEE

\_\_\_\_\_  
DEPARTMENT**REQUEST FOR QUOTATION INSTRUCTION****FAX COVER SHEET**

PHONE NUMBER (901) \_\_\_\_\_ FAX NUMBER (901) \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TO: \_\_\_\_\_ FAX #: \_\_\_\_\_

FROM: \_\_\_\_\_ PAGES TO FOLLOW: \_\_\_\_\_

Each vendor receiving this Request for Quotation shall complete the following steps given below and shall return the completed form by fax to the above identified Town contact before the required time and date shown on the form.

Should the vendor be unable or not desire to offer a quote, the vendor is required to place “**NO QUOTE**” somewhere on the Request for Quotation form and fax it back to the identified Town contact in order for the vendor’s name to remain on the Town’s current vendor list for future solicitations.

- 1) The vendor shall enter the Payment Terms within the designated area on the Request for Quotation Form.
- 2) Vendor shall enter information regarding Ship Via within the designated area on the Request for Quotation Form.
- 3) Vendor shall enter the Date Shipment Can Be Made within the designated area on the Request for Quotation Form.
- 4) Vendor shall offer a Unit Price for each item specified within the designated area on the Request for Quotation Form.
- 5) Vendor shall give the anticipated Shipping Costs within the designated area on the Request for Quotation Form.
- 6) Vendor shall give a Lump Sum Total for quote including all shipping and handling costs within the designated area on the Request for Quotation Form.
- 7) Vendor shall fill in the blanks at the bottom of the Request for Quotation Form completely and accurately. The Form must be signed and dated by an agent legally authorized to bind the said company. **NO QUOTES WILL BE ACCEPTED WITHOUT A SIGNATURE AND DATE.**

Confidential Agreement

Note: This facsimile contains privileged and confidential information intended only for the use of the specific individual(s) named above. If you or your employer is not the intended recipient of this facsimile or an employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any unauthorized dissemination or copying of this facsimile or the information contained herein is strictly prohibited. If you have received this facsimile in error, please immediately notify the person named above by telephone.

F0060  
**TOWN OF COLLIERVILLE, PURCHASING DIVISION**  
**STANDARD TERMS AND CONDITIONS FOR**  
**REQUEST FOR QUOTATION**

500 POPLAR VIEW PARKWAY • COLLIERVILLE, TN 38017 • PHONE: (901) 457-2250

The following terms, conditions, instructions and specifications are included in and become a part of this Request for Quotation.

**1.0 PREPARATION OF QUOTES:**

- 1.1 All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify the quote.
- 1.2 Correction and/or modifications received after the due date specified will not be accepted.
- 1.3 Time of delivery shall be stated as the number of calendar days following receipt of the order by the successful vendor to receipt of the goods or services by the Town.
- 1.4 Time of delivery may be a consideration in the award.
- 1.5 Prices will be considered as net if no cash discount is shown.
- 1.6 An authorized officer, employee or agent of the vendor shall sign all quotes.
- 1.7 Quotes must be submitted by the date and at or before the time specified to be considered.

**2.0 CRITERIA OF AWARD:**

- 2.1 The Town reserves the right: (1) to award quotes received on the basis of individual items, or groups of items or on the entire list of items, (2) to reject any or all quotes, accept quotes in part or whole, (3) waive defects, informalities or minor irregularities in quotes or quote process and (4) to accept the quote that is deemed, to be in the best interest of the Town.
- 2.2 Award will be made on the following basis:
  - 2.2.1 Best/Low quote meeting specifications.
  - 2.2.2 Previous Vendor Performance History.
  - 2.2.3 Delivery Time Quoted.
- 2.3 In case of one or more identical quotes, the winning vendor will be determined by placing in a hat sheets of paper bearing, respectively, the names of the vendors submitting identical quotes, with a representative of the Town drawing one piece of paper, and the name of the vendor thereon shall be the successful vendor.

**3.0 SPECIFICATIONS:**

- 3.1 These specifications are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the items needed.
- 3.2 The Purchasing Agent hereby reserves the right to approve as an equal, or to reject as not being equal, any item the vendor proposed to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.
- 3.3 The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.

**4.0 PRICING, TERMS & DELIVERY:**

- 4.1 Prompt payment discount shall be considered as a cost factor in the evaluation of quotes.

- 4.2 The Town of Collierville reserves the right to accept any prompt payment discount offered by the successful vendor, however, time will be computed from date of receipt of correct invoice or receipt of acceptance of shipment, whichever is later.
- 4.3 All deliveries shall be F.O.B. Collierville, Tennessee location in place/inside – no additional charges shall be allowed above the amount shown in the net prices.
- 4.4 All prices shall be valid for a minimum of thirty (30) days from the quote due date unless otherwise indicated in the bid request.
- 4.5 If there is a discrepancy between unit price and its extension, unit price shall prevail.

**5.0LIABILITIES:**

- 5.1 The vendor shall hold the Town, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention under this quote, and agrees to defend, at his own expense, any and all action brought against the Town because of the unauthorized use of such articles.

**6.0GRATUITIES:**

- 6.1 Town of Collierville may, by written notice to the vendor, cancel any contract and/or purchase order resulting from the quote without liability if it is determined by the Town that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the vendor, or any agent or representative of the vendor, to any officials or employee of the Town with a view toward securing a contract or securing favorable treatment with respect to the awarding amending, or the making of any determination with respect to the performing of such a contract. In the event the contract and/or purchase order is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or with hold the amount of the cost incurred by the vendor in providing such gratuities.

**7.0CONFLICT OF INTEREST:**

- 7.1 No part of the total contract and/or purchase order amount resulting from this quote shall be paid directly or indirectly to any official or employee of the Town of Collierville, Tennessee as wages, compensation, or gifts in exchange for acting as official, agent, employee, subcontractor, or consultant to the contractor in connection with any work contemplated or performed relative to this contract. Furthermore, quotes submitted by the above referenced individual (s) will not be accepted.

