City of Mission Viejo
December 11, 2018

Purchasing Policy and Procedure Manual
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General Information
Purpose and Goals

Section 3.12 of the Mission Viejo Municipal Code authorizes a purchasing division that is responsible to the City Manager. The City Manager has designated the Director of Administrative Services, (or her designee), as the Purchasing Agent, and the Administrative Services Department as responsible for the purchasing function. The Code outlines the authorities and responsibilities of the Purchasing Agent or designee to negotiate or contract for public projects and professional services and to purchase supplies, materials and equipment required by City departments.

The guiding principles of those involved in the purchasing function should be:

- To comply with State law, the City's Municipal Code and adopted budget on all purchases and contracts.
- To procure the supplies, services and equipment needed by the departments at the lowest possible cost, taking into consideration quality, service levels, and time constraints.
- To act in a professional and ethical manner.

Ethics General Code of Conduct and Legal Requirements

It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public. In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The City's reputation for fairness and integrity in dealing with suppliers and others must always be maintained. We also expect vendors and third parties to conform to these standards.

The following are the City's standards in ethics for purchasing:

- To buy on the basis of value, recognizing that value represents a combination of quality, service and price which assures the greatest economy to the City.
- To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.
- To be honest, courteous, and considerate in all City dealings.
- To be prompt in all appointments and to negotiate with reasonable and prudent speed.
- To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give an unfair advantage in a competitive business transaction.
- To recognize that character is an important asset in commerce and should be given major consideration in the selection of sources of supply or service.
- To adjust claims and settle disputes on the basis of facts and fairness.
- To politely decline any gratuity or accommodation with a cumulative value of $50.00 for any calendar year, from any one supplier, vendor, or firm with whom the City is currently doing or could potentially do business. (See also the Fair Political Practices Commission guidelines in the next section.) All decisions and actions regarding procurement should be based upon
proper business considerations, and purchasing decisions should not be influenced in any way by personal obligations. However, any offering from a vendor, or potential vendor, which has been given to a group and which is kept and/or consumed on the premises, would not be considered inappropriate.

Fair Political Practices Commission (FPPC)
Gift Disclosures and Prohibitions

The purpose of this section is to highlight FPPC regulations regarding gifts for all personnel who may be engaged in the City's purchasing function, hold the office of a public official or designated in the City’s conflict of interest code. It is essential that all personnel involved in dealings with the business community exercise a strict rule of personal conduct and abide by FPPC regulations when offered a “gift.”

Per the FPPC manual, a “gift” is any payment or other benefit provided to you that confers a personal benefit for which you do not provide goods or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public (Section 82028).

Except as discussed below, you have “received” or “accepted” a gift when you know that you have actual possession of the gift or when you take any action exercising direction or control over the gift, including discarding the gift or turning it over to another person. (Regulation 18941).

This overview of the Fair Political Practices Commission highlights provisions of the California Political Reform Act; however, you should not rely on this alone to ensure compliance with the Act. If you have questions, consult the Act and FPPC Regulations, the City Clerk or legal counsel, or call the FPPC’s toll-free help line at 1-866-275-3772. Other regulations and important information can be found at the FPPC website, www.fppc.ca.gov.

Factsheets prepared by the California Fair Political Practices Commission can also be downloaded from the FPPC website. The factsheets used in the preparation of this overview are:

- The Limitations and Restrictions on Gifts, Honoraria, Travel and Loans
- Statements of Economic Interest Form 700

Gift Limitations:

- Local officials and employees listed in the City’s conflict of interest code are prohibited from accepting gifts totaling more than $470 (April 2017) in a calendar year from a single source.
- Gifts aggregating $50 or more must be disclosed and gifts aggregating $470 or more may subject you to disqualification with respect to the source.
- Discuss any questions or interpretations with the City Attorney prior to final action.

*The gift limit is adjusted biennially to reflect changes in the Consumer Price Index. Gift limit adjustments occur on January 1 of each odd-numbered year, rounded to the nearest ten dollars ($10) (GC 89503).
Department of Industrial Relations (DIR) Requirements

For up to date DIR vendor and City reporting and registration requirements go to https://www.dir.ca.gov/

Each department is responsible for determining if a project is subject to the DIR registration and reporting requirements. As of December 2018, the following key elements apply:

- Public works projects include construction, alteration, demolition, installation, or repair. Public works projects also include routine, recurring, and usual maintenance work on anything affixed to City real property.
- Paid with public funds.
- Over $1,000.
- Small project exemptions up to $25,000 for construction and up to $15,000 for maintenance. These small projects are exempt from registration by the contractor, subcontractors, and the City. Prevailing wages are still required for any public works project over $1,000.
- Contractors and subcontractors are required to be registered before submitting bids or proposals and remain registered through project completion.
- Contract registration within 30 days of contract award, or prior to the first work day for projects lasting less than 30 days.
- Penalties for City noncompliance include fines and/or loss of state funding for one year.

Responsibilities

Department Responsibilities

- Know the requirements of your funding source. Grants and Federal funding may have different requirements and you should always use the stricter of your funding requirements or the City Purchasing Policies.

- In the event of an emergency declaration it is important to keep accurate records for FEMA reimbursement.
  - Request a workorder from the Administrative Services Manager (Budget Manager)
  - Use the workorder to track all allowable time and purchases associated with the emergency
  - See Emergency Procedures information on page 34 of this manual for authorization procedures
  - See Uniform Guidance – Federal Funding on page 25 of this manual for procurement types
  - Refer to 2 C.F.R. §200.317-326 for additional contract requirements

- Determine if prevailing wages are required and confirm registration requirements are met before getting bids and quotes.

- Contact Risk Management to finalize insurance requirements before getting bids and quotes or issuing a contract.
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- Verify available budget before making purchases.
- Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
- Do not split orders for the purpose of avoiding purchasing and bid requirements or approval levels.
- Provide detailed, accurate specifications to ensure goods obtained are consistent with requirements and expectations.
- Prepare requisitions according to instructions to minimize processing time.
- Limit urgent and sole source purchases and provide written documentation when these purchases are necessary.
- Consider the Environmentally Preferable Purchasing Policy when it is practical and economically feasible.

**Risk Management Responsibilities**

- Review draft agreements, contracts, or contract amendments along with vendor supplied insurance to determine if insurance requirements are met.
- Contact vendor to obtain additional insurance documents if needed.
- Email preliminary approval to requesting department.
- Do final review and sign all contracts and contract amendments after proper insurance documents are received and approved.

**Purchasing Responsibilities**

The Purchasing Agent has overall responsibility for the procurement of general supplies, services and equipment, the administration of the purchasing policies, and the management of surplus City property.

Other purchasing responsibilities are:

- To ensure full and open competition on all purchases as required by this policy.
- To coordinate vendor relations, locate sources of supply and evaluate vendor performance.
- To recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
- To prescribe and maintain all forms and records necessary for the efficient operation of the purchasing function.
- To act as the City’s agent in the transfer and disposal of surplus equipment and materials.
The Purchasing Cycle

The purchasing cycle establishes the proper steps for Mission Viejo department staff to follow when requisitioning supplies, materials, and equipment; public works projects; and/or professional service contracts.

