

Resolution 2026-R-97

A Resolution adopting a Purchasing Policy for the City of Irondale

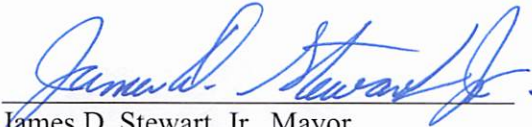
BE IT HEREBY RESOLVED by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present that the Purchasing Policy set forth in Exhibit A attached hereto is hereby adopted and shall be effective as of April 22, 2026.

ADOPTED & APPROVED: This 21st day of April, 2026.



David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

ATTESTED:



Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on April 21, 2026, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk

Exhibit A

CITY OF IRONDALE, ALABAMA PURCHASING POLICY

POLICY INFORMATION	DETAILS
Policy Number	FIN-002
Adopted by City Council	Resolution No. 2026-R-97
Effective Date	04/21/2026 _____
Supersedes	No Prior Policy

CHAPTER 1: INTRODUCTION

1.1 Purpose

The purpose of this Purchasing Procedures Manual (“Manual” or “manual”) is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Irondale, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity. This policy establishes the policies, procedures, and best practices for the procurement of goods and services by the City of Irondale.

The goals of this manual are to:

- Comply with Alabama law and City ordinances;
- Establish consistent procurement procedures across all departments;
- Maximize the value of public funds through competitive procurement;
- Maintain transparency and public trust; and
- Provide guidance and training resources for City employees.

It is not the intention of this policy to cover every possible purchasing or contract situation, as any uncommon situation may arise. Additional policies and procedures apply to grants. Special situations shall be evaluated on a case-by-case basis, and guidance shall be provided in accordance with opinions issued by the State of Alabama Attorney General and City’s legal counsel. It is the duty of the Department Head and personnel in a supervisory position to familiarize themselves with the guidelines outlined in this document, conduct departmental purchasing and contracts accordingly, and inform his/her employees of the contents of this policy.

1.2 Authority

This manual has been adopted by resolution of the City Council and shall be reviewed by the City Clerk/Treasurer, as he/she determines appropriate, for compliance with changes in state law and current best practices.

With the approval of the Mayor, the City Clerk/Treasurer may adopt internal operating procedures relating to the execution of the provisions of this manual.

1.3 Applicability

This manual applies to the procurement of supplies and services by the City following the effective date of this policy and to all City departments, officials, and employees involved in the procurement of goods, services, and public works on behalf of the City of Irondale. Compliance with these procedures is mandatory. Nothing in this manual shall prevent the compliance with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

CHAPTER 2: INTERNAL CONTROLS

2.1 COSO Framework

The city adopts the Committee of Sponsoring Organizations ("COSO") framework for internal controls as recommended by GFOA. The COSO framework consists of five integrated components:

- **Control Environment.** The foundation for all other components, reflecting the City's commitment to integrity, ethical values, and competence.
- **Risk Assessment.** Identification and analysis of risks to achieving procurement objectives.
- **Control Activities.** Policies and procedures that help ensure management directives are carried out.
- **Information and Communication.** Relevant information is identified, captured, and communicated promptly.
- **Monitoring Activities.** Regular evaluations to ascertain whether controls are functioning as intended.

2.2 Segregation of Duties

No single individual shall have control over all phases of a procurement transaction.

2.3 Authorization Levels

The following authorization levels apply to all purchases:

Amount	Authorization Required
\$0 - \$499.99	Department Head or designee
\$500.00 - \$14,999.99	Department Head or designee
\$15,000 - \$29,999	Department Head and City Clerk approval
\$30,000 and above	City Council approval

2.4 Documentation Requirements

All procurement transactions must be documented in writing. Required documentation includes:

- Purchase requisition with budget account coding;
- Quotes or bids (as applicable based on dollar threshold);
- Purchase order or contract;
- Evidence of receipt (packing slip, delivery confirmation);
- Invoice; and
- Approval signatures required.

