

## 1) Introduction

The purpose of the Purchasing Policy of the City of Sebring (City) is to provide standardized procedures for acquiring goods and services for the efficient and cost-effective operation of the City while maintaining the highest personal standards of conduct in all relationships with vendors, suppliers and subcontractors. The procedures are designed to guarantee fair and equitable treatment of all persons involved in providing goods, services, construction or insurance to the City.

## 2) Governing Authority

This policy is authorized by Sec. 2-361.5 of the *Sebring Code*. The Finance Department is the coordinating and implementing office for these procedures. This policy supersedes all previously existing purchasing policies.

## 3) Scope

The scope of the Purchasing Policy covers procurement of goods and services and the disposition of property. It has been developed within the guidelines of the Florida Statutes and customized for the efficiency and effectiveness of the City of Sebring. This document should serve as the official reference document for Purchasing questions and issues.

## 4) Applicability

All expenditures of funds by the City, regardless of fund source, for goods, services, construction, or insurance, as well as all sale and disposal of City property will be made in accordance with these procedures, whether the City provides monetary or non-monetary consideration for the goods, services, construction or insurance procured.

## 5) Ethics

- A. The Purchasing Agent, their family, or City employee or their family, shall not receive any benefit or profit from any contract or purchase made by the City unless the benefit is available to all City employees or families.
- B. City employees are expressly prohibited from soliciting or accepting any rebate, money or costly entertainment, gift or gratuity from any person to which any purchase order or contract is or might be awarded. The City may also take disciplinary action, including dismissal, against an employee who solicits or accepts gifts or gratuities.
- C. Employees must not become obligated to any supplier and shall not conclude any City transaction from which they may personally benefit directly or indirectly.

## 6) City Roles

### A. City Council

1. Delegates certain purchasing authority and responsibility to City Administration, City Clerk, and Department Heads.
2. Authorizes the procedures of the Purchasing Policy.
3. Authorizes purchases in excess of \$100,000.00.
4. Authorizes contracts in excess of \$100,000.00.

### B. City Clerk

No funds shall be paid out unless the same is an order to pay and signed by the City Clerk/Treasurer, and countersigned by one member of the City Council, or, in the absence of the City Clerk/Treasurer, signed by two members of the City Council.

### C. City Administrator or designee

1. Exercises overall responsibility for the City's Purchasing System.
2. Responsible for insuring proper authorization for requisitions \$50,000 or greater.

### D. Assistant City Administrator or designee

1. Serves as Finance Director and shall oversee compliance with financial processes for the City.
2. Responsible for insuring proper authorization for requisitions \$10,000 or greater.
3. Responsible for insuring proper authorization for requisitions of capital assets.
4. Responsible for and has the ability to assign responsibilities within the Finance Department including the following:
  - a. Rejecting any requisition that is in violation of this policy or Florida Statutes.
  - b. Overseeing the disbursement of funds for purchasing transactions that are legal and proper, and in compliance with all appropriate policies and procedures.
  - c. Overseeing the recording of all disbursements in the City's financial system.

### E. Purchasing Agent

1. Serves on all purchasing matters as the principal public purchasing official.
2. Responsible for ensuring proper authorization for all requisitions.
3. Reviews and discusses any violations of policies in this policy with the respective departments.
4. The Purchasing Agent has the following duties and powers:

- a. Arrange and negotiate the purchase or contract for all equipment, supplies and contractual services for the City by competitive sealed bid, state contract pricing, cooperative purchase contracts, city contracts, or piggybacking.
- b. Enter and update vendor information in the financial system, including vendor eligibility status.
- c. Ensure proper authorization and recording of all purchase transactions.
- d. Reject any requisition that is in violation of the policies of this policy or Florida Statutes.
- e. Maintain and update a list of all active purchasing contracts.
- f. Maintain and update a list of all active vendor insurance certificates.
- g. Keep informed of current developments in the field of purchasing, including but not limited to prices, market conditions and new products.
- h. Arrange and negotiate for the sale or disposal of all surplus tangible property.
- i. Act as Purchasing Card Administrator.

## F. Department Head

1. Responsible for the department purchasing activities in accordance with these procedures. The Department Head may delegate all purchasing authority to a designee as deemed appropriate by the Department Head.
  - a. Identify the need for goods and services in the department.
  - b. Determine that sufficient funds are available in budget for desired purchase.
  - c. Submit electronic requisition for goods and services to include account number, clear and precise description, quantity, cost, contract number if applicable, and documented quotes as attachments in financial system when required.
  - d. Department personnel seeking quotations under delegated authority should be certain their actions guarantee fairness and competition for vendors and avoids the acquisition of unnecessary or duplicate items.
  - e. Inspect all items or services upon delivery or completion and authorize payment to the vendor.
  - f. Request to close PO when all goods or services are received or in the event the good or service is determined to not be necessary.

**Any purchase or contract entered into by any elected or appointed City official, Department Head or employee that violates the provisions of these procedures may be the personal and financial responsibility of that individual. Violation of these policies and procedures shall be grounds for disciplinary action.**

## 7) Purchasing Thresholds and Approvals

- Level 1 Approval – Department Head & Purchasing Agent (up to \$9,999.99)
- Level 2 Approval – Assistant City Administrator (\$10,000 or greater)
- Level 3 Approval – City Administrator (\$50,000 or greater)
- Level 4 Approval – City Council (\$100,000 or greater)

*Each Approval Level is sequential.*

### A. Purchases \$0.01 - \$9,999.99 – Level 1 Approval Required

1. Department Head shall approve the requisition.
2. Employee shall obtain product or service at the best value for the lowest possible price but does not require documented quotes.
3. Authorized employees may use purchasing card but may be limited to daily and monthly card transaction limits.

### B. Purchases \$10,000.00 - \$24,999.99 – Level 1 and 2 Approval Required

1. Department Head shall approve the requisition – Level 1 Approval.
2. Three (3) written quotes shall be documented in the financial system.
3. If applicable, a City contract number, piggyback contract, or Council approval date can be provided in place of three (3) written quotes.
4. Authorized employees may use purchasing card with three (3) written quotes. Documentation must be entered in the financial system.
5. Assistant City Administrator shall approve the requisition – Level 2 Approval.