The Budget

Step One: Approval of the City’s biennial budget. The budget authorizes the City Manager and designees to purchase the materials, supplies, services, and equipment in the line item budget document. Purchases for certain dollar amounts are subject to further rules, such as for department head level approvals, City Manager approvals, Council approvals, and/or bidding requirements.

Method of Purchase

Step Two: Departments choose the method of purchase according to the type and dollar value of purchase.

Risk Management Review

Step Three: Risk Management evaluates the potential risk and determines the appropriate insurance requirements.

Receiving and Acceptance

Step Four: Once the product or service has been received or accepted, payment authorization can proceed. All goods should be shipped to a City facility to ensure receipt by City staff, unless approved by Purchasing before making the purchase.

Exceptions to this Policy and Procedure Manual, as allowed by law, and as the City may, in its best interests, require the provisions of this Manual may be avoided, modified, or suspended, by order of the City Council or by the joint approval of the City Manager and City Attorney. The public’s health, safety, and welfare shall be the ultimate goal of all purchasing, hiring under this Manual or disposition of goods and services.
Environmentally Preferable Purchasing Policy

Purpose:
The purpose of this policy is to ensure that environmental consideration is included in the decision-making process when procuring materials, products, or contracted services, and to provide City staff with the necessary tools, information and procedures to make Environmentally Preferable Purchases.

Policy:
The City of Mission Viejo is recognized as a leader in the support of environmental quality and is committed to setting a good example for other agencies and private enterprises. This Policy is intended to support, whenever practical and possible, the purchase of recycled and environmentally preferable products to minimize environmental impacts relating to our work. The City recognizes that its employees can make a difference in favor of environmental quality and promotes the purchase of Environmentally Preferable Products whenever they perform satisfactorily and are available at a reasonably competitive price.

City staff shall support the purchase and use of recycled/recyclable supplies and materials and other environmentally preferable products as a Citywide priority. Staff is encouraged to adhere to these policies and procedures whenever feasible, including:


2. Strive to generate less waste by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

3. Include, in technical specifications, the requirement for recycled and other environmentally preferable products for department requirements.

4. Identify and purchase environmentally preferable higher valued products and durable goods that are replaced infrequently and/or may require capital program outlays to purchase.

5. Support the purchase and use of materials and supplies, including janitorial cleaning products, which reduce resource consumption and waste, promote human health and well-being, and have the least damaging and most beneficial environmental impact, while performing adequately; all in a fiscally responsible manner.

6. Replace conventional incandescent lighting with environmentally preferable alternatives such as compact fluorescent light bulbs (CFL) or Light Emitting Diode (LED) lighting.

References:
This policy was implemented to establish procedures and practices for the purchase of recycled-content and environmentally preferable products for the City.

The following websites may be used as a reference for the procurement of environmentally preferable durable goods, and supplies: www.energystar.gov and www.epeat.net.
Procedures:

In cooperation with all City departments, the Purchasing Division shall evaluate the following Environmentally Preferable Product categories and purchase them whenever possible:

1. **Ongoing Consumables**
   a. Recycled printing and writing papers containing a minimum of 30 percent post-consumer recycled content, including: City letterhead, envelopes, copy machine and printer paper.
   b. Recycled paper products which include janitorial supplies, hand towels, facial tissue, toilet tissue, corrugated boxes, file boxes, file folders and hangers, and products composed primarily of paper.
   c. Remanufactured laser printer and fax machine toner cartridges and soy-based vegetable-source ink for printing.
   d. Recycled plastic products.
   e. To the extent practicable, no cleaning or disinfecting products for janitorial use shall contain known ingredients that are carcinogens, mutagens, or teratogens. Will work with suppliers to find products that promote human health and well-being, and have the least damaging and most beneficial environmental impact, while performing adequately in a fiscally responsible manner.

2. **Durable Goods**
   a. ENERGY STAR™ labeled or approved electric equipment and appliances, including: computers, monitors, scanners, printers, refrigerators, microwave ovens, televisions, and audio-visual equipment.
   b. Refurbished furnishings and equipment.

3. **Facility Alterations and Additions**
   a. Low-VOC (volatile organic compounds) or zero-VOC products for paints, finishes, and adhesives.
   b. Building components and structures that contain post-consumer and post-industrial material, salvaged or rapidly renewable material, Forest Stewardship Council (FSC) certified wood, locally harvested and processed material, or locally extracted and processed material.
   c. Horticultural mulch made with recycled land clearing and other wood debris.
   d. Carpet and carpet cushions that meet the requirements of the Carpet and Rug Institute (CRI) Green Label Testing Program.
   e. Composite panels and agri-fiber wood products which contain no added urea-formaldehyde resins.

4. **Reduced Mercury in Lamps**
   a. Lamps with a mercury content of less than 90 picograms per lumen hour, including: indoor, outdoor, hard-wired, and portable fixtures.
Attributes Of Environmentally Preferable Products (EPPS)

1. Recycled Products
   a. Items such as copy paper, file folders, ink and toner cartridges, note pads, envelopes, plastic and metal office supplies, furniture, and other products can be made with recycled content. Items should be indicated as “recovered materials,” and/or “postconsumer materials.”

2. Environmentally Preferable Packaging
   a. Products should be selected with less packaging. Packaging should be made from cardboard or paper which can be recycled more easily.
   b. Styrofoam should be phased out and replaced by biodegradable materials.
   c. Buying in bulk will reduce excess packaging and waste.

3. Less Hazardous and Non-Toxic
   a. Products that contain petroleum-based solvents, acids, heavy metals, or volatile organic compounds should be avoided.
   b. Products labeled as “poison” (highly toxic) or “caution” (mildly/moderately toxic) should also be avoided.
   c. Water-based, bio-based, low-odor, low-emission, non-toxic, or “green” certified products should be standard and chosen over any other product.

4. Energy Efficient and Water Conserving
   a. ENERGY STAR™ labeled computers, copy machines, fax machines, scanners, TVs, VCRs, DVDs, and refrigerators should be chosen over any other product.
   b. Products and services that conserve water such as low flow fixtures, drought tolerant plants, mulch, and compost should also be the standard.
   c. Recycled-water to be used for City irrigation whenever feasible.
   d. Smart Controller technology to be used for City irrigation whenever possible.

Exemption:

Nothing in this Policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable prices and terms.
**Responsibilities:**

All City departments are responsible to utilize recycling programs and expand wherever possible.

The Purchasing Division is responsible to:

- Develop and maintain information about environmentally preferable and recycled products that contain the maximum practicable amount of recycled materials to be purchased by City departments.
- Inform City departments of the responsibilities under this Policy, and provide information about recycled products and environmental purchasing opportunities.
- Inform suppliers, vendors, and contractors of the requirements of this Policy and provide them with a copy of the policy for their reference so that they can comply.
- Restrict purchases to environmentally preferable products whenever available and financially feasible.
- Review specifications used in public bidding documents to eliminate barriers to recycled content products.
- Provide language from this policy when issuing a Request for Proposals so that contractors can bid accordingly.
- Review use of this Policy and new environmentally preferable product offerings on an ongoing basis.