CHAPTER 3: PROCUREMENT

3.1 Procurement Categories

Purchases and contracts may be procured through one of the following measures:

1. **Sealed Competitive Bids:** General purchases and contracts greater than or equal to \$30,000, and public works contracts greater than or equal to \$100,000 must be procured in accordance with the competitive bid process and requirements as outlined in Section 41-16-50 and 39-2-2 of the *Code of Alabama, 1975*.

2. **Purchase Orders (PO):** Confirmation of an approved purchase and an authorization of release of payment to the approved vendor.

3. **Purchasing Cards (City Credit Cards and/or P-cards):** Routine purchases made for approved online purchases, travel costs, incidental departmental needs, emergencies, or other authorized expenditures. All purchases require going through the normal requisition and Purchase Order approval process. Use of the p-card is not intended to circumvent the purchasing guidelines and procedures adopted by the City.

3.2 Sealed Competitive Bids

All purchases of \$30,000 or more will be procured through a sealed competitive bid process, which is governed by Title 41, Section 41 of the *Code of Alabama*. If the purchase or contract is for a Public Works Project and is in excess of \$100,000 it shall be governed by the Public Works Bid Competitive Law found in Title 39 of the *Code of Alabama*. The aforementioned bid thresholds apply to like kind items purchased during the fiscal year and/or projects undertaken by the City as a whole and not on a vendor-by-vendor basis or department-by- department basis.

If no bids or only one bid is received at the time stated in the advertisement for competitive bids, the City may advertise and seek other competitive bids or may negotiate through the receipt of informal bids not subject to the requirements of the competitive bid law. If only one bid is received, any negotiation for the work shall be for a price lower than the bid. Additional requirements or options may apply to the Public Works Law as interpreted by the City Clerk/Treasurer in cooperation with legal counsel.

In the event both or all bids exceed the City's anticipated budget, the City may negotiate with the lowest responsible and responsive bidder, provided the negotiated price is lower than the bid price and City Council approves the project.

Some bids may require vendor pre-qualification either before or during the bid process.

3.3 Purchase Orders

The purchase order is the vendor's authorization to ship the equipment/materials or to perform the services specified therein, constituting a contract between the City and the vendor. The PO commits the disbursement of City funds to a vendor for goods provided or services performed. It is expected that Department Heads will take care in making municipal purchases so that the best price will be obtained.

For general purchases and contracts that fall below the \$30,000 bid law threshold, departments shall make effort to obtain quotes under the following guidelines:

- \$499 or less: no requirement for obtaining quotes
- \$500 - \$19,999: obtain one quote (exemption for big box retailers such as Home Depot, Walmart, Costco, etc.)
- \$20,000 - \$29,999: attempt to obtain at minimum three quotes (except for items on State Contract, GSA, PACA, or approved purchasing cooperatives which require one quote)
- \$30,000 or more: competitive bid required except items on State Contract, GSA, PACA, or approved purchasing cooperatives (Note: This threshold applies to the total anticipated project cost. Components of a project may not be separated to avoid going over the threshold).

For public works projects that fall below the \$100,000 bid law threshold, departments shall make an effort to obtain a quote under the following guidelines:

- \$499 or less: no requirement for obtaining quotes
- \$500 - \$19,999: obtain one quote
- \$20,000 - \$99,999: attempt to obtain at minimum three quotes
- \$100,000 or more: competitive bid required (Note: This threshold applies to the total anticipated project cost. Components of a project may not be separated to avoid going over the threshold).

Requisitioner should attach quotes to the requisition. If quotes cannot be obtained, the requisitioner should attach documentation supporting efforts to obtain quotes. The Finance Department will review all supporting documentation as part of the approval process.

3.4 City Purchasing Cards

The use of City purchasing cards (p-card) are designed to streamline the procurement and payment of products and services. The utilization of the p-card is not designed to circumvent the City purchasing policy and procedures. Use of these cards is intended to ease the administrative burden of facilitating payments for approved online purchases, travel costs, incidental departmental needs, emergencies, or other authorized expenditures. It is the responsibility of the City Clerk/Treasurer to establish parameters, within City policy, for the use of these cards. All purchases require approval through the standard requisition and purchase order process.