### C. Purchases \$25,000.00 – \$99,999.99 – Level 1, 2, and 3 Approval Required

1. Purchases shall not be split to fall below this threshold.
2. Three (3) written quotes are required and must be documented in the financial system.
3. Department Head shall approve the requisition – Level 1 Approval.
4. Authorized employees may use purchasing card with three (3) written quotes. Documentation must be entered in the financial system.
5. Assistant City Administrator or designee shall approve the requisition – Level 2 Approval.
6. If purchase is greater than \$50,000.00, City Administrator shall approve the requisition – Level 3 Approval.
7. If applicable, a City contract number, piggyback contract, or Council approval date can be provided in place of three (3) written quotes.
8. If competitively bid, enter the contract number and/or the Council approved date in the financial

system.

- D. Purchases \$100,000.00 or greater – Level 1, 2, 3, and 4 Approval Required
  - 1. Purchases of \$100,000.00 or greater must go through the competitive solicitation process unless specifically exempted by Sec. 2-357 of the *Sebring Code* and approved by Council.
  - 2. Department Head shall approve the requisition – Level 1 Approval.
  - 3. Assistant City Administrator shall approve the requisition – Level 2 Approval.
  - 4. City Administrator shall approve the requisition – Level 3 Approval.
  - 5. If competitively bid enter the contract number and/or Council approved date in the financial system – Level 4 Approval.
  - 6. If competitively bid by an outside governmental agency, enter the contract number and/or Council approved date in the financial system – Level 4 Approval.

## 8) Requisitions

The Requisition serves to inform the Purchasing Agent of the needs of the department and to correctly define the goods or services requested. In addition, the authorized requisition signifies authority to charge a specific account number and verifies that there are sufficient funds available in the account specified. A vendor application must be on file and the vendor must be set up in the financial system in order for a requisition to be entered.

### A. Process for Entering Requisition

- 1. The department should include a clear and accurate description of the goods and/or services to be purchased.
- 2. The department should verify that all sources of funds identified on the requisition are properly coded as to fund, department and account number.
- 3. The department should verify the budgetary account has sufficient funds allocated and available for the purchase.
- 4. The department should attach in the financial system all supporting documentation for purchases as provided herein.

### B. Process for Approving Requisition

- 1. At any approval level, a Requisition can be returned for incomplete information.
- 2. All requisitions will be approved by the Department Head.
- 3. All requisitions will be reviewed by the Purchasing Agent for accuracy and to ensure all documentation is included. Once reviewed and all required documents are entered, the requisition may be approved by the Purchasing Agent.

4. Requisitions will be reviewed and approved depending on the purchase threshold as stated in this policy.
- C. Once the Requisition receives proper approval, the Requisition shall go to the Purchasing Agent for final approval and to generate a Purchase Order.

## 9) Purchase Orders

A Purchase Order authorizes a vendor to ship goods, perform services and subsequently invoice the City for the stated amount of the Purchase Order or an amended amount agreed upon by both parties. The Purchase Order officially commits the City to a purchase from the vendor; however, Purchase Orders issued in error shall not be binding on the City. The Purchase Order will be prepared and generated by the Purchasing Agent to ensure encumbrance of all purchasing transactions in the City's financial system. A Purchase Order is required for all goods and services in advance of receiving the good or service unless exempted herein.

### A. Process for generating Purchase Order

1. After receipt of the approved Requisition and required supporting documentation, the Purchasing Agent will generate the Purchase Order in the financial system.
2. The encumbrance and assignment of a Purchase Order number will be done through the financial system. The Purchasing Agent will process the order and auto generate an e-mail to the vendor and requesting department (if provided by vendor and in the financial system vendor record). Once this is done, the order can be placed.
3. Purchase Orders will not be mailed or faxed to vendors.
4. The Purchasing Agent will maintain an electronic record of all Purchase Orders.

### B. Process for Entering Change to Purchase Order – Change Order

1. Any change to a Purchase Order for the following must go through the approval process:
  - Changes to amount
  - Changes to quantity
  - Adding or changing items to be purchased
  - Changing or adding an account number

City Administrator is authorized to approve any change order(s) increasing the original price of any contract or purchase order approved by the City Council up to 25% or \$50,000.00, whichever is less. Cumulative change orders for a single contract/purchase order cannot exceed \$50,000.00 without Council approval.

2. The department will make the change by editing the Purchase Order.

3. The department shall forward/upload any supporting documentation for the change to the Purchasing Agent.
4. If a Purchase Order is issued to the wrong vendor, the Purchase Order shall be cancelled and a new Requisition will be required for the correct vendor.
5. The department will be responsible for notifying the Purchasing Agent by e-mail to cancel Purchase Orders if requested in error.

## **10) Blanket & Annual Purchase Orders**

A Blanket Purchase Order generally does not specify quantities, established prices or terms. It is used to purchase indeterminable miscellaneous items or materials, supplies, parts, etc., over a certain period of time (not to exceed one fiscal year) from a specific vendor and establishes a maximum dollar limit. An Annual Purchase Order generally is used to purchase goods or services from a specific vendor over a certain period of time (not to exceed one fiscal year) for specific materials, supplies, and services the City has under contract. An Annual Purchase Order should be entered within the first thirty (30) days of the beginning of a new fiscal year.

- A. A Blanket or Annual Purchase Order should be used for, but not limited to, the following:
  1. Products and services provided to the City by vendors under contract with the City.
  2. Products and services provided to the City by vendors under a piggyback contract with the City.
  3. Products and services provided to the City, which are valued under \$25,000 by vendors without a contract with the City.
  4. Annual charges such as membership fees, renewal fees, maintenance fees, support fees, and update fees.
- B. Process for Entering a Blanket or Annual Purchase Order
  1. A requisition shall be entered specifying the PO Type "BLANKET" or "ANNUAL".
  2. The Department shall document the correlating contract including the contract number, if applicable.
  3. A multi-department Annual Purchase Order shall be processed by the Purchasing Agent since individual department heads do not have authority over accounts outside of their department.

## **11) Field Purchase Order**

A Field Purchase Order (FPO) is used to expedite the acquisition of non-recurring goods and services necessary for operations. A Field Purchase Order can be used to cover City expenditures that occur unexpectedly under \$10,000.00 (best value) with Department Head authorization so that costs can be controlled.