**Glossary:**

**Durable Good** – have a useful life of two years or more and are replaced infrequently and/or may require capital program outlays. Examples include furniture, office equipment, appliances, external power adapters, televisions, and audiovisual equipment.

**Environmentally Preferable Products (EPPs)** – are products that have a lesser impact on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and disposal of the product. Characteristics of environmentally preferable products include: alternative energy sources, bio-based, biodegradable, compostable, high recycled content, low toxicity, low volatile organic compounds, pollution and waste reduction, recyclable, repairable, resource efficient, and reusable. Environmentally preferable products or services minimize the consumption of resources, energy and water; prevent or minimize the creation of solid waste, air pollution or water pollution; minimize the use of materials or processes which compromise the environment; avoid toxic materials or processes; and/or promote the use of less or non-toxic substances.

**Ongoing Consumables** – are items that the City uses on a regular basis and will need to be replaced in a sustainable way. Ongoing consumables include, but are not limited to: office paper and envelopes, desk accessories, notebooks, ink toner and cartridges, and batteries.

**Practicable** – Sufficient in performance and available at a reasonably competitive price relative to market and other conditions.
Recycled Products – products manufactured with waste material that has been recovered from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized.

Recycling – the process of collecting, sorting, treating, cleansing, and reconstituting materials that would otherwise become solid waste; and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

Waste Prevention – the action taken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.
Quick Reference Guide
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These are public works projects. DIR registration by vendor and subcontractors is required before bidding. Project registration required the sooner of the first day of work or 30 days following award. Prevailing wages required, when over $1,000. Include DIR language on contract Exhibit A.

Work done under contract and paid for in whole or in part with public funds?

- Alteration
- Demolition
- Installation
- Repair
- Construction (including design, inspection, or surveying)

Maintenance that is:
- "Routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it has been designed, improved, constructed, altered, or repaired" OR
- "Carpentry, electrical, plumbing, glazing, (touchup painting), or other craft work designed to preserve the publicly owned or publicly operated facility in a safe, efficient, and continuously usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty."
- Landscape and tree trimming.

Construction under $25,000 and Maintenance under $15,000 are exempt from vendor, subcontractors, and City registration. Prevailing wages apply. DIR language is included on contract Exhibit A.

These are NOT a public works projects. Prevailing wages and DIR registration are not required.

- Repairs and maintenance to equipment not attached to realty.
- Janitorial or custodial services of a routine, recurring, or usual nature.
- Landscape maintenance work done by a “sheltered workshop.” Example: California Conservation Corps.
- Protection provided by guards, watchmen, or other security forces.
- Services up to $1,000.

Awarding body (City) responsibilities

- Register public works projects with DIR.
- Require proof of contractor/subcontractor registration before accepting a bid.
- Ensure posting of jobsite notices.
- Ensure payment of prevailing wages.

Awarding body (City) penalties for noncompliance

- Fines of $100 per day up to $10,000 for:
  - Failure to comply with award notification requirements
  - Permitting an unregistered contractor or subcontractor to work on a project
- Potential loss of state funding for one year for willful violation for two or more projects.
Purchase of Materials, Supplies, Equipment, and Non-Public Projects
Check for DIR requirements for any service over $1,000
Confirm ethical and legal requirements before any purchase

Non-Service Purchases up to $100
- Department head or designee approval required
  - Use petty cash form
  - Or
    - Use CAL-Card
    - Or
      - Order without PO

Purchases up to $3,000
- Informal bidding optional
  - Department head or designee approval required
    - Use CAL-Card
    - Or
      - Order without PO
      - Or (all services)
        - Get insurance requirements from Risk Management
          - Department enters purchase requisition
            - Department head approves requisition
              - Department forwards bid recap & proposal to purchasing
                - Purchase order issued

Purchases $3,000 to $30,000
- Informal bidding required
  - Get insurance requirements from Risk Management
    - Department prepares contract and bid recap
      - Department enters purchase requisition
        - Department head signs contract and approves requisition
          - If over $10,000 City Manager signs contract
            - Department forwards bid recap & proposal and/or contract to purchasing
              - Purchase order issued

Purchases Over $30,000
- Formal bidding advertising and website posting required
  - Get insurance requirements from Risk Management
    - Department prepares contract, contract checklist, bid recap & agenda report
      - City Council awards contract
        - City Manager signs contract
          - City Clerk prepares letter of contract award and forwards copy of contract to department
            - Department enters purchase requisition
              - Department head approves requisition
                - Department forwards bid recap & copy of contract to purchasing
                  - Purchase order issued

Non-Service Purchases up to $100
- Use petty cash form
  - Or
    - Use CAL-Card
      - Or
        - Order without PO
          - Or (all services)

Purchase order issued
Public Projects Contracts

Check for DIR requirements for any service over $1,000
Confirm ethical and legal requirements before any purchase
Check with Risk Management for insurance requirements for all dollar levels

Public Projects Contracts up to $10,000
- Informal bidding
- Advertising not required
- Department prepares bid specifications and contract
- Department head signs contract
- Department enters purchase requisition and prepares bid recap
- Department head approves requisition
- Department forwards bid recap and contract to purchasing
- Purchase order issued

Public Projects Contracts $10,000-$30,000
- Informal bidding
- Advertising not required
- Department prepares bid specifications and contract
- Department head and City Manager sign contract
- Department enters purchase requisition and prepares bid recap
- Department head approves requisition
- Department forwards bid recap and contract to purchasing
- *City Manager approves requisition
- Purchase order issued

Public Projects Contracts $30,000-$125,000
- Informal bidding and advertising required
- Department prepares bid specifications, contract, contract checklist, and agenda report
- City Council awards contracts
- Department enters purchase requisition and prepares bid recap
- Department head approves requisition
- City Clerk prepares letter of contract award and forwards copy of contract to department
- Department forwards bid recap and contract to purchasing
- *City Manager approves requisition
- Purchase order issued

Public Projects Contracts over $125,000
- City Council adopts plans, specifications and working details
- Formal bidding and advertising required
- Department prepares bid specifications, contract, contract checklist, and agenda report
- City Council awards contract
- City Manager signs contract
- Department enters purchase requisition and prepares bid recap
- City Clerk prepares letter of contract award and forwards copy of contract to department
- Department forwards bid recap and contract to purchasing
- *City Manager approves requisition
- Purchase order issued

*City Manager approves requisitions in MUNIS for contracts $10,000 - $30,000. City Council awarded contracts do not require electronic approval by the City Manager.