When making purchases with a card, a cardholder must adhere to the provisions of the City's Procurement Card Policy and Procedures Manual adopted by the City Council. Misuse of a P-Card may result in revocation of card privileges, disciplinary action up to and including termination, personal liability for unauthorized charges, and/or criminal prosecution, where applicable.

3.5 Surplus and Obsolete Equipment and Material

Surplus property is considered as any asset, piece of equipment, or property no longer needed for the performance of job duties, functions, operations, or responsibilities of departments. Surplus property may be out of date, no longer operational, or exceeded its full capacity service life. Surplus property includes both capitalized assets and non-capitalized equipment. Examples of surplus property include vehicles, heavy equipment, computers, grounds equipment, office equipment, furniture, etc.

All assets to be surplused must be approved by the City Council. Department Heads have a responsibility to identify assets to be surplused. The Department Head or his or her designee will work with the City Clerk/Treasurer to determine the best method to dispose of property.

City assets may be disposed of through donation to other governmental entities, public and online auctions, trade-in and disposal. Surplus items may be disposed of as refuse as a last-resort alternative.

3.6 Requests for Proposals, Qualifications, and Quotes

The City Clerk shall serve as the main point of contact for all steps involved in the development of any Request for Proposals (RFP), Request for Qualifications (RFQu), or Request for Quotes (RFQ) processes. The Department Head or Designee will coordinate with the City Clerk to draft the specifications, finalize details, and post the final version and any applicable addenda to the City website.

1. Request for Proposals (RFP)

The RFP process may be used when there is a clear understanding of project requirements, but the City is open to various approaches, strategies, or innovations to arrive at a solution. It is used when the requirements are not clearly known, are qualitative rather than quantitative, or when looking for a solution to a complex problem. An RFP tends to be utilized for technical and complex procurements as proposers are encouraged to offer creative and innovative solutions customized to the City's needs.

An RFP could be used, but is not required, to procure providers for insurance coverage, financial services, professional services, or when the judgment of the supplier's experience, qualifications, and solution to the project may take precedence over the price.

2. Request for Qualifications (RFQu)

A RFQu may be used when the City is seeking to access the capabilities and experience of potential vendors, service providers, or contractors for specialized projects. It is ideal for situations where qualifications, experience, capability, and expertise are more important than just the cost and the City wants to assess the potential vendor ability to deliver a specific product or service effectively. The outcome of the RFQu process ranks firms based on the criteria stated in the RFQu, and top contenders may be invited to submit detailed technical proposals based on the criteria stated in the solicitation document. Pre-qualification by a vendor or contractor does not guarantee awarding of the contract; however, it does permit a contractor or vendor to submit a proposal for the project.

3. Request for Quotes (RFQ)

A RFQ is typically used when the City needs to obtain specific price proposals for a product or service where the specifications are clear and well defined. The RFQ helps the City communicate the requirements related to the product or service and request competitive pricing from suppliers. Evaluation and recommendation for the award should be based on the quotation that best meets price, quality, delivery, service, past performance, and reliability.

4. Pre-Qualification Process

As part of the pre-qualification process, vendors/contractors are required to supply detailed information on the vendor's business history, experience, and qualifications. Depending on the nature of the project or purchase, vendors may be asked to provide additional information or documents.

Vendor pre-qualification may take several weeks as prospective vendors should be provided sufficient time to receive the RFQu, complete the application, and compile requested information prior to scheduled pre-qualification deadline and/or project bid opening date. Departments may elect to pre-qualify vendors prior to advertising the project or departments may elect to pre-qualify vendors in conjunction with the project advertisement. With either election, prospective vendors should be given adequate time to complete the pre-qualification requirements. Prior to advertising any pre-qualification, departments shall submit the pre-qualification documents to the City Clerk/Treasurer for review and publishing to the City's website.