- A. A Field Purchase Order may be used for the following:
  - 1. Paying an invoice for an unexpected or unanticipated purchase under \$10,000.00.
  - 2. Purchases where the cost cannot be determined in advance of the purchase and is under \$10,000.00.
  - 3. Paying an invoice when the vendor does not accept purchase cards.
- B. Process for Field Purchase Order
  - 1. If the Accounting Clerk receives the invoice and there is no PO in the financial system, the Department Head will be notified.
  - 2. The Department will enter a requisition using the PO type "FIELD PO". The requisition will be routed through the same approval process as a Regular PO – Level 1 Approval.
  - 3. The Department Head will submit the invoice to the Accounting Clerk for processing upon notice that the Purchase Order has been created.

## **12) Purchase Order After Invoice**

The purpose of a Purchase Order After Invoice is to facilitate payment for goods or services of \$10,000.00 or more purchased without first obtaining a Purchase Order.

- A. Process for submitting Purchase Order After Invoice
  - 1. If the Accounting Clerk receives the invoice and there is no PO in the financial system, the Department Head will be notified.
  - 2. The Department will enter a requisition using the PO type "PO AFTER INV".
  - 3. The Department will attach or enter in Notes documentation and/or an explanation as to why a Purchase Order was not entered prior to the purchase.
  - 4. The requisition will be routed through the same approval process as a Regular PO – Level 1-4 Approval.
  - 5. The requisition will be reviewed by the Purchasing Agent for accuracy and to ensure all documentation is included. Once reviewed, the requisition may be approved by the Purchasing Agent.
  - 6. The Purchase Order After Invoice will then be generated by the Purchasing Agent.
  - 7. The Department Head will submit the invoice to the Accounting Clerk for processing upon notice that the Purchase Order has been created.

## **13) Emergency Purchases of \$10,000.00 or more**

When an emergency arises it is necessary to be able to expedite the process. An emergency purchase of goods

and/or services is defined as any procurement made in response to a requirement for goods and/or service in which a delay would adversely affect the public health or safety of the citizens of the City as well as any immediate repairs that are needed to prevent further damage to public property, machinery, or equipment. Emergencies often occur as a result of parts and labor needed for repairs to vehicles or equipment which must be kept in operating order.

#### A. Process for Emergency Purchases

1. The Department Head shall contact the City Administrator and the Purchasing Agent to explain the nature of the emergency.
2. Upon written approval by City Administrator an Emergency Purchase Order will be generated by entering a requisition using the PO type "EMERGENCY" and the reason for the emergency in the description.
3. The Department Head will provide the following to the Purchasing Agent to enter in the financial system to generate the Emergency Purchase Order:
  - a. Vendor
  - b. Account number
  - c. Estimated cost of emergency purchase
  - d. Written justification and approval for emergency purchase

#### **14) Exceptions to Competitive Procurement**

Certain types of purchases and sources are exempt from the previously described formal competitive procurement procedures regardless of expense level. The exempted situations may be implemented by any Department Head within the funds of that Department with the Approval of the Purchasing Agent (who may at his/her discretion require quotations). This section does not prohibit the utilization of competitive procurement, if it's deemed to be in the best interest of the City. This section does not eliminate the need for City Council approval. Exemptions are as follows:

#### A. Exemptions:

1. Any contract pursuant to Request for Proposals which has been awarded to a responsive, responsible Proposer pursuant to a competitive sealed Request for Proposals by any state, county, municipality, school board or other unit of government and an immediate need has been determined by the Purchasing Agent.
2. Other contracts where exceptions are provided by State or local law.
3. Advertisements

# Official Purchasing Policy



4. Art/Artistic Services (including photography)
5. Blanket Purchase Orders; the purchase of service and commodities that require an open purchase order and are essential to the continuous operation of the City within the scope of policy and procedures. A blanket purchase order will be issued at the discretion of the Purchasing Agent.
6. Clothing/boot allowance\*
7. Copyrighted and/or audio-visual materials
8. Court reporter services
9. Computer software
10. Cooperative groups or organizations or State or Federal General Services Contracts
11. Dues and memberships in trade or professional organizations
12. Fees and costs of job-related seminars and training
13. Educational tests
14. Emergency purchases
15. Employee health screening
16. Expert witnesses
17. Fire suppression system, monitoring of system
18. Fuel
19. Grant writer services
20. Intergovernmental procurements
21. Leases and rentals of light equipment such as portable a/c units, cranes, pumps, etc., which may be obtained by quotations.
22. Legal support services
23. Lobbying services
24. Merchandise for resale
25. Negotiated procurement after rejection of all Bids/Proposals
26. Negotiation for special or unique services
27. Patented materials
28. Payments made pursuant to existing contract obligations, including insurance policy premiums and refunds of debt service payments
29. Payroll, including deduction and withholding required by law or authorized by an employee
30. Postage
31. Printed informational material
32. Property and ad valorem taxes

33. Refunds
34. Repair of wrecked City vehicles which have been designated for repair by City Administration
35. Security alarm monitoring
36. Specialized consulting services
37. Sole source expenditures (documentation required)
38. Telecommunication services
39. Title insurance and title searches for real property
40. Training or education services based on availability of expertise, or availability of the course or firm.
41. Travel reimbursement for employees\*
42. Utilities – Water/sewer, electric and telephone/internet/cellular/air-card service
43. Vehicle and equipment repair and maintenance; heavy equipment repair, maintenance and reconditioning; and building repairs and maintenance, except those that have an annual maintenance contract
44. Vehicle/Trailer titles and tag fees
45. Vendor items (OEM items where no after-market replacement exists)
46. Any other exemptions as provided by law.

\* - Payment should be requested on a check request form ([Appendix D](#))

B. The following contracts are not subject to the policies and procedures contained in this Purchasing Policy:

1. Insurance Policies
2. Interlocal Agreements
3. Labor and Employment Agreements
4. Outside Legal Services
5. Real Estate Appraisal Services
6. Real Estate Lease, License, Purchase or Sale Agreements (which may include Concessions)

C. Exceptions to Purchase Order process: A requisition can be entered after the invoice date only if the invoice is for the pre-payment of an annual maintenance/support/update/contract fee. The requisition must be entered prior to the Annual or Blanket PO effective date and/or due date.