*City Manager Approves Requisition in MUNIS only if contract is awarded by the City Manager.
Professional Services Contracts
Check for DIR requirements for any service over $1,000
Confirm ethical and legal requirements before any purchase
Check with Risk Management for insurance requirements for all dollar levels

- Professional Services Contracts up to $10,000
  - RFP Process Recommended
    - Department prepares the RFP, obtains proposals, selects vendor, and prepares contract
  - Department head signs contract
  - Department enters purchase requisition and prepares bid recap
  - Department head approves requisition
  - Department forwards bid recap and contract to purchasing
  - Purchase order issued

- Professional Services Contracts $10,000 - $30,000
  - RFP Process Recommended
    - Department prepares RFP and contract checklist, obtains proposals, and selects vendor, prepares contract and agenda report
  - City Manager awards contract and signs contract
  - Department enters purchase requisition and prepares bid recap
  - Department head approves requisition
  - Department forwards bid recap and contract to purchasing
  - City Manager approves requisition
  - Purchase order issued

- Professional Services Contracts over $30,000
  - RFP Process Required*
    - Website Posting Required
      - Department prepares RFP and contract checklist, obtains proposals, and selects vendor, prepares contract and agenda report
  - City Council awards contract
  - City Manager signs contract
  - Department enters purchase requisition and prepares bid recap
  - Department head approves requisition
  - Department forwards bid recap to purchasing
  - City Clerk prepares letter of contract award and forwards copy of contract to department
  - Department enters purchase requisition and prepares bid recap
  - Department head approves requisition
  - Department forwards bid recap to purchasing
  - Purchase order issued

* See Exceptions to Competitive Bidding Requirements
INFORMAL BIDDING PROCEDURES
Check for DIR requirements for any service over $1,000
Confirm ethical and legal requirements before any purchase
Check with Risk Management for insurance requirements for all dollar levels

Supplies, Materials & Equipment & Non-Public Projects Contracts Professional Services $3,000 - $30,000

Department
• Prepares request for proposal, quotation or notice inviting informal bids

Department Solicits
• Written requests (RFQ/RFP)
• Minimum of three qualified vendors
• Phone bids are permitted
• Optional posting to City’s web site or bulletin board

Department
• Selects successful bidder/consultant
• Prepares 2 original contracts
• Obtains contractor’s signatures on contracts
• Completes bid recap

Department Head
• Approves and signs contracts up to $10,000
City Manager
• Approves and signs contracts $10,000 - $30,000

Public Projects Contracts under $30,000

Department
• Maintains list of qualified contractors
• Prepares notice inviting informal bids

Notice inviting informal bids shall:
• Describe the project in general terms
• Describe how to obtain more detailed information
• State the time and place for submission of bids
• Include a draft of the proposed contract

Department
• Selects successful bidder
• Prepares 2 original contracts
• Obtains contractor’s signatures on contracts
• Completes bid recap

Department Head
• Approves and signs contracts up to $10,000
City Manager
• Approves and signs contracts $10,000 - $30,000

Public Projects Contracts $30,000 - $125,000

Department
• Maintains list of qualified contractors
• Prepares notice inviting informal bids

Notice inviting informal bids shall:
• Describe the project in general terms
• Describe how to obtain more detailed information
• State the time and place for submission of bids
• Include a draft of the proposed contract

Notice inviting informal bids shall:
• Describe the project in general terms
• Describe how to obtain more detailed information
• State the time and place for submission of bids
• Include a draft of the proposed contract

Department
• Mails notice inviting informal bids to qualified contractors and/or
• Advertises in trade journals at least 10 calendar days prior to bid opening
  **“Website posting encouraged”**

Department
• Selects successful bidder/consultant
• Prepares 2 original contracts
• Obtains contractor’s signatures on contracts
• Completes bid recap

City Clerk
Publicly opens all bids at the time and place stated in the public notices

Department
• Prepares agenda report
• Prepares 2 original contracts
• Obtains contractor’s signatures on contracts
• Completes bid recap

City Manager
• Award contracts up to $30,000
City Council
• Awards contracts over $30,000

City Clerk
• Prepares letter of contract award
• Forwards copy of signed contract to department

Contractor
• Supplies bonds and insurance to City Clerk within 10 days of contract award
Formal Bidding Procedures*

Check for DIR requirements for any service over $1,000
Confirm ethical and legal requirements before any purchase
Check with Risk Management for insurance requirements for all dollar levels

Professional Services Contracts over $30,000
- RFP required
- Web site posting required (excluding design team contracts)

Department Prepares

City Manager
- Approval is required before advertising
- May also require City Council approval

City Council
- Awards contract

City Manager
- Signs contract

Consultant Supplies
- Bonds and insurance to City Clerk within 10 days of contract award

City Clerk
- Prepares letter of contract award
- Sends contract to consultant
- Forwards contract copy to department

Supplies, Materials & Equipment & Non-Public Projects Contracts over $30,000

Department Prepares
- Advertises in local newspaper at least 14 days prior to bid opening

City Clerk
- Publicly opens all bids at the time and place stated in the public notice

Department Submits
- Completed contract checklist
- Agenda report to award contract
- Obtains consultant's signatures on contracts

City Council
- Awards contract

City Manager
- Signs contract

Vendor Supplies
- Bonds and insurance to City Clerk within 10 days of contract award

City Clerk
- Prepares letter of contract award
- Sends contract to consultant
- Forwards contract copy to department

Public Projects Contracts over $125,000

Department Prepares
- Plans, specifications & working details of project for City Council approval
- Notice inviting formal bids
- Proposed contract and agenda report
- Contract checklist
- City Attorney
- Reviews the plans & specs, contract form, and bonds
- Signs the contract checklist and forwards to Administrative Services Director
- Administrative Services Director
- Reviews the bid package
- Signs the contract checklist and forwards to the City Manager
- City Manager
- Reviews the bid package
- Signs the contract checklist and forwards to the City Clerk

City Council
- Adopts plans, specifications, and working details of the project
- Authorizes bidding

City Clerk
- Advertises in trade journals at least 30 calendar days prior to bid opening
- "Web Site Posting is Encouraged"**
- Advertises in local newspaper at least 14 calendar days prior to bid opening

City Clerk
- Publicly opens all bids at the time and place stated in the public notice

Department Submits
- Completed contract checklist
- Agenda report to award contract
- Obtains vendors signatures on contracts

City Council - Awards contract

City Manager - Signs contract

Vendor Supplies
- Bonds and insurance to City Clerk within 10 days of contract award

City Clerk
- Prepares letter of contract award
- Sends contract to consultant
- Forwards contract copy to department

* See Municipal Code 3.12.29 for Exceptions to Competitive Bidding Requirements
Methods of Purchasing
New Vendor Procedure

Before making purchases by any method, other than Petty Cash and CAL Card, the vendor needs to be approved and set up in the City’s financial system. Have new vendor fill out, sign, and submit a W9 Request for Taxpayer Identification Number form and a Vendor Approval Application, both forms are available in the “Forms” section of the Intranet. The completed forms will be submitted to the Administrative Services Analyst for review. Once approved a vendor number is assigned and all departments can begin using the vendor for purchases.

Specific information included on the Vendor Approval Application is subject to disclosure under the Public Records Act.

Conflict of Interest

Administrative Regulation number 502 sections 1-4 establishes a policy regarding the procurement of contract services involving current and former City employees, to prevent the appearance of conflicts of interest and/or favoritism. Vendors hiring former employees within 12 months of leaving the City should be avoided as well as firms employing an individual in a personal relationship with a current employee. The City Manager will review all instances and make a determination in the best interest of the City.