3.7 Leasing and/or Contracts; Insurance

Contracts must be submitted by Department Heads to the City Clerk and reviewed by the City Attorney or designee prior to seeking City Council approval. All contracts should be submitted to the City Council for signature authorization. Once all parties have signed the

contract, the fully executed agreement must be sent to the City Clerk for scanning and archival. Individual employees or other representatives may not execute contracts on behalf of the City without approval from City Council. The City Attorney must review all contracts in advance. Requisitions for payments made under the contract should include a signed copy of the agreement and resolution attached.

Generally speaking, lease contracts will be for one (1) year with renewal options that do not exceed three (3) years total per state bid law requirements. Contracts for leasing motor vehicles are not to be let for greater than five (5) years. Lease-purchase contracts for capital improvements and repairs to real property are not to be let for greater than ten (10) years. All other lease purchase contracts are not to be let for greater than ten (10) years. (*Code of Alabama, 1975, Section 41-16-57(f)*).

Employees who execute contracts outside of these guidelines will be subject to disciplinary action and will not be covered by the City's legal protection. Unauthorized and improperly signed contracts are null and void and are not enforceable.

Contractors performing services on City property must carry the appropriate level of insurance as determined by the City Clerk.

3.8 Emergency Purchases

An emergency is one that affects public health and safety, seriously hampers or interrupts City services and operations, or adversely effects the protection or preservation of public properties. Correction or remediation of these events would be compromised or delayed if procurement was made through the normal process. Purchases or contracts entered into under these circumstances may be made without the competitive bid process.

Negligence on the part of the Department Head to properly plan purchases is not justification for an emergency purchase. Due to their nature, emergency purchases are made hurriedly on a non-competitive basis and are potentially very costly. Every effort should be made to keep purchases of this type to an absolute minimum.

1. For emergency purchases, the Department Head must obtain two or more price quotations or price estimates before proceeding. The Department Head will notify the City Clerk in advance to obtain written approval of the transaction.
2. If an emergency occurs at times other than normal working hours, the Department Head may, with City Clerk or designee approval, directly contract for the goods or services needed. If a purchase is made in this manner, the Department Head will submit a requisition for the emergency purchase on the next working day. The Department Head will attach to the requisition a description of the emergency and justification for this action. All purchases made under emergency conditions should have the label "Emergency Purchase" in the description of the requisition.

3. An "Emergency Purchase" over \$30,000 must be brought before the Council or Board at the next regularly held meeting for approval after the fact.
4. Regarding Public Works, if an emergency purchase is deemed necessary, it must be made public and published in writing with reasons documented in accordance with the law.

3.9 Sole Source Purchases

Sole Source purchases are for products and services in excess of \$30,000 where there is only one person or company that can provide the contractual services needed and that any attempt to obtain bids would only result in one person or company being available to meet the need (*Code of Alabama 1975, Section 41-16-57(b) and Section 41-16-75.*)

1. Sole source purchases do not use purchasing method or price as a determinant. While similar types of goods or services may exist among vendors, one vendor with a proprietary product may be preferred for reasons of expertise, standardization, or compatibility, which meets the sole source justification. The City Clerk will review the supplied justification and seek legal counsel if necessary.
2. To declare an item sole source, the Department Head or their Designee shall clearly identify and include in the purchase request the following information:
 - Intended use and/or application of the requirement.
 - Any unique features, mandatory requirements, critical installation schedules dictated by the intended use or applications schedules, which will limit the purchase to a single source.
 - The fact that no other known or practical source of supply exists for the requirement. The steps which led to this conclusion must be elaborated upon.
 - The existence of a patent or copyright.

3.10 Receipt of Goods

Vendor payments are made only after goods and services are provided to the City. Deposits or down payments are not made except as approved by the City Clerk or his/her Designee. The receiving function is an attestation that goods have been received, or services are complete. The Finance Department may require additional documentation to support the delivery date or date of service.

3.11 Purchases Requiring Sealed Bids

In accordance with the Alabama Competitive Bid Law (*Code of Alabama 1975, Section 41-1650*) unless an exception exists therefor, all expenditure of funds for labor, services, or

for the purchase or lease of materials, equipment, supplies, or other personal property involving \$30,000 or more shall be made only after a free and open competitive bidding process has been accomplished.