**8.0SAMPLES:**

- 8.1 Samples of articles, when required, shall be furnished free of cost to the Town.
- 8.2 Samples of articles selected may be retained for future comparison.
- 8.3 Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the vendor's expense.

**9.0TAXES:**

- 9.1 The contractor /vendor shall not include any sales, use or federal excise tax to be collected from the Town since the Town is tax exempt.
- 9.2 Exemption certificates will be furnished upon request.

**10.0BRAND NAMES:**

- 10.1 Brand names and number, when used, are for reference to indicate the character or quality desired.
- 10.2 Equal items will be considered, provided your offer clearly described the article. Offers for equal items shall state the brand and number or level of quality. The determination of the Purchasing Agent as to what items are equal shall be final and conclusive.
- 10.3 When brand, number, or level of quality is not stated by the vendor, it is understood the offer is exactly as specified.

**11.0INSURANCE:**

11.1 When required, vendors must supply certificate of insurance through a company that is authorized to do business in the State of Tennessee.

**12.0AWARD OF BID:**

12.1 The award of this quote to the successful vendor shall be governed by the laws of the State of Tennessee.

**13.0DELIVERY EXCEPTION:**

13.1 The suppliers shall not be responsible for failure to forward materials or render services due to strike, flood, or fire.

13.2 Should deliveries not be made on time as outlined on our quotation sheet and defined by you, then the Town has the authority to cancel any / and all orders issued under this quote.

**14.0DOCUMENTS INCLUDED IN CONTRACTS:**

14.1 The specifications, terms / conditions and detailed requirements shall become a part of any contract agreement and / or purchase order that result from this quote.

**15.0INSPECTION:**

15.1 When the buyer deems it necessary to inspect shipments, they may do so. Should this inspection reveal that the shipment is not as per our specifications, then the buyer has the privilege to return said items at the supplier's expense.

**16.0BILLING AND PAYMENT:**

16.1 Payment will be made by the Town upon receipt of invoice, ownership documents, and acceptance of commodity by the Town of Collierville.

16.2 The vendor shall submit an invoice to: Finance Director  
Town of Collierville  
500 Poplar View Parkway  
Collierville, TN 38017

**17.0COLLUSION:**

17.1 Vendors, by submitting a signed quote, certify that the accompanying quote is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

# Surplus Computer Equipment Inspection Form

F0070 - A

**Pictures:** Disc \_\_\_\_\_ Views/ Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Inventory ID** \_\_\_\_\_

**Asset Number** \_\_\_\_\_

**Short Description:**

Year \_\_\_\_\_ Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**Please fill in or check**

**Long Description:**

This Equipment  Is Operable  Is not operable  For Parts Only

This equipment was maintained every \_\_\_\_\_  Hours

**Condition:**  Is operable  Needs repair  is in unknown condition

General Condition Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minor damage to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

**Manufacturer** \_\_\_\_\_ **Model** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Location of Asset:** \_\_\_\_\_

**For more information contact:** \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 5 minutes.

IT DEPARTMENT APPROVAL (Signature): \_\_\_\_\_ DATE.: \_\_\_\_\_

AUTHORIZED BY HEAD OF DEPARTMENT (Signature): \_\_\_\_\_

DATE AUTHORIZED: \_\_\_\_\_

\*\*Completed form should be sent to Kim Clark in the Finance Department (457-2282).

FINANCE OFFICE USE ONLY

ASSET ON CAPITAL ASSET SYSTEM: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

ASSET REMOVED FROM ASSET SYSTEM BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROCESSED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GENERAL SERVICES DEPARTMENT DISPOSITION INSTRUCTIONS**

**SURPLUS ITEM ABOVE WILL BE DISPOSED OF BY:**

TRANSFER: \_\_\_\_\_ ONLINE PUBLIC AUCTION: \_\_\_\_\_ OTHER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

AUCTION NET RECEIVED: \$ \_\_\_\_\_

# Surplus Equipment Inspection Form

F0070 - B

**Pictures:** Disc \_\_\_\_\_ Views/ Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Inventory ID** \_\_\_\_\_

**Asset Number** \_\_\_\_\_

**Short Description:**

Year \_\_\_\_\_ Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**Please fill in or check**

**Long Description:**

This Equipment  Is Operable  Is not operable  For Parts Only

This equipment was maintained every \_\_\_\_\_  Hours

**Condition:**  Is operable  Needs repair  is in unknown condition

General Condition Comments: \_\_\_\_\_

\_\_\_\_\_

Minor damage to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

**Manufacturer** \_\_\_\_\_ **Model** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Location of Asset:** \_\_\_\_\_

**For more information contact:** \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 5 minutes.

**DEPARTMENT:** \_\_\_\_\_ **JUSTIFICATION FOR SURPLUS:** \_\_\_\_\_

**MINIMUM/RESERVE AMOUNT:** \_\_\_\_\_ **REQUESTED DISPOSAL METHOD:**  SALE  DISCARD  DONATE

**CONTACT PERSON:** \_\_\_\_\_ **TELEPHONE NO.:** \_\_\_\_\_

**AUTHORIZED BY HEAD OF DEPARTMENT (Signature):** \_\_\_\_\_

**DATE AUTHORIZED:** \_\_\_\_\_ **\*\*Completed form should be sent to Kim Clark in the Finance Department (457-2282).**

**TOWN ADMINISTRATOR APPROVAL (Signature):** \_\_\_\_\_

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

FINANCE OFFICE USE ONLY

**ASSET ON CAPITAL ASSET SYSTEM: YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INITIAL:** \_\_\_\_\_ **ACCOUNT #** \_\_\_\_\_