Uniform Guidance – Federal Funding (Check sam.gov for vendor debarment or suspension. A local advantage is not allowed when using Federal funds.)

When purchasing with Federal money follow the stricter of either the Uniform Guidance or City Policy. The following is a summary of procurement types under the Uniform Guidance:

- **Micro Purchases** –
  - $3,000 aggregate - $2,000 if for construction subject to Davis-Bacon Act
  - Quotes not required
  - Equitable distribution among qualified vendors

- **Small Purchases** –
  - Single and informal procurement methods
  - Not more than the simplified acquisition threshold – $150,000 (April 2018)
  - Price and rate quote must be obtained from adequate number of qualified sources

- **Sealed Bids** –
  - Above simplified threshold – greater than $150,000 (April 2018)
  - Preferred for construction projects
  - Must be publically advertised

- **Competitive Proposals** –
  - Above simplified threshold – greater than $150,000 (April 2018)
  - More than one source for proposal
  - Usually used for fixed fee or cost reimbursement
  - A written method of evaluation and selection
  - Award must go to “most advantages” proposal

- **Sole Source** – (Must meet at least one of the criteria):
  - Single source availability
  - Public emergency
  - Written request has been made and approved by federal or pass-through entity (PTE)
  - Competition is determined to be inadequate
Grant Funding Purchases

When purchasing with grant money each department is responsible for knowing and following the grant requirements. Purchases should comply with the stricter of the grant requirements or City policy.

Purchase Order Exemptions

Certain purchases are not readily adaptable to the informal or formal bidding process. These purchases are generally for items where the competitive bid process is not applicable or where a check is required to accompany the order. In these instances, a purchase order would not be required. However, if a vendor requires a purchase order prior to accepting an order, a purchase order can be initiated. Following is a list of allowable exemptions to the purchase order requirement.

- Advertisements and Notices
- Bond Issuance Related Services
- City Attorney Services
- Fuel
- Instructional Services Agreements
- Insurance Claims and Premiums
- Medical Payments
- Membership Dues
- Organization Meetings
- Other Legal Services
- Performing Arts Agreements
- Postage
- Publications
- Subscriptions
- Trade Circulars or Books
- Travel Expenses
- Utility Payments

Petty Cash

Petty cash is used for small, incidental expenditures that could be impractical to process through the purchase order system. Petty cash may be used when the item/expense is needed immediately and/or costs less than $100.

The Administrative Services Director approves the establishment of all petty cash funds, determines the appropriate funding level for each fund, approves administrators, and is responsible for assuring compliance with these procedures. Each fund has a designated administrator who is responsible for the daily operations and security of the fund. Five petty cash funds are currently authorized.

Use the Petty Cash Form located in the Administrative Services “Forms” section of the Intranet for advances or claims.

**Petty Cash Advances**

To receive an advance, the employee should fill in the date, the dollar amount requested, the item, the account number to be charged, and employee’s printed name on the petty cash form, prior to obtaining approval from department head or designee. Give the approved request to the Petty Cash
Petty Cash Claims

If the employee has requested an advance, present an itemized receipt for the purchase to the Administrator. The Administrator will pull the form used to receive the advance from the petty cash box, so the employee can fill in the actual expense amount, sign the form, and attach the receipt. The Administrator will determine whether money is owed to City or due to the employee to complete the transaction.

If the employee did not receive a petty cash advance before the purchase, the employee needs to fill out the form, except for the advance amount. The employee should then get the department head or designee’s approval, sign the form, and attach an itemized receipt, prior to submitting it to the Administrator for reimbursement.

Petty Cash Fund Reconciliation and Audits

The Administrator is responsible for reconciling and replenishing the fund as needed, based on receipts received. Periodic audits may be performed by the Administrative Services Department to ensure compliance with these procedures.

Exceptions

At the discretion of the City Manager, the amount of a single petty cash transaction may exceed the $100 limit.

Verbal Purchase

Materials, supplies, and equipment up to $3,000 can be purchased without a purchase order. If a vendor requires a purchase order number for non-service purchases up to $3,000, a computer generated purchase requisition should be initiated. To expedite this process the workflow has been minimized to include only the Administrative Services Analyst and the purchase order will be printed promptly.

All services (of any amount) and purchases over $3,000 require a computer generated purchase order with full workflow approvals. (See Purchase Order Requisition section below)

CAL Cards

Employees with a City issued CAL card can make the same types of purchases that are allowed by verbal purchase, that is materials, supplies or equipment up to $3,000. The CAL Card policies can be found in the Credit Card Policies of this manual.

Purchase Order Requisitions

All other purchases require purchase order requisitions created using the City’s financial software. Purchase order requisitions are initiated by each department and they go through a workflow for approvals depending on the dollar amount of the requisition.

1. Requisition entry
2. Review and approval by Department Director
3. Analysis by Administrative Services Analyst
4. Review and approval by City Manager if between $10,000.01 and $30,000
   a. Under $10,000 and over $30,000 (City Council approved) skips step 4.
5. Review and approval by Director of Administrative Services Director (Purchasing Agent) and/or Administrative Services Manager-Purchasing

6. Return to Administrative Services Analyst to convert and print Purchase Order

7. Purchase Orders are distributed
   a. A department copy of the Purchase Order (including account codes) is emailed to the requisition initiator. This is an internal copy and is not to be mailed or emailed to the vendor.
   b. Vendor copy of Purchase Order and one original contract (if applicable) is mailed to vendor by Administrative Services Assistant

Each purchase order requisition and change order requires:
   • A Bid Recap (found in the Administrative Services “Forms” section of the Intranet)
   • Documentation supporting the cost of the item or service. Possible documentation includes proposals, contracts, purchase agreements, or quotes.

When a contract is used, send two copies to the vendor for signatures. Two corporate officer signatures are required or one signature if a Sole Proprietor. City staff will sign after all vendor signatures are obtained. Staff authorized to sign contracts are:
   • Up to $10,000 Department Director
   • Up to $30,000 Department Director and City Manager (both are required)
   • Over $30,000 City Manager, City Clerk, and City Attorney (City Council approval and all three signatures are required)
   • All contracts, all amounts are signed by the Risk Management Administrator

For contracts up to $30,000 forward both original signed fully executed contracts to the Administrative Services Analyst. One copy is kept in the Purchasing department and the other is mailed to the vendor along with the purchase order.

For contracts approved by City Council, both original signed contracts are returned to the City Clerk’s office. One is sent to the vendor and the second is filed in the City Clerk’s office. Attach a copy of the contract to the purchase order requisition in Munis.

**Receiving**

When the item is received, the originator of the order must obtain an itemized invoice, packing slip, or cash register receipt. This documentation should be signed by the person receiving the goods to indicate actual receipt of the item(s). The receiver should be personally knowledgeable of the delivery or receipt of the products. Orders can only be shipped or delivered to City facility addresses unless approved prior to ordering.
Payment

Give the signed invoice and related documents to the person in your department responsible for entering invoices into Munis for payment. Once entered all other approvals are electronic through workflow.