Also, in accordance with Alabama Public Works Law (Code of Alabama 1975, Section 39-2-2) unless an exception exists therefor, all expenditures of \$100,000 or more related to a public works project shall be made only after a free and open competitive bidding process has been accomplished. This threshold applies to the cumulative total of the expenses for the project.

Splitting purchases to avoid the \$30,000 (\$100,000 Public Works Law) ceiling is prohibited.

A completed bid packet supplied to vendors or contractors will consist of the following:

- a. **Invitation to Bid**
Written invitation to prospective suppliers to submit a bid on materials or services.
- b. **Advertisement to Contractors**
(If over \$100,000 or if required by grant) official notice for qualified bidders on a specific project. The advertisements shall briefly describe the improvement, state that plans and specifications for the improvement are on file for examination in a designated office of the awarding authority, state the procedure for obtaining plans and specifications, state the time and place in which bids shall be received and opened, state time and place of pre-bid meeting if applicable, and identify whether prequalification is required and where all written prequalification information is available for review (*Code of Alabama 1975, Section 39-2-2*).
- c. **Specifications and/or detailed specifications**
Explicit set of requirements to be satisfied by a material, product, or service.
- d. **General information for bidders**
Additional information regarding terms and conditions of bid.
- e. **Bid proposal form and other forms as required**
Standard forms to provide necessary information required for bid evaluation.
- f. **Timeline**
Time, date, and location of pre-bid conference, if applicable, and bid opening.

The following procedure will be used:

- a. **Location**
All bid openings will be conducted at Irondale City Hall unless outlined otherwise.

- b. **Initiation**
The Department Head or representative contacts the City Clerk to initiate the bid process. The City Clerk will guide the preparation of the bid packet.
- c. **Review**
The City Clerk or designee will review the packet with the department representative or others for any changes needed, including any insurance requirements. The City Attorney may be consulted if applicable.
- d. **Verification**
Once all changes have been made, the City Clerk will verify that all information is complete and schedule the bid opening date and pre-bid meeting date, if applicable.
- e. **Posting**
The City Clerk/Treasurer will be responsible for posting the bid and any applicable addenda, as well as ensuring that the bid is advertised in accordance with Alabama Bid Law.
- f. **Pre-bid meeting**
Pre-bid meetings will be led by the City Clerk/Treasurer in conjunction with the department representative.
- g. **Addenda**
Addenda, if required: Originating department will forward answers or clarifications to any questions received, corrections to the bid specifications and/or drawings and plans, and any supplements to the bid specifications, to the City Clerk/Treasurer. City Clerk/Treasurer will then review, prepare, and post Addenda to the website. Addenda will be sent to the plan holders or the pre-bid meeting attendees as applicable.
- h. **Opening of Bids**
Bids will be opened publicly as scheduled in the Invitation to Bid. The City Clerk or their Designee will conduct the bid opening and document the responses. The responses will be witnessed by representatives of the City, including the originating department.
- i. **Review of Bids**
The City Clerk and the originating department will review the bids after they have been publicly opened and will provide an appropriate recommendation to the City Council for their approval. The City Clerk will submit the recommendation and the required documentation to the Council agenda folder.

- j. **Presentation of Bid**
The originating department will present the bid award recommendation to the City Council at the public meetings for appropriate decision.
- k. **Execution of Contract**
The City Clerk will be responsible for all award letters and other required documents and ensure that the contract is fully executed. A signed copy of the contract will be retained by the City Clerk's Office. The City Clerk/designee or the originating department will advise the awarded vendor of the notice to proceed.
- l. **Coordination of Delivery Requirements**
The originating department will be responsible for preparing the purchase requisition and coordinating delivery requirements with successful bidders.