**ASSET REMOVED FROM ASSET SYSTEM BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

**GENERAL SERVICES DEPARTMENT DISPOSITION INSTRUCTIONS**

**SURPLUS ITEM ABOVE WILL BE DISPOSED OF BY:**

**TRANSFER:** \_\_\_\_\_ **ONLINE PUBLIC AUCTION:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**AUCTION NET RECEIVED: \$** \_\_\_\_\_

# Surplus Motorized Equipment Inspection Form

F0070 - C1

**Pictures:** Disc \_\_\_\_\_ Views/ Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Inventory ID** \_\_\_\_\_

**Asset Number** \_\_\_\_\_

**Short Description:**

Year \_\_\_\_\_ Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**Please fill in or check**

**Long Description:**

This Equipment  Starts  Starts with a boost  Is Operable  Is not operable  For Parts Only

**Engine** \_\_\_\_\_ L, V \_\_\_\_\_  Gas  Diesel engine  Hours \_\_\_\_\_  Miles \_\_\_\_\_

This vehicle was maintained every \_\_\_\_\_  Hours

**Engine Condition:**  Is operable  Needs repair  is in unknown condition

Repairs needed: \_\_\_\_\_

**Transmission**

Transmission:  Automatic  Manual \_\_\_\_\_ speed  Hours \_\_\_\_\_  Miles \_\_\_\_\_

**Transmission Condition:**  Is operable  Needs repair  Is in unknown condition

Repairs Needed: \_\_\_\_\_

**Interior:** Color \_\_\_\_\_  Cloth  Vinyl  Leather

Minor damage to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

Radio: Brand \_\_\_\_\_  AM  AM/FM  AM/FM Cassette  AM/FM CD

AC  No AC **Condition:**  Cold  Unknown  Cruise Control  Steering  Seats

**Exterior:** Color \_\_\_\_\_ **Windows:**  No cracked glass  Cracked \_\_\_\_\_

Minor  Dents  Scratches  Dings **Tire Condition:**  Low \_\_\_\_\_  Flat \_\_\_\_\_

Minor dents to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

# Of Wheels \_\_\_\_\_ # Of Axles \_\_\_\_\_ # Of Tracks \_\_\_\_\_

Decals:  None  Have been sprayed  Have been removed  Impressions remain  No impressions

**Other equipment:** **Description** \_\_\_\_\_

**Manufacturer** \_\_\_\_\_ **Model** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Location of Asset:** \_\_\_\_\_

**For more information contact:** \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 5 minutes.

ASSET TAG #: \_\_\_\_\_ UNIT #: \_\_\_\_\_

MINIMUM/RESERVE AMOUNT: \_\_\_\_\_

REQUESTED DISPOSAL METHOD: \_\_\_ SALE \_\_\_ DISCARD \_\_\_ DONATE

JUSTIFICATION FOR SURPLUS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

AUTHORIZED BY HEAD OF DEPARTMENT (Signature): \_\_\_\_\_

DATE AUTHORIZED: \_\_\_\_\_

\*\*Completed form should be sent to Kim Clark in the Finance Department (457-2282).

\_\_\_\_\_  
TOWN ADMINISTRATOR APPROVAL (Signature): \_\_\_\_\_

DATE AUTHORIZED: \_\_\_\_\_

FINANCE OFFICE USE ONLY

ASSET ON SYSTEM: YES \_\_\_ NO \_\_\_ DATE: \_\_\_ INITIAL: \_\_\_ ACCOUNT # \_\_\_\_\_

ASSET REMOVED FROM SYSTEM BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL COST: \_\_\_\_\_

.....  
**GENERAL SERVICES DEPARTMENT DISPOSITION INSTRUCTIONS**

**SURPLUS ITEM ABOVE WILL BE DISPOSED OF BY:**

TRANSFER: \_\_\_ ONLINE PUBLIC AUCTION: \_\_\_ OTHER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

AUCTION NET RECEIVED: \$ \_\_\_\_\_

# Surplus Vehicle Inspection Form

F0070 - D1

**Pictures:** Disc \_\_\_\_\_ Views/ Picture # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

**Inventory ID** \_\_\_\_\_

**Asset Number** \_\_\_\_\_

**Short Description:**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

**Please fill in or check**

**Long Description:**

This vehicle  Starts  Starts with a boost and  Runs  Does not run

**Engine** \_\_\_\_\_ L, V \_\_\_\_\_  Gas  Diesel engine

This vehicle was maintained every \_\_\_\_\_  Days  Hours.

**Condition:**  Runs  Needs repair  is in unknown condition

Repairs needed: \_\_\_\_\_

**Transmission**

Transmission:  Automatic  Manual \_\_\_\_\_ speed

**Condition** is:  Operable  Needs repair  is unknown

Repairs Needed: \_\_\_\_\_

**Interior:** Color \_\_\_\_\_  Cloth  Vinyl  Leather

Minor damage to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

Radio: Brand \_\_\_\_\_  AM  AM/FM  AM/FM Cassette  AM/FM CD

AC  No AC Condition:  Cold  Unknown Air Bags  drivers side  dual

Cruise Control  Tilt Steering  Remote Mirrors  Climate Control

Power:  Windows  Door Locks  Steering  Seats

**Exterior:** Color \_\_\_\_\_ **Windows:**  No cracked glass  cracked \_\_\_\_\_

Minor  dents  scratches  dings **Tire Condition:**  Low \_\_\_\_\_  Flat \_\_\_\_\_ Hubcaps  1  2  3  4

Minor dents to: \_\_\_\_\_

Major damage to: \_\_\_\_\_

Decals:  None  Have been sprayed  Have been removed  Impressions remain  No impressions

Emergency equip:  None  Has been removed  There are holes in the exterior  There are no holes

**Other equipment:** **Description** \_\_\_\_\_

**Manufacturer** \_\_\_\_\_ **Model** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Vehicle Info:** VIN # \_\_\_\_\_ Mileage \_\_\_\_\_ Title Restriction  Y  N