The City’s standard payment terms are Net 30 meaning a check must be issued to the vendor no later than thirty days after the invoice date. In some instances, the City and vendor have agreed to alternate terms and payment must be made within those terms to receive a discount or for contract compliance, depending on the agreement. It is important that all invoices are entered and approved in a timely manner to pay within agreed upon terms.

Contact the Accounting department for additional information on discounts.
Types of Purchases
Materials, Supplies and Equipment and Non-Public Projects

Examples of purchases in this category are items such as office equipment and furnishings, fitness equipment, playground equipment and supplies, landscape and irrigation supplies, power tools, janitorial supplies, vehicles, printed forms, radio and telephone equipment.

A non-public project is typically maintenance work which includes all of the following, and if $1,000 or more in a fiscal year Department of Industrial Relations registration and prevailing wage requirements may apply:

1. Routine, recurring and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
3. Resurfacing of streets and highways at less than one inch.
4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
5. Equipment repair or maintenance
6. Electrical installations

Professional and Special Services

Examples of purchases in this category are service contracts for technical support, staff assistance, environmental impact and feasibility studies, project design and administration, production and broadcasting, financial advisory and banking services, tax auditing, engineering and other professional design services, and educational or instructional services.

Definition of Professional Services

Professional services are those services provided by an educated or licensed specialist or a consultant. Consultant services include services that are of an advisory nature, that provide a recommended course of action or personal expertise, and that have an end product, which is basically a transmittal of information. Rather than competitive bidding, contracts negotiated for professional services must be based on demonstrated competence, professional qualifications for the services required, availability, and fair and reasonable cost.

Selecting the Professional Service Provider

In choosing a specialist to provide services, the department head should consider the consultant’s capability and professional qualifications. Also, to encourage competition and to obtain quality services at a reasonable price, selecting a consultant on a sole source basis should be kept to a minimum.

Professional Services Consultant Team (PSCT)

The City has established contracts with specific vendors designated as Professional Services Consultant Team (PSCT) members to provide services on a project-by-project basis. Departments using the PSCT for a project or service should make every effort to obtain multiple proposals from team members. When contracting for services with a PSCT member, it is not necessary for the department to prepare a new contract. A written proposal outlining the scope of work and payment terms will be adequate. Proposals over $30,000 require City Council approval.
Public Projects

Examples of purchases in this category are contracts for new street construction, major street resurfacing, intersection improvements, construction or renovation of a public facility, parking lot construction, sidewalk construction, and traffic signal installation.

Change Orders

The department head can approve change orders for additional work as long as the cumulative total of the contract does not exceed $10,000. For contracts less than $30,000, the City Manager has the authority to approve change orders for additional work, as long as the cumulative total of the contract does not exceed $30,000. The City Manager can approve change orders for contracts originally over $30,000 if the change is not more than the lower of 15% or $30,000 of the contract amount. The department head must request City Council approval for any change orders in excess of the City Manager's limits.

Emergency Purchases (FEMA reimbursed and non-FEMA)

The City Manager may authorize the purchase of material, supplies, equipment, and services when an emergency exists and the public health, safety or welfare of the community would be affected, if the normal purchasing procedures (i.e., competitive bidding) were followed. All emergency purchases that would otherwise require City Council approval must be submitted to the City Council for ratification at the next regular Council meeting after the purchase is authorized.

The City Manager declares the need for an emergency purchase using the Emergency Purchase Authorization form. The form can be found in the “Forms” section of the Intranet. The originator of the form should describe the emergency, including its location, in the sections provided. The estimated cost of the materials, supplies, and/or equipment and the estimated cost of labor or installation should be provided, as well as the selected vendors for the costs given. If applicable, the department should also indicate on the Emergency Purchase form, the date of the next Council meeting at which the emergency purchase can be ratified.

After the department head of the originating department and the City Manager sign the form, the department will select the vendors to complete the necessary work. If time permits, the department will prepare two original contracts and obtain the selected vendor’s signatures. If time is of the essence, then a signed proposal is sufficient to submit for Council ratification (see following information to determine if Council adoption is required). The department then enters the required requisitions, in the financial software program, and the department head electronically approves the requisitions. The department then forwards the original Emergency Purchase form and the completed contracts, if applicable to Purchasing. As emergency purchases are exempted from competitive bidding, no Bid Recap form is required. The additional approval of the City Manager is required for requisitions exceeding $10,000. Purchasing will print the Purchase Order and mail it and one original contract to the vendor.

If the emergency purchase would have otherwise required formal bidding procedures, the department must obtain City Council ratification of the purchase at the next regularly scheduled meeting. The department will prepare the Agenda Report requesting City Council ratification and attach a copy of the Emergency Purchase form. The originating department should retain a copy of the Emergency Purchase form for its records.
Bidding Procedures
Introduction to Bidding Procedures

The Mission Viejo Municipal Code requires following certain bidding procedures when purchasing products, materials, supplies, or equipment; contracting for professional services; and contracting for public projects and other projects. The competitive bidding process ensures that the City will obtain the best combination of pricing, quality, service, and availability of products and services. Splitting a purchase to circumvent the bidding limits is specifically prohibited by the City’s Code and by State law. When applicable Department of Industrial Relations (DIR) registration is required before vendor submits bids.

The dollar value of the products, services, or projects determines whether formal or informal bidding procedures must be followed. In certain instances, bidding procedures may not be required.

Each department is required to maintain a list of qualified vendors for soliciting informal and formal bids.

Documenting the Bid Process

Informal and formal bidding procedures must always be documented. The department is responsible for completing a Bid Recap form for all purchase order requisitions. The Bid Recap form identifies the vendors contacted, the name of the successful bidder, the amount of the purchase, and the reason(s) for the bidder selection.

Sole Source Purchases

Commodities and services that can only be obtained from one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in a specific area or a certain product has been proven to be the only acceptable product available. All sole source purchases must be justified by written documentation (Bid Recap). Refer to Uniform Guidance on page 25 for sole source purchases with Federal money.

Dollar Conditions

Materials, Supplies and Equipment and Non-Public Projects Contracts

- Up to $3,000: Bidding is recommended but not required
- $3,000 - $30,000: Informal bidding is required
- Over $30,000: Formal bidding is required

Professional Services Contracts

- Contracts up to $30,000: Request for proposal process is recommended
- Contracts over $30,000: Request for proposal process mandatory – web posting required (See Exceptions to Competitive bidding requirements on page 44)

Public Projects

- Up to $30,000: Informal bidding: City Manager awards contract
- $30,000 - $125,000: Informal bidding: City Council awards contract
- Over $125,000: Formal bidding: City Council awards contract
**PSCT Request for Proposal**

When contracting for professional services under $30,000, the RFP procedure should be used to the extent possible, as time and circumstance allow. The RFP procedure is **required** for all professional services contracts that exceed $30,000. Website posting is also required. Unlike other formally bid contracts, the City Clerk does not publicly open proposals for professional services.