3.12. Bid Bond Procedures

1. Types of Bonds used by the City in Contracting

- a. **Bid Bond or Surety**
Purpose is to guarantee that if a bidder is awarded the bid, the firm will execute the contract. The required amount is 5% of the bid/proposal price, not to exceed \$10,000, and can be backed by any Alabama banking or bonding institution or by a cashier's check.
- b. **Performance Bond**
Purpose is to ensure that the contracted firm will complete the contract at the contracted price. Bonded amount is the total contract price. This is required for all bids governed by the Public Works Law.
- c. **Payment Bond**
Purpose is to ensure that the contractor pays the suppliers for purchased materials and pays workers or sub-contractors for work performed on the contracted job. Bonded amount is the total contract price. This is required for all bids governed by the Public Works Law.

2. Bond Requirements

Bid bonds are required of every Public Works Project over \$100,000, and governed by *Code of Alabama* 1975, Section 39-1-1.

For all other bids over \$30,000, governed by (*Code of Alabama* 1975, Section 41-16-50(c)), "the awarding authority may require bidders to furnish a bid bond for a particular bid solicitation if the bonding requirement applies to all bidders, is included

in the written bid specifications, and if bonding is available for the services, equipment, or materials.” For all bids not governed by the State of Alabama Public Works Law, it is up to the City to determine if a bid bond will be required.

The State of Alabama Public Works Law sets specific rules and regulations regarding the publication and statement of requirements regarding Bid Bonds, Performance Bonds, and Payment Bonds, and they shall be listed in the bid specifications as advertised (*Code of Alabama 1975, Section 39-2*).

The City can require, at its discretion, any type of the above bonds as long as it is stated in the bid document.

3. Receipt of Bid Bonds

At bid opening, the receipt of either a Bid Bond or cashier’s check is noted on the bid form as received. Any cashier’s checks received will be noted in the comments of the bid tabulation during the bid opening. Bid Bonds and cashier’s checks are retained by the City Clerk’s office.

a. Cashier’s Check

If a cashier’s check is submitted for the Bid Bond, it may be returned to the owner as soon as the low bidder is determined. It is normally returned once the bid is awarded. The return of the cashier’s check is the responsibility of the City Clerk. The City Clerk will retain the successful bidder’s cashier’s check until the contract is executed. The cashier’s check is only good until the contract is executed.

b. Performance Bond and Payment Bond

The Performance Bond and the Payment Bond must be retained by the City Clerk’s Office with a copy sent to the originating department.

c. Forfeited Bonds

According to the State of Alabama Public Works Law (*Code of Alabama, Section 39-2-11*), should the successful bidder or bidders to whom a contract is awarded fail to execute a contract and furnish acceptable contract securities and evidence of insurance as required by law within the period as set forth in Section 39-2-8, the awarding authority shall retain from the proposal guaranty, if it is a cashier’s check, or recover from the principal or the sureties, if the guaranty is a bid bond, the difference between the amount of the contract as awarded and the amount of the proposal of the next lowest bidder. If no other bids are received, the full amount of the proposal guaranty shall be retained or recovered as liquidated damages for such default. Any sums so retained or recovered shall be the property of the awarding authority. Bonds that are forfeited as a result of default by the vendor will be retained with comments and explanations regarding the reasons for the request.

3.13 Business License Requirement

Any payee of the city must have an active business license prior to being authorized to provide a service or commodity if required by city ordinance and/or state law and/or if they meet any of the following:

- Business is physically located in Irondale;
- Sales representative/service person comes into Irondale city limits; or
- The company delivers goods/services in its own vehicle in city limits.

CHAPTER 4: VENDOR MANAGEMENT

4.1 Debarment

Before awarding any contract exceeding \$30,000, the City shall verify the vendor is not on any federal or state debarment lists, including:

- Federal System for Award Management (SAM.gov);
- Alabama Department of Examiners of Public Accounts debarment list; and
- Any other applicable federal or state exclusion lists

4.2 Vendor Development

The city encourages participation by businesses in the City's procurement process. The City Clerk's Office shall maintain a municipal vendor list of vendors who have filed a written request with the City Clerk detailing the vendor's contact information for inclusion on such list. Any vendor desiring to be placed on the City's vendor list should subscribe to the Bid Postings notification list. Companies may also send a bid letter to the City Clerk. If sending a vendor letter, a vendor should state the following information, including:

Contact Name
Company
Mailing Address
Email Address
Telephone Number

and should be addressed to:

Irondale City Clerk
RE: Bid List
101 20th Street South
Irondale, AL 35210

Vendors submitting their name will then be notified of bidding opportunities in the City. Bid opportunities shall also be posted on the City's website to maximize vendor awareness.