**Location of Asset:** \_\_\_\_\_

**For more information contact:** \_\_\_\_\_

**Reminder:** Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 5 minutes.

ASSET TAG #: \_\_\_\_\_ UNIT #: \_\_\_\_\_

MINIMUM/RESERVE AMOUNT: \_\_\_\_\_

REQUESTED DISPOSAL METHOD:  SALE  DISCARD  DONATE

JUSTIFICATION FOR SURPLUS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

AUTHORIZED BY HEAD OF DEPARTMENT (Signature): \_\_\_\_\_

DATE AUTHORIZED: \_\_\_\_\_

**\*\*Completed form should be sent to Kim Clark in the Finance Department (457-2282).**

\_\_\_\_\_  
TOWN ADMINISTRATOR APPROVAL (Signature): \_\_\_\_\_

DATE AUTHORIZED: \_\_\_\_\_

FINANCE OFFICE USE ONLY

ASSET ON SYSTEM: YES  NO  DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

ASSET REMOVED FROM SYSTEM BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL COST: \_\_\_\_\_

.....  
**GENERAL SERVICES DEPARTMENT DISPOSITION INSTRUCTIONS**

**SURPLUS ITEM ABOVE WILL BE DISPOSED OF BY:**

TRANSFER:  ONLINE PUBLIC AUCTION:  OTHER: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

AUCTION NET RECEIVED: \$ \_\_\_\_\_

# Construction Design Review Sheet

F0080

Town Construction Project: \_\_\_\_\_

Lead Department: \_\_\_\_\_ Lead Department Project Coordinator: \_\_\_\_\_

**Directions:**

- 1) The lead department will identify the departments required to review the drawings and specifications for this project by placing a "X" beside the appropriate department.
- 2) The lead department project coordinator will insure that all departments identified will complete the necessary amount of reviews by having that person sign and date this form each time a review is performed by that specific department. A review will need to be performed each time changes are made following that departments review. (In most cases only one review will be necessary.)
- 3) The lead department will present the completed form upon delivery of the approved drawings and specifications to the purchasing department for bidding where it will remain with the project/bid file.

_____ ENGINEERING	1st Review performed by: _____	Date: _____
	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ FIRE	1st Review performed by: _____	Date: _____
-Fire Marshall	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ CONSTRUCTION CODES	1st Review performed by: _____	Date: _____
	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ PUBLIC SERVICES	1st Review performed by: _____	Date: _____
-Public Utilities	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
	-Public Works	1st Review performed by: _____
		2nd Review performed by: _____
		3rd Review performed by: _____
_____ FINANCE	1st Review performed by: _____	Date: _____
-Computer Support	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ GENERAL SERVICES	1st Review performed by: _____	Date: _____
-Purchasing	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ ADMINISTRATION		
-Assist. Town Administrator	1st Review performed by: _____	Date: _____
-Town Administrator	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ PARKS AND RECREATION	1st Review performed by: _____	Date: _____
	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____
_____ POLICE DEPARTMENT	1st Review performed by: _____	Date: _____
	2nd Review performed by: _____	Date: _____
	3rd Review performed by: _____	Date: _____

Date Submitted to Purchasing Department for Bidding: \_\_\_\_\_

Purchasing Department Personnel Receiving Documents: \_\_\_\_\_

## TOWN OF COLLIERVILLE PROFESSIONAL SERVICE/CONSTRUCTION REQUEST FORM

**PROJECT NAME:** \_\_\_\_\_

**DEPT. PROJECT COORDINATOR:** \_\_\_\_\_

**PROJECT #** \_\_\_\_\_

If this project is new, a project number will be assigned by Finance Department.

**This PROJECT # must appear on all invoices submitted by the vendor.**

All Applications for Payment must be signed by Dept. Proj. Coordinator & Dept. Director

<b>DATE:</b>	<b>DATE WORK IS TO BEGIN:</b>
<b>DEPT:</b>	<b>COMPLETION DATE:</b>
<b>ACCT #:</b>	<b>COMPANY:</b>
<b>SOURCE OF FINANCING:</b>	
<b>PROPOSED CONTRACT AMOUNT:</b>	
<b>DESCRIPTION OF PROJECT:</b>	
<b>Dept. Project Coordinator Signature:</b> _____ <b>Date:</b> _____	
<b>Dept. Director Signature:</b> _____ <b>Date:</b> _____	
<b>City Administrator Approval:</b> _____ <b>Date:</b> _____	
<b>BOARD OF MAYOR AND ALDERMEN APPROVAL DATE:</b> _____	
<b>BMA APPROVED CONTRACT AMOUNT:</b> \$ _____	

**CAPITAL INVESTMENT PROGRAM**  
Preliminary Submission Form

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

Department: \_\_\_\_\_

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

Estimated Cost: \_\_\_\_\_

Design: \_\_\_\_\_ Utility Relocation: \_\_\_\_\_ Furnishings: \_\_\_\_\_

Construction: \_\_\_\_\_ Irrigation and Landscaping: \_\_\_\_\_ I.T./Network: \_\_\_\_\_

ROW/Easements: \_\_\_\_\_ Land: \_\_\_\_\_

Other: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Special Considerations or Requirements: \_\_\_\_\_

\_\_\_\_\_

Architectural/Engineering Scope: \_\_\_\_\_

\_\_\_\_\_

Land, Easements or ROW required: \_\_\_\_\_

\_\_\_\_\_

Special Studies or evaluations: \_\_\_\_\_

\_\_\_\_\_

Permits Required: \_\_\_\_\_

Work Already Performed: \_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Coordination Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternative Solutions/Interim Measures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unknowns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Opportunities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Impact on Annual Operating Budget: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Life Cycle Costs: \_\_\_\_\_  
Expected life of project: \_\_\_\_\_ Replacement Schedule: \_\_\_\_\_