Each Request for Proposal should include the reasons for requiring the RFP, a description of the objectives, any problems or difficulties to be addressed, a time schedule including beginning and completion dates, required progress reports, and any descriptive information that will assist the vendor to better understand the reason for the RFP. The RFP should be sent to at least three qualified consultants.

**Informal Bidding**

– Vendor DIR registration is required before bids are received

**Purchases (Non-Public Projects Contracts) or Public Project Contracts up to $30,000**

Informal bidding procedures have been established for all purchases of materials, supplies and equipment, professional service contracts, non-public projects, and public projects contracts up to $30,000. Advertising is not required. The department is to solicit written and/or phone bids from multiple vendors. It is recommended that the department solicit a minimum of three qualified vendors via phone, email, fax and/or City web site. For Public Projects the bids should be solicited from contractors on the qualified bidders list. The department head awards contracts up to $10,000. The City Manager awards contracts between $10,000 and $30,000.

**Tie Bids up to $30,000**

If multiple informal bids are received that are in all respects equal, the City Manager or designee may accept the one deemed to be in the best interest of the City.

**Rejection of Bids up to $30,000**

The requesting department may recommend rejection of any or all informal bids if determined to be in the best interests of the City. The City Manager or designee may reject all bids with or without cause and submit the supplies, equipment or service involved to a new bidding process. If all bids are rejected, the City Manager or designee may re-solicit bids, negotiate a contract for the purchase or abandon the purchase.

**Contract Award up to $30,000**

Informally bid contracts are awarded by the City Manager or designee to the lowest responsible bidder. The bidders located within the City of Mission Viejo are granted a 1% price competitive advantage if their goods are subject to California Sales Tax. A local advantage cannot be considered for Federal funded contracts. For more information see Uniform Guidance 2 CFR Ch. II §200.319 (7)(b).
Public Projects Contracts $30,000 - $125,000

– Vendor DIR registration is required before bids are received

Prior to soliciting or advertising the Notice Inviting Informal Bids, the department is required to complete the Contract Checklist form and obtain approval from both the Director of Administrative Services and the City Manager. The Contract Checklist form identifies the project, funding sources, contract type, insurance and bond requirements, and the types of advertising required. In some instances the City Manager may require City Council approval prior to advertising. Informal bidding procedures have been established for all public projects contracts up to $125,000. The City of Mission Viejo has elected to become subject to the Uniform Construction Cost Accounting procedures, which provides alternative informal bidding requirements. Public Contract Code 22034 requires that **not less than 10 calendar days** before bids are due, a Notice Inviting Informal Bids shall be mailed to:

- all contractors on the list for the category of work being bid, and/or
- all applicable construction trade journals
  - A current listing of Trade Journals can be found in the Cost Accounting Policies and Procedures Manual located at [https://www.sco.ca.gov/ard_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html). A current copy of the policy is also in the Purchasing Department
  - An electronic copy of plans and specs have to be available at no charge to any requesting plan room. (Assembly Bill 2036)

As of June 2018, publication in **each** of these two trade journals is required:

<table>
<thead>
<tr>
<th>Construction Bidboard (eBidboard)</th>
<th>Dodge Data &amp; Analytics</th>
</tr>
</thead>
<tbody>
<tr>
<td>11662 El Camino Real&lt;br&gt;San Diego, CA 92130&lt;br&gt;Phone: 800-479-5314&lt;br&gt;e-mail: <a href="mailto:support@ebidboard.com">support@ebidboard.com</a>&lt;br&gt;Website: <a href="http://www.ebidboard.com">www.ebidboard.com</a></td>
<td>830 Third Avenue, 6th Floor&lt;br&gt;New York, NY 10022&lt;br&gt;Phone: 877-784-9556&lt;br&gt;e-mail: <a href="mailto:support@construction.com">support@construction.com</a>&lt;br&gt;Website: <a href="http://www.construction.com">www.construction.com</a></td>
</tr>
</tbody>
</table>

Publication in **two** of the following three journals is also required:

| Southern California Builders Association<br>732 N. Diamond Bar Blvd, @224<br>Diamond Bar, CA 91765<br>Phone: 909-396-1451<br>e-mail: scba@socalbuilders.org<br>Website: [www.socalbuilders.org](http://www.socalbuilders.org) | BidAmerica<br>41085 Elm Street<br>Murrieta, CA 92562<br>Phone: 909-677-4819<br>e-mail: support@bidamerica.com<br>Website: [www.bidamerica.com](http://www.bidamerica.com) |
| Associated General Contractors of America<br>San Diego Chapter, Inc.<br>6212 Ferris Square<br>San Diego, CA 92121<br>Phone: 858-558-7444<br>e-mail: planroom@agcsd.org<br>Website: [http://www.agcsd.org](http://www.agcsd.org) |
The City Manager, City Clerk, City Attorney, and Risk Management Administrator each sign the contract documents. Within 10 days of Council award, the successful bidder must supply to the City Clerk’s Office any applicable bonds and required certificates of insurance. When the contracts have been signed and the bonds and certificates of insurance have been received, the City Clerk prepares and mails the Letter of Contract Award along with one executed contract to the successful bidder. The City Clerk’s Office forwards a copy of the contract to the initiating department to enter a purchase order requisition. The City Clerk’s Office maintains all City Council approved contracts.

**Bond Requirements**

A faithful performance bond and a labor and materials bond are established in an amount necessary to protect the best interests of the City. All bond requirements must be stated in the Notice Inviting Bids. The City Council, at its discretion, may waive the requirement for bonds*.

- Bonds may be required for Non-Public Projects as determined by the Risk Manager, City Attorney, and/or department head
- Bonds are required for Public Projects

*Federal funded contracts exceeding the “simplified acquisition threshold” require each of the following at a minimum and these may not be waived by the City Council:

- Bid guarantee equal to five percent (5%) of the bid price
- Performance bond on the part of the contractor for 100 percent
- Payment bond on the part of the contractor for 100 percent of the contract price

*Splitting a purchase to circumvent the informal bidding limits is specifically prohibited by City code and State law.*
Formal Bidding

Formal bidding procedures have been established for all purchases of materials, supplies and equipment, professional service contracts, and non-public projects contracts that exceed $30,000 and public project contracts over $125,000. The department is required to complete the Contract Checklist form and obtain approval from both the Director of Administrative Services and the City Manager prior to soliciting or advertising a Notice Inviting Formal Bids.

Vendor DIR registration is required before bids are submitted, and a list of registration numbers for the contractor and all subcontractors needs verification prior to opening bids.

Bond Requirements

Formal bids must be accompanied by security, either cash, cashier’s check, certified check or surety bond in a sum equal to ten percent of the bid amount, when deemed necessary by the Purchasing Agent or designee. All bond requirements must be stated in the Notice Inviting Bids.

A faithful performance bond and a labor and materials bond are established in an amount necessary to protect the best interests of the City. All bond requirements must be stated in the Notice Inviting Bids. The City Council, at its discretion, may waive the requirement for bonds*.