## **15) Standardization**

Standardization of equipment and supplies shall be permissible in instances where it allows the City to capitalize on purchasing economies and provides other benefits such as maintenance efficiency, spare parts

consolidation or interchangeability.

- A. Examples where standardization may be beneficial include, but are not limited to, information technology equipment, telephone and radio equipment, and firefighting equipment.
- B. Standardization of materials, equipment or services shall not be used as a means to circumvent the policies and procedures.
- C. A Request for Standardization (Appendix E) must be submitted to the Purchasing Agent and include sufficient justification to include, but not limited to, purchase economies, safety considerations, training and maintenance economies.
- D. The Purchasing Agent will review the documentation and approve or deny the request.

## **16) Bonds, Licensing, and Insurance Requirements**

Bonds are assurance that the vendor will perform accordingly, as specified in the bid or contract. Bonds shall conform to the minimum standards as set forth in Florida Statutes Chapter 255, Section 255.05(1)(a).

- A. Bid Bond – A bid bond is a good faith deposit that accompanies a bid filed by a vendor, which ensures a bidder will enter into the contract if their bid is deemed the low responsive, responsible bid. The bid document will specify if a bid bond is required.
- B. Performance Bond and Payment Bond – The City shall require a performance bond in accordance with F.S. § 180.24 for any utility construction mentioned in that chapter or F.S. § 255.05(1), as it may be amended, before entering into a bid-based construction contract, in the amount necessary to protect the best interest of the City.
- C. All vendors doing business with the City of Sebring must be licensed in accordance with the State of Florida. A copy of the appropriate license must be provided with the vendor application or upon request by the City.
- D. Insurance Certificate
  - 1. Insurance certificates, with the City of Sebring listed as an additional insured, are required of all vendors contracted with, or who have been issued a Purchase Order, and who will be on City property or who will be acting for the City in the provision of service or delivery of commodities. The minimum insurance amount may be found at [www.mysebring.com](http://www.mysebring.com).
  - 2. Insurance certificates, including all applicable types of insurance, shall be submitted to the Purchasing Agent with a valid date of coverage.

## **17) Competitive Procurements**

- 1. Any purchase involving an expenditure of \$100,000.00 or more, must be competitively bid unless an

emergency exists that involves the public health and welfare or unless it falls under one of the exceptions set forth in section 14, subsection (a) of this policy.

2. Contracts for construction of any of the utilities mentioned in Chapter 180, Florida Statutes, estimated to cost in excess of \$25,000.00 shall be procured as provided in F.S. § 180.24, as it may be amended.
3. *Professional services.* Professional services shall be procured as provided in F.S. ch. 287, as it may be amended.

The Purchasing Agent will assist all Department Heads with the competitive solicitation process by preparing the documents with input by the Department. When the procurement involves federal assistance or the expenditure of federal funds, the procurement shall be conducted in accordance with any mandatory applicable federal laws and regulations. In any situation where compliance with this policy will place the City in conflict with state or federal law or the terms of any grant, the City shall comply with such federal or state law, grant requirements, or authorized regulations to the extent they are either not reflected in this policy or are contrary to provisions of this policy.

Once the procurement process is complete and a vendor is selected, the Purchasing Agent will issue a Notice of Staff Recommendation. The Department Head will present the recommendation, Agenda Item Summary, Budget Amendment and Resolution, if applicable, to City Council for award approval. If the recommendation is approved by Council, a Notice of Award will be prepared and published online by the Purchasing Agent. City Council or its designee shall sign the contract/agreement and any extensions if applicable.

The Department Head will prepare the Requisition.

#### A. Invitation to Bid (ITB)

The Invitation to Bid (ITB) purchasing process is a written solicitation for competitive sealed bids with the title, date, and hour of the public bid opening designated and specifically defining the commodity, group of commodities, or services for which bids are sought. The ITB is used when the department is capable of establishing precise specifications defining the actual commodity, group of commodities or service required. In this process, award is made to the lowest responsive and responsible bidder whose bid complies with the specifications contained in the Invitation to Bid.

1. The ITB document should include:
  - a. Clear and complete specifications for the product or service requested.
  - b. Specifications that are as non-restrictive as possible to allow for maximum competition while ensuring that an acceptable product is procured.

- c. Contractual terms and conditions applicable to the procurement of commodities or contractual services including the criteria.
- d. The date of the submittal of bids.
- e. Request for related experience, if applicable.
- f. Request for references, preferably governmental entity references.
- g. Renewal terms of the contract, if any.
- h. Public notice will be given by advertising as required by law.

## 2. Bid Evaluation

- a. Bids will be opened at the date and time given in the ITB.
- b. Bid submittals will be reviewed by the Purchasing Agent for accuracy and completeness.
- c. Bids will be evaluated strictly against the General Terms, Special Conditions and specifications of the ITB by the Department Head and Purchasing Agent.
- d. Reasons based on the specifications for why a vendor should not be considered for an award must be documented.
- e. The Department Head and Purchasing Agent will make a recommendation for the award.
- f. The Department Head will make the recommendation to Council.

## B. Request for Proposal (RFP)

The Request for Proposals (RFP) purchasing process is a written solicitation for competitive sealed proposals with the title, date, and hour of the public opening designated. The RFP process is used when the department is not able to specifically define the scope of work for the commodity, group of commodities, or contractual service.

### 1. The RFP document should include:

- a. General information and any applicable laws and rules.
- b. Performance specification and/or scope of services.
- c. Special terms and conditions.
- d. An understanding from the proposer of the work to be done and approach to be used to achieve the objectives.
- e. Timeframe in which work is to be completed.
- f. Request for related experience, if applicable.
- g. Request for references, preferably governmental entity references.
- h. Public notice will be given by advertising as required by law.
- i. Pricing associated with scope of services may be requested.

## 2. RFP Evaluation

- a. Proposals will be opened at the date and time given in the RFP.
- b. Evaluation and ranking of respondents to an RFP will be conducted by a pre-determined committee in the Sunshine.
- c. Evaluation criteria and scoring/ranking guidelines will be specified in the solicitation document.
- d. The Department Head and Purchasing Agent will make a recommendation for the award.
- e. The Department Head will make the recommendation to Council.