Project Goals: \_\_\_\_\_  
Goal: \_\_\_\_\_

Measurement: \_\_\_\_\_  
Available Sources of Funds: \_\_\_\_\_

**TOWN OF COLLIERVILLE  
CONTRACT CHANGE ORDER FORM**

Form #F0110A



PROJECT NAME

DATE

CONTRACTOR

CONTRACT #

PROJECT MANAGER

CONTRACT DATE

AWARDED CONTRACT AMOUNT

CHANGE ORDER #

**THE CONTRACT IS AMENDED AS FOLLOWS:**

ITEM #	DESCRIPTION OF CHANGES/JUSTIFICATIONS	DECREASE IN CONTRACT AMOUNT	INCREASE IN CONTRACT AMOUNT
<b>TOTALS</b>			

ORIGINAL CONTRACT AMOUNT	\$	<hr/>
NET CHANGES BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	\$	<hr/>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<hr/>
CONTRACT SUM WILL BE INCREASED/DECREASED BY THIS CHANGE ORDER IN THE AMOUNT OF	\$	<hr/>
<b>NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER</b>	<b>\$</b>	<hr/>

ORIGINAL CONTRACT COMPLETION DATE

CONTRACT COMPLETION CHANGE +/- (# OF DAYS)

CONTRACT COMPLETION DATE ADJUSTMENT TO

\_\_\_\_\_  
Project Manager                      Date                      Dept. Director (if applicable)                      Date

Effective upon execution by the Town Administrator, the above referenced Contract is amended by the terms and conditions of this Change Order, including the cost and time contained herein, which constitute a full accord and complete satisfaction for all costs and time of performance related to the work described or referenced herein, including but not limited to, all delay and impact costs for the entire Project resulting from this Change Order. Except as amended herein, all provisions of the Contract remain in full force and effect and are hereby ratified and affirmed by the parties to the Contract.

Recommended by:	Agreed by:	Agreed by:
_____ Architect/Eng. (If Applicable)	_____ Contractor	_____ Town of Collierville Owner
_____ By: (Signature)	_____ By: (Signature)	_____ By: James Lewellen
_____ (Typed Name)	_____ (Typed Name)	_____ Its: Town Administrator
_____ Date	_____ Date	_____ Date

**TOWN OF COLLIERVILLE  
CONTRACT CHANGE ORDER FORM**

Form #F0110B



PROJECT NAME

DATE

CONTRACTOR

CONTRACT #

PROJECT MANAGER

CONTRACT DATE

AWARDED CONTRACT AMOUNT

CHANGE ORDER #

**THE CONTRACT IS AMENDED AS FOLLOWS:**

ITEM #	DESCRIPTION OF CHANGES/JUSTIFICATIONS	DECREASE IN CONTRACT AMOUNT	INCREASE IN CONTRACT AMOUNT
<b>TOTALS</b>			

ORIGINAL CONTRACT AMOUNT	\$	<hr/>
NET CHANGES BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	\$	<hr/>
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	\$	<hr/>
CONTRACT SUM WILL BE INCREASED/DECREASED BY THIS CHANGE ORDER IN THE AMOUNT OF	\$	<hr/>
<b>NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER</b>	<b>\$</b>	<hr/>

ORIGINAL CONTRACT COMPLETION DATE

CONTRACT COMPLETION CHANGE +/- (# OF DAYS)

CONTRACT COMPLETION DATE ADJUSTMENT TO

\_\_\_\_\_  
Project Manager                      Date                      Dept. Director (if applicable)                      Date

Effective upon execution by the Mayor, following approval by the Board of Mayor and Aldermen, the above referenced Contract is amended by the terms and conditions of this Change Order, including the cost and time contained herein, which constitute a full accord and complete satisfaction for all costs and time of performance related to the work described or referenced herein, including but not limited to, all delay and impact costs for the entire Project resulting from this Change Order. Except as amended herein, all provisions of the Contract remain in full force and effect and are hereby ratified and affirmed by the parties to the Contract.

Recommended by:	Agreed by:	Agreed by:
_____ Architect/Eng. (If Applicable)	_____ Contractor	_____ Town of Collierville Owner
_____ By: (Signature)	_____ By: (Signature)	_____ By: Stan Joyner, Mayor
_____ (Typed Name)	_____ (Typed Name)	_____ Attest:
_____ Date	_____ Date	_____ Town Clerk/Recorder
_____ Date	_____ Date	_____ Date

**REQUEST FOR PURCHASE OF SURPLUS GOVERNMENTAL PERSONAL  
PROPERTY  
THROUGH [WWW.GOVDEALS.COM](http://WWW.GOVDEALS.COM)**

The \_\_\_\_\_ Department requests, after having made proper inquiry, the undersigned hereby certify that the purchase of \_\_\_\_\_ at the above described auction will be taken from line item account number \_\_\_\_\_ and that the unencumbered balance available in said line item account is \$ \_\_\_\_\_ as of the date of the auction.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**TOTAL BIDS FOR THE ITEM TO BE PURCHASED AT AUCTION SHALL NOT EXCEED THE AMOUNT CERTIFIED ABOVE.**

**CERTIFICATION OF PURCHASE OF SURPLUS GOVERNMENTAL PERSONAL PROPERTY THROUGH WWW.GOVDEALS.COM**

DATE & TIME OF CLOSE OF AUCTION: \_\_\_\_\_

Auction Company / Auctioneer: GovDeals.com

The following items were purchased by the TOWN:

Item	Actual Bid Price	Method of Payment	Name of Governmental Entity	Account # Charged

(Use additional pages if necessary)

**TOTAL PRICE OF ALL ITEMS PURCHASED BY THE TOWN \$ \_\_\_\_\_**

Copies of all sales receipts, Bills of Sale and other applicable documents (i.e.: certification that items are free of any liens or encumbrances, etc.) must be attached to this certification.