CHAPTER 5: ETHICS AND STANDARDS OF CONDUCT

5.1 Ethical Standards

All City employees involved in procurement shall adhere to the highest ethical standards. Employees shall:

- Act in the best interest of the city;
- Avoid the appearance of impropriety;
- Decline personal gifts or gratuities from vendors;
- Maintain confidentiality of procurement information; and
- Treat all vendors fairly and equitably.

5.2 Conflicts of Interest

Employees shall disclose any actual or potential conflict of interest before participating in a procurement decision. A conflict exists when an employee, or a member of the employee's immediate family, has a financial or personal interest in a vendor or the outcome of a procurement. Employees with conflicts shall recuse themselves from the procurement process.

5.3 Gifts and Gratuities

Employees shall not accept:

- Cash or cash equivalents in any amount;
- Gifts valued at more than \$25 from any single vendor in a calendar year;
- Meals exceeding \$50 in value;
- Entertainment, travel, or lodging paid by vendors; and/or
- Any gift offered with the intent to influence a procurement decision.

5.4 Confidentiality

Procurement information, including bid amounts and vendor proposals, shall remain confidential until public opening or announcement. Employees shall not disclose confidential procurement information to unauthorized persons, including other vendors.

5.5 Reporting Violations

Employees who become aware of violations of this ethics policy shall report them to their supervisor, the City Clerk, or the mayor. The city prohibits retaliation against employees who report violations in good faith.

CHAPTER 6: TRAINING AND PROFESSIONAL DEVELOPMENT

6.1 Required Training

All employees with procurement responsibilities shall complete the following training:

- **Initial Training:** Within thirty (30) days of assuming procurement duties, covering this manual, City ordinances, and state law;
- **Annual Refresher:** Annual training on updates to procurement law and policy;
- **P-Card Training:** Required before receiving a purchasing card; and
- **Ethics Training:** Required annually for employees with purchasing authority.

6.2 Training Records

The City's Human Resources representative shall maintain records of all procurement training completed by employees, including date, topic, and instructor. Training records shall be retained for the duration of employment plus three years.

CHAPTER 7: FINANCIAL SERVICES CONTRACTS

7.1 Scope

This chapter applies to contracts for financial services, including:

- Banking and depository services
- Investment advisory services
- Bond counsel and underwriting
- Independent audit services
- Actuarial services
- Financial consulting services

7.2 Periodic Review

In accordance with GFOA best practices, the City shall evaluate its financial services contracts at least every five (5) years to ensure the City is receiving competitive pricing and quality service. The evaluation shall consider:

- Fee structures and total cost;
- Service quality and responsiveness;
- Industry expertise; and
- Available alternatives in the marketplace.

CHAPTER 8: SUSTAINABILITY CONSIDERATIONS

8.1 Environmental Purchasing

The city encourages the purchase of environmentally preferable products and services when they are cost-competitive and meet performance requirements. Considerations may include:

- Recycled content;
- Energy efficiency (ENERGY STAR-rated products);
- Reduced packaging;
- Durability and lifespan; and/or
- End-of-life disposal or recyclability.

CHAPTER 9: POLICY REVIEW AND AMENDMENTS

9.1 Review

This manual shall be reviewed by the City Clerk/Treasurer, as he/she determines appropriate, for compliance with changes in state law and current best practices.

9.2 Amendments

Amendments to this manual shall be approved by resolution of the City Council.

CHAPTER 10: APPENDICES

Appendix A: Forms

The following forms are available from the City Clerk's Office:

- Purchase Requisition Form
- Purchase Order Form
- Vendor Registration Form
- P-Card Application and Agreement
- Single Source Justification Form
- Conflict of Interest Disclosure Form