## C. Request for Qualifications (RFQ)

The Request for Qualifications (RFQ) purchasing process is a written solicitation for competitive sealed proposals with the title, date, and hour of the public opening designated. A Request for Qualifications requires proposers to respond by submitting only information on their qualifications, experience, and approach and no information on pricing. The second step involves obtaining and evaluating pricing from only the short-listed firms, and beginning negotiations. The RFQ process will be used accordance with Florida Statute 287.055, "Consultants' Competitive Negotiation Act" when professional services are being solicited.

### 1. The RFQ document should include:

- a. General information and any applicable laws and rules.
- b. Performance specification and/or scope of services.
- c. Special terms and conditions.
- d. An understanding from the proposer of the work to be done and approach to be used to achieve the objectives.
- e. Timeframe in which work is to be completed.
- f. Request for related experience, if applicable.
- g. Request for references, preferably governmental entity references.
- h. Public notice will be given by advertising as required by law.

### 2. RFQ Evaluation

- a. Submittals will be opened at the date and time given in the RFQ.
- b. Submittals will be ranked based on qualifications and a short-list of the proposers which are considered best qualified to perform the service will be determined. Evaluation and ranking of respondents to an RFQ will be conducted by a pre-determined committee in the Sunshine.
- c. Evaluation criteria and scoring/ranking guidelines will be specified in the solicitation

document.

- d. The short-list of proposers may be interviewed by the Evaluation Committee if it is determined that additional information is needed.
- e. The Department Head, or Purchasing Agent, will make the recommendation to Council. Upon approval, negotiations including pricing may begin.

## **18) Determination of Non-Responsiveness**

- A. The following are reasons that a bid may be declared non-responsive:
  1. The bidder failed to sign the bid, the bidder did not provide an original signature on the bid form, or the bidder failed to complete required forms and certificates.
  2. The bidder changed delivery terms, i.e., the bidder changed "FOB Destination" to "FOB Shipping Point".
  3. The bidder did not offer goods or services that complied with the specifications of the bid.
  4. The bidder did not offer firm prices.
  5. The bidder failed to submit a bid/proposal package in accordance with the date and time specified in the solicitation.

## **19) Determination of Non-Responsibility**

- A. The following are reasons a bidder may be declared non-responsible:
  1. The bidder is not a regular dealer or supplier of the goods or services offered.
  2. The bidder does not have the ability to comply with the required delivery or performance schedule.
  3. The bidder does not have a satisfactory record of performance prior to the receipt of bids as documented by the City or any other jurisdiction.
  4. The bidder is currently debarred or suspended by the City or another local, state, or federal jurisdiction.
  5. The bidder does not have the necessary facilities, organization, experience, licensure, technical skills or financial resources to fulfill the terms of the purchase order or contract.
- B. When a bidder is declared non-responsive or non-responsible, the bidder shall be notified in writing by the Purchasing Agent and given an opportunity to appeal that determination.

## **20) Anti-Lobbying and Non-Disclosure**

**Department staff shall not discuss bids with competing vendors.** Vendor questions must be submitted to the Purchasing Agent in writing. Vendors or persons acting on their behalf may not contact, between the release

of a solicitation and the end of the 72-hour period following the City posting the notice of staff recommendation, excluding Saturdays, Sundays, and holidays observed by the City, any employee or official of the City concerning any aspect of this solicitation, except in writing to the purchasing agent or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. After bids are opened and reviewed by persons present at the bid opening, they become confidential until the Purchasing Agent issues the staff recommendation. Construction bids will be released in accordance with applicable laws. Department staff shall not discuss with any vendor the recommended award or the reasons for awarding or not awarding to any bidder.

## **21) Disagreements about Recommendations**

If the Department and the Purchasing Agent disagree about the award recommendation, the Department Head and the Purchasing Agent or designee may meet personally to review the reasons for the disagreement. The mutual goal of the Department and the Purchasing Agent is to award based on the best interests of the City.

## **22) Non-Competitive Procurements**

### **A. Sole Source**

The following are the criteria used for determining a sole source purchase:

1. One of a kind: there is no competitive alternatives available on the market. A true sole source purchase occurs when no competitive product exists or is available from another source.
2. Compatibility: must match existing brand and/or equipment for compatibility.
3. Only vendor: vendor is the original equipment manufacturer with no regional distributor, or the vendor is the sole distributor that is restricted by the manufacturer to our territory.

### **B. Process for a Sole Source Purchase**

A requisition is entered selecting Price Source "SOLE SOURCE" or a p-card payment is made for the purchase. Backup documentation shall be attached to justify the sole source purchase. The sole source category will be selected as one of the following: 1) brand/equipment compatibility, 2) only authorized area vendor, or 3) one of a kind vendor/product.

## **23) Piggybacking**

Departments are authorized to piggyback the solicitations from other governmental entities rather than procuring the service or product as set forth in this purchasing policy. This method may include state or national cooperative affiliates, and must have been secured by or on behalf of any federal, state, county, or municipal government or from any other governmental entity, state funded institution, or not-for-profit organization. The Purchasing Agent must verify that the City is able to piggyback on the solicitation and that

the vendor will extend the contract for City use. Once verified, the Purchasing Agent assigns a contract number and notifies the departments of the contract. Piggyback contracts will be authorized based on the total contract price for that fiscal year. See section 7 for approval level thresholds.

## 24) Local Preference

### A. Preference in Competitive Bidding, Quotes, and Request for Proposals

In purchasing or contracting for procurement services of tangible personal property, materials, contractual services, construction, and commodities, the Sebring City Council may give preference to local businesses in making such purchases or awarding such contracts. Purchase price shall include the base bid and all alternates or options to the base bid that are being awarded. Preference shall be based on the following scale:

	Highlands County (Outside City Limits)	City of Sebring (Inside City Limits)
\$0 - \$249,999.99 =	5%	7%
\$250,000 - \$999,999.99=	4%	4%
\$1,000,000 - \$1,999,999.99 =	3%	3%
\$2,000,000 and over =	2%	2%

Verification shall be made through Property Appraiser’s records.