**CERTIFICATION OF BIDDER**

The undersigned hereby certify that the above information is complete, true and correct. No rebates, gifts, money or anything else of value were given or received in connection with the purchases described above.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bidder for the Town

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

# EMERGENCY OPERATIONS PROCEDURES

POLICY No.: **EOP**

SUPERSEDES No.:

EFFECTIVE DATE:

PAGE No.: **1 OF 1**

## 9. Emergency Operations Procedures

- EOP-010 EOP – Requisition – Preparation Procedures
- EOP-020 EOP – Purchase Order – Preparation Procedures
- EOP-030 EOP – Purchase Order – Changes to

**EOP-REQUISITION – PREPARATION PROCEDURES**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

4

**I. PURPOSE**

To provide detailed emergency operations procedures for completing a purchase requisition manually in the event of a man-made or natural emergency that renders the BuySpeed Online purchasing system (BSO) inoperable.

**II. SCOPE**

This procedure applies town-wide.

**III. GENERAL**

The following are detailed procedures to be followed when implementing a request for purchase of materials, supplies, services, etc. in the event of a man-made or natural emergency that renders the BSO system inoperable.

The manual purchase requisition is designed to contain all of the necessary information and signatures relevant to the processing of the procurement. The completion of the manual purchase requisition by the requisitioner serves to create the first step in completing a contractual commitment between the supplier and the Town.

A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item # F0010.

**IV. REQUISITIONER INSTRUCTIONS FOR COMPLETING A MANUAL REQUISITION**

For purposes of identifying each specific item within the manual requisition as described below, a sample manual requisition has been marked and placed at the end of this particular section.

*Note: The following procedures are for all general purchases below the formal bid threshold.*

- A. Date – The date the manual requisition is prepared.
- B. Requisitioner – Signature of the person initiating the purchase request.
- C. Date Needed – Avoid the use of the term ASAP (as soon as possible), “AT ONCE”, and “RUSH”. Always estimate or project a specific preferred date the material or items is to be delivered. This consideration will assist the Buyer to determine priorities regarding delivery requirements. Always allocate as much lead-time as practical by determining your needs as far as possible in advance. This allows the Buyer adequate time to receive competitive bids and to purchase in the best and most efficient manner for the Town.

# EOP-REQUISITION – PREPARATION PROCEDURES

EOP-010

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

4

Prepare far enough in advance to avoid emergencies.

- D. Department – The complete name of the using department.
- E. Division – The complete name of the using division.
- F. Deliver To – Specific location to which shipment is to be delivered.
- G. Quantity – Specific quantity to be purchased and delivered.
- H. Unit – Specific quantity and unit of measure criteria are important and should be entered in the unit section for each item ordered.

Where no specific quantity and unit of purchase criteria are applicable, use “lot” (LT) as the unit of purchase.

The following abbreviations for unit of purchase are recommended:

<u>Symbol</u>	<u>Definition</u>	<u>Symbol</u>	<u>Definition</u>
BB	Barrel	M	Thousand
BO	Bottle	OZ	Ounce
BG	Bag	MF	Per 1,000 ft
BX	Box	PC	Piece
C	Hundred	PG	Page
CD	Card	PK	Package
CF	Cubic Foot	PR	Pair
CI	Cubic Inch	PT	Pint
CS	Case	QT	Quart
CW	Hundred Weight	RL	Roll
CY	Cubic Yard	RM	Ream
DA	Day	SF	Square Feet
DZ	Dozen	SH	Sheet
EA	Each	SI	Square Inch
FT	Foot	SP	Spool
GA	Gallon	ST	Set
GM	Gram	SY	Square Yard
GR	Gross	TU	Tube
HF	Hundred Feet	TN	Ton
IN	Inch	UN	Unit
KG	Kilogram	YD	Yard
LB	Pound	YR	Year
LF	Lineal Foot		

# EOP-REQUISITION – PREPARATION PROCEDURES

EOP-010

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

4

- I. Description – Specific description of items ordered includes model numbers, part numbers, amps, voltage, hp, brand, size, catalog references, color, dimensions, etc. Try not to generalize unless absolutely necessary!  
  
If the purchase is of a technical nature, specifications should be attached to the manual requisition.
- J. Estimated Unit Price – Price that has been agreed upon between requisitioner and supplier for the item to be purchased.
- K. Estimated Total Price – Multiply the Unit (H.) by the Estimated Unit Price (J.) and enter the total in the appropriate line within the Estimated Total Price column.
- L. Account Number – Enter the appropriate budgetary account number.
- M. Ship via – Means for which the items will be transported to its destination such as vendor truck, customer pick-up, common freight carrier, UPS, etc.
- N. Estimated Freight Cost – Freight charges that have been quoted by the supplier to the requisitioner.
- O. Estimated Total Cost – Enter the total estimated cost by adding each Estimated Total Price(s) (K.) to the Estimated Freight Cost (N.) for all items requisitioned.
- P. Recommended Vendor(s) – The requisitioner suggested or known source or supplier. A supplier address, telephone number, and contact are required. **Try to provide at least three potential sources.**
- Q. Justification for Purchase – Requisitioner to enter reason for the purchase of the described items.
- R. Approved By – Signature of individual authorized to approve expenditure of funds.
- S. Date – The date-authorized individual signed the manual requisition.

## Distribution as follows:

Purchase under \$10,000: The original signed manual requisition will be attached to the yellow copy of the purchase order for processing.

# EOP-REQUISITION – PREPARATION PROCEDURES

POLICY NO.: **EOP-010**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE NO.: 4 of 4

Purchase over \$10,000: The original signed manual requisition will be forwarded to the Purchasing Division for bidding.

A manual requisition for formal bids shall contain only these categories listed above: A, B, D, E, F, G, I, L, and R. For item "I" the department or division will attach specifications to the manual requisition and forward it to the department's assigned Buyer.