### B. Local Business Definition

“Local business” shall mean a business in which:

1. Has a fixed office or distribution point located in and having a street address within the City of Sebring first, then Highlands County, Florida second for at least six months (i.e. utility bills) immediately prior to the issuance of the competitive bid, request for quote, or request for proposal by the City of Sebring, and
2. Holds a business license required by the City of Sebring.

### C. Local Preference Process

1. The Purchasing Agent will review all bids or quotes received. The Purchasing Agent will determine if the local vendor preference policy applies.
2. If it is determined that the bid of a local vendor is within the applicable percentage range (see previous chart) of the lowest responsive and responsible non-local vendor, the local vendor is notified in writing of the opportunity to match the lowest bid/quote.
3. The local vendor shall accept or reject matching the low bid within three (3) business days of notification. The notification shall be in writing and directed to the Purchasing Agent.

4. If the local vendor chooses not to match the lowest bid, the next qualified local bidder, if any, has the right to do so.

5. When the solicitation is based upon an evaluation process rather than low bid, a factor in the evaluation of proposals shall be whether the proposal is submitted by an eligible local vendor. Five percent (5%) of the total points shall be awarded to an eligible local vendor in the evaluation process.

#### D. Exceptions to Local Preference

1. The procurement preference set forth in this policy shall not apply to the following purchases or contracts:

a. Goods or services provided under a cooperative purchasing, interlocal agreement, or “piggybacked” contract, unless the identical goods or services can be provided under two or more of these agreements/contracts.

b. Contracts for professional services that are subject to the (CCNA) Consultant’s Competitive Negotiation Act or subject to any competitive consultant’s selection policy or procedure adopted by or utilized by Sebring City Council.

c. Purchases that are funded in whole, or in part by a government entity and the laws, regulations, or policies governing such funding prohibit application of that preference.

d. Purchases made or contracts entered under emergency or noncompetitive situations or for litigation related services.

2. The local preference established in this policy does not prohibit the City from giving any other preference permitted by law, including preferences for Veteran’s and Women Minority Business Enterprise (WMBE).

3. This section is not applicable to procurements utilizing Federal funds, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

#### 25) Vendor Evaluation

It is important that evaluations of Contractors that have performed work for the City be completed in order to document the level of their performance. It is important, both for the City and the Contractor, to have a mechanism to record the level of performance which will be used as a basis for determining eligibility for future work. Vendor Evaluations are encouraged but optional, at the Department Head’s discretion, for all service projects totaling \$100,000.00 or more but can be completed for services under the \$100,000.00 threshold when needed.

#### A. Procedure for Vendor Evaluation

1. Evaluation Forms (APPENDIX F) must be completed and submitted to the Purchasing Agent within

30 days of the final project completion.

2. It is the responsibility of the Project Manager or Department Head to complete the Vendor Evaluation form.
3. The results of the completed evaluation and/or disputes of evaluations will be maintained by the Purchasing Agent.
4. The vendor will be provided with a copy of the evaluation by the Purchasing Agent.
5. If the contractor's overall performance is concluded as "unsatisfactory" two (2) times within a five (5) year period, the vendor may be suspended from bidding for up to five (5) years at the discretion of the City Administrator.

## B. Disputes

1. If the contractor disagrees with the evaluation, they shall have seven (7) workdays from the date of the notice to rebut the evaluation.
2. A letter must be sent to the Purchasing Agent outlining the points of disagreement.
3. The Purchasing Agent along with the Department Head or project manager will review the evaluation and a finding will be sent to the contractor either upholding or revising the evaluation. This decision will be final, and the findings may be used to determine if the vendor is a responsible bidder for future projects with the City.
4. If the contractor does not dispute the evaluation within the seven (7) day period, the evaluation will be deemed acknowledged and the findings will be used accordingly.

## 26) Disposal of City Personal Property

### A. Request for Disposal

1. The disposal of City personal property shall be in accordance with the applicable Florida Statutes and the procedures defined herein.
2. All fixed asset disposals require the approval of Council prior to disposition.
3. The Department Head shall prepare the Agenda Item Summary for Council approval.
4. The requesting Department Head should notify the Purchasing Agent of the recommended disposal method and coordinate the action for all disposals.
5. The Department Head shall prepare and complete an Asset Disposition Form (Appendix A) for submission to the Finance Department.
6. The Finance Department will record the asset disposal in the financial system.

## 27) Purchasing Cards

Purchasing Cards are assigned to and utilized by City employees for purchasing non-restricted commodities

and services on behalf of the City. The cards are designed to improve efficiency in processing purchases from any vendor who accepts the credit card.

The success of the Purchasing Cards relies on the cooperation and professionalism of all personnel associated with this initiative. The individual user is the key element in making this program successful.

The Purchasing Agent is the Purchasing Card Administrator.

## A. Purpose of Purchasing Cards

1. To simplify the procurement/disbursement process and provide an efficient method of paying for goods and services.
2. To enhance productivity, reduce paperwork, improve controls, and overall cost associated with purchases.
3. To provide a convenient method for purchases, consolidate payments, improve customer service, reduce transaction cost, streamline processes and capture spending information.
4. To ensure prompt payment to vendors.
5. To expedite the delivery of goods or services.
6. To reduce the time spent processing low dollar transactions.
7. To ensure the City bears no legal liability from inappropriate use of the card.

## B. Intended Use of Purchasing Cards

1. To purchase goods and services as authorized herein.
2. Travel and training.
3. Emergencies.

## C. Limits and Restrictions

1. Spending amount per transaction, billing cycle, and month.
2. Purchases should not be split in order to stay within the single purchase limit.
3. Item restricted purchases by Merchant Category Codes (MCC).
4. Credit card usage fee of greater than 4% require special written permission from Department Head and Purchasing Card Administrator.
5. Credit card usage fees of greater than \$100.00 require special written permission from Department Head, Purchasing Card Administrator, and City Administration.
6. No cash advances allowed.
7. No alcohol or prescription drugs allowed.
8. Services requiring onsite visits, when insurance is not on file with the Purchasing department is prohibited.

9. Limits and restrictions can be temporarily modified by the Purchasing Agent as requested and approved by City Administrator.
- D. Training
1. All employees are required to review the Purchasing Card Policy.
  2. All employees assigned a Purchasing Card will be required to review and sign a Cardholder Agreement.
- E. Request for Purchasing Card
1. Requests for a new cardholder should be submitted on a Request for Purchasing Card Form ([Appendix B](#)).
  2. Requests for changes to a current cardholder should be submitted on a Request for Purchasing Card Change Form ([Appendix C](#)).
  3. All requests must be approved by the Purchasing Agent, City Clerk and City Administration.
  4. All cards should state “SEE IDENTIFICATION” on the back of the card.
- F. Cardholder Responsibility
1. Each cardholder is responsible for the security of their Purchasing Card.
  2. The Purchasing Card shall not be lent to any other person.
  3. The Purchasing Card shall only be used for City of Sebring business purposes.
  4. The Purchasing Card should not be used for personal purposes.
  5. Each cardholder is responsible for notifying the vendor that the City has a Florida sale and use tax exemption, no sales tax should be charged.
  6. Each cardholder is responsible for notifying the vendor that charges are not to be billed until the item(s) have been shipped as Florida law prohibits payment to a merchant prior to receipt of goods or services except in specific circumstances.
  7. Each cardholder is responsible for obtaining and attaching the corresponding itemized receipt in the financial system.
  8. Each cardholder is responsible for identifying and resolving disputed charges.
  9. Each cardholder shall comply with all Purchasing and Purchasing Card procedures.
- G. Transaction Approval
1. Each transaction will be approved by the Department Head.
  2. The Department Head is responsible for verifying the transaction has sufficient funds budgeted and the account number for posting to the financial system is correct.
  3. All transactions will be reviewed by the Purchasing Agent and the Finance Department.
- H. Disputes/Unauthorized Charges

1. The cardholder is responsible for contacting the merchant to report/dispute suspicious activity/charges to their purchase card.
  2. With proper notification, the disputed charge will be removed and shown as a suspense item on the monthly statement.
  3. When the dispute is resolved, the charge will be removed from the cardholder account or charged to the cardholder department account if found to be valid.
  4. Defective goods should be returned to the merchant or a credit should be issued, no cash refunds are permitted.
  5. Faulty repairs or services should be reported to the vendor and corrected, no cash refunds are permitted.
  6. If defective goods or faulty repairs or services are not resolved, they should be reported as a dispute.
  7. Disputed items will be paid at the full amount and a credit will be received if the bank rules in favor of the City.
- I. Lost or Stolen Purchasing Card
1. If an employee loses their issued card or if it is stolen, it is the responsibility of the cardholder to immediately notify the credit card issuer, their Department Head, and the Purchasing Agent of the loss.
  2. Failure to promptly notify the issuing bank of the theft, loss, or misplacement could make the City and/or the cardholder responsible for fraudulent use of the card and result in loss of privileges and/or disciplinary action.
- J. Employee Termination
1. A cardholder who terminates employment must relinquish their Purchasing Card at the time of separation to the Human Resource Officer.
  2. The Human Resource Officer will return the card to the Purchasing Agent to deactivate the card.
  3. The Purchasing Card shall be destroyed by cutting down the center of the magnetic strip.
- K. Blanket Inventory and Audits.
1. The Purchasing Agent will review card activity each month for correct account posting.
  2. The Purchasing Agent will annually conduct a physical inventory of Purchasing Cards and prepare a report on the results to City Administration.
- L. Tax-Exempt Status

The cardholder making a purchase is responsible for notifying the vendor of the City's tax-exempt status. A copy of the City's tax-exempt certificate is located on the City's website under Purchasing/Purchasing Resources.

## M. Violations

1. The P-Card Administrator monitors the usage of Purchasing Cards and the appropriateness of their use. Inappropriate use counts as a violation and the Cardholder's supervisor will be notified. The Cardholder may be subject to disciplinary action and/or have their P-card privileges revoked.
2. Examples of violations include, but are not limited to:
  - a. Personal use
  - b. Split transactions
  - c. Purchase of restricted items
  - d. Repetitive sales tax charged, regardless of credit request or reimbursement.
  - e. Missing paperwork or receipts
3. City Administration will be notified of severe or repeat violations.

## 28) Federal Funding

- A. To avoid acquisition of unnecessary or duplicative items, consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- B. The award of contracts must only be to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- C. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
  1. Placing unreasonable requirements on firms in order for them to qualify to do business;
  2. Requiring unnecessary experience and excessive bonding;
  3. Noncompetitive pricing practices between firms or between affiliated companies;
  4. Noncompetitive contracts to consultants that are on retainer contracts;
  5. Organizational conflicts of interest;

6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
  7. Any arbitrary action in the procurement process.
- D. Section 24 of this Policy is not applicable to procurements utilizing Federal funds, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

## 29) Code of Standards

- A. No employee, officer or agent of the City of Sebring shall participate in the selection, or in the award or administration of a contract supported by Federal funds if he or she has a conflict of interest, real or apparent. Such a conflict would arise when: the employee, officer or agent; any member of his or her immediate family; his or her partner, or an organization which is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- B. The City’s officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to sub-agreements. The City may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- C. Violations of such standards of conduct by an officer, employee or agent of the City will result in penalties, sanctions, or other disciplinary actions to the full extent permitted by state or local law or regulations.

## 30) Appendix

The following Appendix are attached to this policy:

- Appendix A: Asset Acquisition/Disposition Form
- Appendix B: Request for P-Card
- Appendix C: P-Card Change Form
- Appendix D: Check Request Form
- Appendix E: Request for Standardization Form
- Appendix F: Vendor Evaluation Form

**Effective Date**

# Official Purchasing Policy

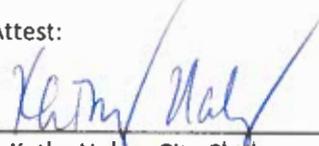


### Effective Date

This policy shall take effect immediately.

ADOPTED by the Sebring City Council on this the 19<sup>th</sup> day of August, 2025.