**TOWN OF COLLIERVILLE**

500 Poplar View Parkway  
Collierville, TN 38017

PURCHASE REQUISITION FORM					
DATE	REQUISITIONER	DATE NEEDED	PO NUMBER	REQUISITION NUMBER	
<b>A.</b>	<b>B.</b>	<b>C.</b>			
DEPARTMENT <b>D.</b>		DIVISION <b>E.</b>		DELIVER TO <b>F.</b>	
SHIP VIA	<b>M.</b>	FOB		TERMS	
QTY.	UNIT	DESCRIPTION		ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
<b>G.</b>	<b>H.</b>	<b>I.</b>		<b>J.</b>	<b>K.</b>
				ESTIMATED FREIGHT COST	<b>N.</b>
				ESTIMATED TOTAL COST	<b>O.</b>
RECOMMENDED VENDOR(S):		<b>P.</b>			
JUSTIFICATION FOR PURCHASE:		<b>Q.</b>			
<b>DEPARTMENT DIRECTOR OR DESIGNEE MUST SIGN AND DATE REQUEST BELOW:</b>					
The items above listed are a proper charge against the appropriation shown hereon and the services or materials are to be used exclusively for the purpose against which each said items are charged.					
APPROVED BY:	<b>R.</b>			DATE:	<b>S.</b>
APPROVED BY:				DATE:	
APPROVED BY:				DATE:	
APPROVED BY:				DATE:	
MATERIAL RECEIVING REPORT					
DATE	DIVISION MATERIALS DELIVERED TO:			PURCHASE ORDER NO.	
TIME OF DAY	RECEIVED BY: (INCLUDE POSITION TITLE)				
	<input type="checkbox"/> See attached packing slip				
TOTAL # OF ITEMS ON FREIGHT BILL	TOTAL # OF ITEMS RECEIVED	DELIVERED BY			
		<input type="checkbox"/> Town Pick-up <input type="checkbox"/> Vendor Truck <input type="checkbox"/> Freight Company <input type="checkbox"/> Mail <input type="checkbox"/> UPS <input type="checkbox"/> Fed Ex <input type="checkbox"/> Other: _____			
COMPLETE THIS SECTION FOR DAMAGED OR BACK ORDERED ITEMS					
ITEM	DESCRIPTION	QUANTITY	COMMENTS		
DAMAGED OR BACK ORDERED ITEMS RECEIVED BY		POSITION TITLE		DATE RECEIVED	

**EOP - PURCHASE ORDERS – PREPARATION PROCEDURES**EFFECTIVE DATE: **JUNE 22, 2009****I. PURPOSE**

To establish an emergency operations procedure for the issuance of formal purchase orders in the event of a man-made or natural emergency that renders the BuySpeed Online purchasing system (BSO) inoperable.

**II. SCOPE**

This procedure applies Town-wide.

**III. GENERAL**

The NUMBERED manual purchase order authorizes the purchase of goods or services. It is usually the only contract document between the vendor and the Town and must be carefully worded and accurately prepared to reduce errors and eliminate misunderstanding of the information on the form by both Town personnel and the vendor. The form is invalid unless approved by the proper Town employee authorized to do so as identified in Division 4, Section OR-050 “Approval Authority” of this manual.

**IV. PREPARING THE PURCHASE ORDERS**

In the event of a man-made or natural emergency that renders the BSO system inoperable, Purchase orders will be manually completed by authorized Town personnel. Paper (hard copy) purchase orders are retained for the event of an emergency and each should be completed with certain information filled in (see below):

	<b>DESCRIPTION</b>	<b>INSTRUCTIONS</b>
A.	Ship To:	Enter Complete department name, street address and zip code. Include contact name and phone number as well as room number if applicable.
B.	Vendor Name and Address	Enter the complete, address, including zip code of the vendor to whom the order is being sent.
C.	Date	Enter the date the purchase order is prepared.
D.	Date Required	Several entries can be placed here; but only delivery conditions previously agreed to by the vendor can be enforced. An agency cannot unilaterally demand a delivery date that has not been agreed to by the Vendor.

a. Never use the terms “ASAP” or “RUSH.” They cannot

**EOP - PURCHASE ORDERS – PREPARATION PROCEDURES**

SUPERSEDES NO.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 2 of 5

be enforced as a delivery term.

b. “PICKUP” Insert if you intend to pick up the order. Type on the purchase order the name of the person who will pick up the order and the date that the vendor has stated the order will be ready for pickup.

**Quotes and Formal Bids**

a. “(N) Days” Contract award notices or other bidding/quoting documents include the promised delivery time period. Enter the number of days specified for the vendor.

b. “Date” Insert a specific delivery date, only if the vendor has agreed in advance to the date requested.

- |    |          |   |
|----|----------|---|
| E. | Ship Via | Enter the method of delivery. I.e. UPS, FedEx, Air Freight, Surface Transportation, Best Method, etc.   |
| F. | F.O.B.   | Enter the correct shipping term, only if the vendor has agreed in advance to the terms. A list of shipping terms and the effect on the transaction is located in Division 3, Section P-050 “Effect of Freight Terms on a Transaction” located in this manual. |
| G. | Terms    | Enter the payment terms from the award notice, the vendor’s bid form, or obtained during the bidding or telephone or verbal quotation process.  |

A payment term must be entered on every purchase order. If you encounter payment terms not on this list, contact the Purchasing Division for the correct information regarding the payment term.

Below is a list of payment terms and their common expression of terms

<u>PAYMENT TERM</u>	<u>COMMON EXPRESSION</u>
NET 30 DAYS	N30 or NET

**EOP - PURCHASE ORDERS – PREPARATION PROCEDURES**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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2%/10 DAYS EOM	2/10 EOM
2%/10 DAYS	2/10 or 2/10 N 30
2%/20 DAYS	2/20 or 2/20 N 30
2%/30 DAYS	2/30
3%/20 DAYS	3/20 or 3/20 N 30
3%/30 DAYS	3/30
5%/20 DAYS	5/20 or 5/20 N 30
5%/10 DAYS EOM	5/10 EOM
5% EOM	5 EOM
7% 10 DAYS	7/10 or 7/10 N 30
7%/10 DAYS EOM	7/10 EOM
1%/10 DAYS	1/10 or 1/10 N 30
NET 20 DAYS	N20

Abbreviations used above mean:

**Net:** The full amount of the invoice is the “Net” amount. A term of Net 30 days means that if the invoice remains unpaid after thirty days, late charges may be applied by the vendor.