Attest:

  
Kathy Haley, City Clerk

BY:   
John Shoop, Mayor

# **APPENDIX**

# CITY OF SEBRING ASSET FORM

**REQUIREMENTS:**

- 1 Tangible piece of property/equipment/machinery/vehicle
- 2 Over \$5,000 (unless specifically listed below)
- 3 Non-consumable
- 4 Life expectation greater than 1 year
- 5 Additionally: Building/Land Improvement, Computers, Weapons, Works of Art/Historical Treasures, etc.
- 6 Intangible items: determine on a case by case basis

**ASSET #:** \_\_\_\_\_

\* Finance will assign if acquisition

**REQ TYPE:** \_\_\_\_\_**SUBMIT DATE:** \_\_\_\_\_**COUNCIL:** \_\_\_\_\_**REQUESTING DEPARTMENT:** \_\_\_\_\_**CONTACT:** \_\_\_\_\_**DESCRIPTION OF ASSET:** \_\_\_\_\_**SERIAL/VIN #:** \_\_\_\_\_**Tag #:** \_\_\_\_\_

\* Attach copies with information if multiple items.

**ACQUISITION:** \_\_\_\_\_**GL ACCNT #:** \_\_\_\_\_**PROJECT #:** \_\_\_\_\_

\*If applicable

**VENDOR:** \_\_\_\_\_**SOURCE:** \_\_\_\_\_**QUANTITY:** 1 **PRICE:** \_\_\_\_\_**TOTAL:** \$ \_\_\_\_\_ -

\*Per Unit

**USEFUL LIFE:** 5.00 YEARS **PO #:** \_\_\_\_\_**RECEIVED DATE:** \_\_\_\_\_**VEHICLES:** City Clerk - Title (Original); HR - Insurance Card; Finance - Registration (Copy); Purchasing - Fuel FOB**NOTE:** All purchases related to this asset should be charged to the same GL Account.**DISPOSITION:** \_\_\_\_\_**If Other:** \_\_\_\_\_**APPROVAL:** \_\_\_\_\_**APPROVED DATE:** \_\_\_\_\_**COMPANY:** \_\_\_\_\_**DISPOSAL DATE:** \_\_\_\_\_**REASON:** \_\_\_\_\_**ALSO:** Verify Asset #'s with Finance, Attach List if Multiple Items**TRANSFER:****FROM DEPT:** \_\_\_\_\_ **TO DEPT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_**REASON:** \_\_\_\_\_

\* Purchasing will need to transfer Gas FOB if asset is a vehicle

**FINANCE:****POST DATE:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_**CATEGORY:** \_\_\_\_\_**COUNCIL:** \_\_\_\_\_ **SUB TYPE:** \_\_\_\_\_



# REQUEST FOR PURCHASING CARD

To: Purchasing Card Program Administrator

Subject: REQUEST FOR PURCHASING CARD

From: \_\_\_\_\_  
Department Name

Request the following employee be authorized a City of Sebring Purchasing Card:

Full Name: (Type or Print) \_\_\_\_\_

Sample Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Department Head: \_\_\_\_\_

Restrictions: Single limitation: \$ \_\_\_\_\_ Monthly limitation: \$ \_\_\_\_\_

Types of products to be authorized: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
TYPED OR PRINTED NAME OF DEPARTMENT HEAD

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD

\_\_\_\_\_  
SIGNATURE OF CITY ADMINISTRATOR

\_\_\_\_\_  
SIGNATURE OF CITY CLERK

\_\_\_\_\_  
SIGNATURE OF PURCHASING CARD ADMINISTRATOR

cc: Authorized Employee



## PURCHASING CARD CHANGE FORM

To: Purchasing Card Program Administrator

Employee Name: \_\_\_\_\_

The following changes shall be made to the above employee's p-card:

- Increase monthly limit to: \$ \_\_\_\_\_
- Decrease monthly limit to: \$ \_\_\_\_\_
- Cancel P-card
- Other \_\_\_\_\_

Reason for above action: \_\_\_\_\_

---

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCOTT NOETHLICH

\_\_\_\_\_  
DATE

# CHECK REQUEST FORM



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

## VENDOR INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DESCRIPTION OF PURCHASE

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

ACCOUNT NUMBER	AMOUNT
----------------	--------

_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL CHECK AMOUNT**                      \$ \_\_\_\_\_

Employee: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_



**REQUEST FOR STANDARDIZATION OF EQUIPMENT**

To: Purchasing Agent

From: \_\_\_\_\_  
Department Name/ Authorized User

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

A written request is being made to exercise the Standardization Policy outlined in Section 15 of the City of Sebring Official Purchasing Policy.

In accordance with the Standardization Policy, the requesting department must submit a written justification that supports the request for standardization.

Item for Consideration:

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

Justification:

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

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

APPENDIX: E



**VENDOR EVALUATION FORM**

Vendor's Name:	Contract/Bid Number and Title:
Contract Period: From: _____ To: _____	PO #: _____

5= Outstanding 4= Above satisfactory 3= Satisfactory 2\*= Below satisfactory 1\*= Unsatisfactory  
 \* scores of 2 or below should note specific reasons (use additional page if necessary).

	POINTS	NOTES
Work performed in compliance with contract terms		
Materials, supplies and equipment provided as agreed		
Staff was available to discuss questions/issues		
Work/Product was provided in a timely manner / as planned		
Company staff acted professionally		
Prompt and effective correction of deficiencies		
P.O./Contract completed on agreed price		
The Vendor's overall performance		
<b>FOR CONSTRUCTION ONLY:</b>		
Release of lien received in timely manner		
Quality workmanship		
<b>TOTAL:</b>		

OVERALL ASSESSMENT:     ABOVE SATISFACTORY                       SATISFACTORY                       UNSATISFACTORY

The Vendor's performance is considered overall UNSATISFACTORY under 25 points for construction, and under 20 points for non-construction.

If applicable, provide specific concerns and recommendation: \_\_\_\_\_

Department-head/  
Project Manager     Recommend suspension for \_\_\_\_\_ years                       Not applicable

Print Name	Sign	Date

**Purchasing Agent:**

Print Name	Sign	Date

**City Administrator**

Indicate suspension recommendation, if applicable: _____ <input type="checkbox"/> Not applicable		
Print Name	Sign	Date

THE VENDOR WAS NOTIFIED OF THE RESULTS OF THIS EVALUATION ON \_\_\_\_\_ (date)

By \_\_\_\_\_ (employee) VIA EMAIL TO \_\_\_\_\_ (e-mail).