**2%/30 or 2%/30 days:** Two percent of the total value of the invoice will be deducted by the Town if the invoice is paid within 30 days after the receipt of a correct shipment, whichever is later. If not paid by then, the full amount of the order is paid to the vendor without any percentage deductions.

**EOM End of Month:** The percentage discount offered is based on payment within a specific number of days after the

**EOP - PURCHASE ORDERS – PREPARATION PROCEDURES**EFFECTIVE DATE: **JUNE 22, 2009**End Of the current Month.

- H. Item # Enter an item number for each line item entered on the purchase order.
- I. Quantity Insert quantity ordered.
- J. Description Insert complete description of what is purchased. Include brand, model number and all information necessary to identify exactly what you are ordering.
- K. Unit Price Insert the cost per unit exactly as bid/quote and show the unit being ordered. Refer to Division 5, Section PP-010 “Requisition – Preparation Procedures”, Page 2 or 2, located in this manual.
- L. Extension Check the unit prices for accuracy and extend correctly. Add the **Totals** for each item and enter the sum as the **Total This Order** separating the last item extension price and the Total This Order with a straight line.
- M. Acct. # Insert the complete account number and an amount to be charged. If multiple entries with different account numbers are be charged, insert the group account numbers and include the total amount to be charged per account number. If more than one account number is to be charged, the total of all amounts must equal the Total of the Purchase Order.
- N. By: The Department Head, Purchasing Agent or Designee or a combination of both must authorize the purchase order. The number of authorizations required corresponds to the Total This Order amount. Refer to Division 4, Section OR-020 “Signature Authority” for signing thresholds and dollar limits located in this manual.

**V. “X” OUT ERRORS – DO NOT USE “WHITE OUT”**

There is no need to start a new purchase order to correct an error. “X” out the error and re-enter the correct information. Never use “White Out” or correction tape on a purchase order or requisition form.

## EOP - PURCHASE ORDERS – PREPARATION PROCEDURES

POLICY No.: **EOP-020**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

PAGE No.: 5 of 5

### VI. DISTRIBUTION OF THE PURCHASE ORDER

In the event of a man-made or natural emergency that renders the Town of Collierville's BSO procurement software system inoperable and use of paper (hard copy) purchase orders are required, the following distribution of the purchase order form copies applies:

- A) Vendor Copy (White or Original Copy) is mailed to the vendor to be used as authority to furnish the Town the materials or services indicated. In most occurrences this copy may be faxed to the vendor in order to accomplish the mailing procedure unless specifically requested by the vendor that a copy be mailed.

The issuing department for auditing and data gathering purposes will retain a copy or the original of the purchase order.

- B) Accounts Payable Copy (Yellow Copy) this copy is to be held by the issuing department until items or services are received; then forwarded to the Accounts Payable Division with the requisition, receiving report and all other pertinent paperwork attached.
- C) Purchasing Copy (Pink Copy) is forwarded to the Purchasing Division where it will be reviewed by the Purchasing Agent and held for auditing purposes or placed in a completed file in numerical order.



# Town of Collierville

101 Walnut St.  
Collierville, TN 38017

# PURCHASE ORDER

No 00000

Date **C** Date Required **D**

Ship Via **E** F.O.B. **F**

Terms **G**

Vendor: **B**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship To: **A**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item #	Quantity	Stock Number/Description	Unit Price	Extension
<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>

Acct. # **M** \_\_\_\_\_

By: **O** \_\_\_\_\_  
\_\_\_\_\_

White - Original  
Canary - Accts. Payable  
Pink - Dept. Copy

# EOP-PURCHASE ORDERS – CHANGES TO:

POLICY No.: **EOP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JUNE 22, 2009**

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## I. PURPOSE

To establish emergency operations procedures for changing a signed purchase order in the event of a man-made or natural emergency that renders the BuySpeed Online purchasing system (BSO) inoperable.

## II. SCOPE

This procedure applies Town-wide.

## III. GENERAL

Once a manual (hard copy) purchase order has been signed by the authorized personnel identified in Division 4, Policy No. OR-050 within this manual, no changes can be made without that person being made aware of the required changes. The following section explains the procedures that must be followed in order to properly make a change to a signed manual purchase order.

## IV. CHANGES TO A PURCHASE ORDER

An authorized change to a manual purchase order is required when an amount needs to be increased within the areas of unit price, shipping, and/or extension totals.

An authorized change is not required when a price must be lowered to make the manual purchase order correct. This also applies to the change of an account number. Section V, below, explains the necessary steps to be taken if this circumstance occurs.

## V. PROCEDURE FOR CHANGING A PURCHASE ORDER

**INCREASE IN P.O. AMOUNT(S)**– All changes that increase the purchase order amount **WILL** be changed by placing an “X” on the amount to be adjusted and the correct amount written beside it. Once all of the corrections have been made, the person that originally signed the manual purchase order must initial each change.

The above-mentioned changes must be reflected on the yellow copy (Accounts Payable copy) and the white copy (retained by the department).

**DECREASE IN P.O. AMOUNT(S)** – An explanation of the change is required to be written on the yellow copy (Accounts Payable copy) and the white copy. The action of decreasing the amounts of a manual purchase order doesn’t require the initials of the original person that approved it.

# APPENDICES

POLICY NO.: **A**

SUPERSEDES NO.:

EFFECTIVE DATE:

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## 10. Appendices