- Bonds may be required for Non-Public Projects as determined by the Risk Manager, City Attorney, and/or department head
- Bonds are required for public projects

*Federal funded contracts exceeding the “simplified acquisition threshold” require each of the following at a minimum and these may not be waived by the City Council:

- Bid guarantee equal to five percent (5%) of the bid price
- Performance bond on the part of the contractor for 100 percent
- Payment bond on the part of the contractor for 100 percent of the contract price

Purchases – Non-Public Projects over $30,000

The City’s Municipal Code 3.12.150 requires advertising a Notice Inviting Formal Bids in a local newspaper at least 14 calendar days prior to bid opening. Section 3.12.170 of the City’s Municipal Code requires that a notice of all pending, non-public projects formal bids, except for professional services contracts below $30,000 and Professional Services Consultant contracts, be posted to the City’s website. For professional services contracts up to $30,000, the decision to post a notice of the Request for Proposals or Qualifications on the City’s website is left to the discretion of the department head.

Public Projects over $125,000

The City Council shall adopt plans, specifications, and working details for all public projects exceeding $125,000 before soliciting formal bids.

Public Contract Code 22037 requires that the Notice Inviting Formal Bids be published in a newspaper of general circulation at least 14 calendar days before bid opening. Additionally, Public Contract Code 22037 requires that the Notice Inviting Formal Bids be mailed to all applicable construction trade journals.
not less than 30 calendar days before bid opening. To meet the advertising requirements for formal bids the City of Mission Viejo is required to publish in the four construction trade journals previously listed in the informal bidding section of this document. AB 2036 also requires all bid specs be made available in an electronic version when requested by any plan room, free of charge.

While not mandatory, department heads are also encouraged to post bid notices for public projects over $125,000 to the City’s website.

City Website Posting Requirements

<table>
<thead>
<tr>
<th></th>
<th>Materials, Supplies &amp; Equipment – Non-Public Projects</th>
<th>Professional Services</th>
<th>Public Projects</th>
</tr>
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<tbody>
<tr>
<td>Up to $30,000</td>
<td>At the discretion of the department head</td>
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<td></td>
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<tr>
<td>$30,000 to $125,000</td>
<td>Required</td>
<td>Required except for PSCT contracts</td>
<td>Encouraged</td>
</tr>
<tr>
<td>Over $125,000</td>
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**Formal Bid Opening**

Sealed bids are submitted to the City Clerk and identified as bids on the envelope. DIR registration is verified for all contractors and subcontractors prior to bid opening. The City Clerk publicly opens and records all bids at the time and place stated in the public notices. All bids received will be available for public inspection in the City Clerk’s office during regular business hours for a period of not less than 30 calendar days after the bid opening. The City Clerk is responsible for tabulating all bids and the department is responsible for completing the Bid Recap form.

**No Bids Received**

When no formal bids or responsive bids are received, the City Manager or designee is authorized to negotiate for written proposals. A recommendation may be presented to the City Council and the award, if any, will be made in compliance with current purchasing ordinances and procedures.

**Tie Formal Bids – over $30,000**

If multiple bids have the same total amount and unit price, quality and service being equal, the City Council may, in its discretion, award the contract to the one it chooses or accept the lowest bid following negotiation with the tie bidders at the time of the bid opening.

**Rejection of Formal Bids – over $30,000**

The City Council may reject any and all formal bids presented and they may re-advertise for bids.
Formally Bid Contract Awards – over $30,000

Formally bid contracts are awarded by City Council to the lowest responsible bidder. Bidders located within the City of Mission Viejo are granted a 1% competitive advantage if their goods are subject to California Sales Tax, except when not allowed by the Federal Uniform Guidance (see page 25).

Lowest Responsible Bidder (Responsive and Qualified)

Bids should be awarded to the responsive and qualified bidder submitting the lowest bid; however, cost is not the only determining factor when selecting the responsible successful bidder.

In addition to price, consider the following elements to determine if a bid is responsive:

- A responsive bid is in substantial conformance with the requirements of the invitation to bid, including specifications and the City’s contractual terms and conditions. Conformance may also include providing proof of insurance, completed forms, references, and all other information as requested in the bid document.
- Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify or limit their liability shall be considered non-responsive.
- The successful bidder must demonstrate the ability to fulfill a contract, including providing subsequent and continuing service. Staff may request proof of a prospective bidder’s reliability, proof of financial resources, a list of current or previous customers, and other pertinent data. Such requests may also be taken after receipt of bids.
- A bidder may be determined to be non-responsive if the bidder fails to furnish proof of qualifications when required.

Consider the following to determine if a bidder is qualified:

Qualified and Responsible Bidder

A qualified bidder demonstrates the following characteristics:

- Can provide product quality, fitness, and capacity for the required usage
- Has the ability, capacity, and skill to perform the contract or provide the service required
- Has demonstrated character, integrity, reputation, judgment, experience, quality of performance and efficiency, particularly with reference to past purchases by the City or other public agencies
- Has the ability to perform within the required time
- Can meet all insurance and DIR requirements

Preparing and Awarding the Contracts

After the successful bidder has been selected, the department prepares two original contracts and obtains the contractor’s signatures on both contracts. The department then submits an Agenda Report recommending Council award of the contract, along with a copy of the completed Contract Checklist form and two signed original contracts to the City Clerk’s Office, as part of the normal agenda review process for contract awards over $30,000.

Within 10 days of the Council award, the contractor/successful bidder must supply all applicable bonds and required certificates of insurance to the City Clerk’s office. When the contracts have been signed and the bonds and certificates of insurance have been received, the City Clerk prepares and mails the...
Letter of Contract Award along with one executed contract to the contractor. The City Clerk’s Office maintains all City Council-approved contracts.

_Splitting a purchase to circumvent the formal bidding limits is specifically prohibited by City code and State law._

**Exceptions to the Competitive Bidding Requirement (Municipal Code Section 3.12.290)**

The City Council has determined the following contract types can be excluded from the competitive bidding requirements:

- The estimated amount is less than $3,000.
- The purchase can only be made from one vendor (Sole Source).
- The City Manager deems an emergency exists and determines that the public health, safety, or welfare of the community would be affected if the normal procedures were followed. (All emergency purchases which would otherwise require formal bidding must be submitted to the City Council for ratification at the next regular Council meeting after the purchase is authorized).
- Contracts for personal services, for professional and consultant services, and non-public works and contractual services.
- Any agreement, including cooperative or piggyback contracts, involving acquisition of supplies, equipment, or services entered into with another governmental entity.
- When City Council determines that compliance with the requirements of Chapter 3.12 of the Municipal Code would not be in the best interests of the City, or would be impractical or uneconomical, or would not provide the City with the highest quality and cost effectiveness.
- Public safety contracts (including police and fire services).
- Contracts with other governmental agencies.
- Contracts for financial audits and banking services, which are addressed under Council Policy 0300-1 and Council Policy 0300-5.
- Employment contracts for the City Manager and the Assistant City Manager
- Contracts for City Attorney services

Also excluded from the competitive bidding requirements are contracts for architectural, engineering, land surveying, and construction management professional services. State law (section 4526 of the Government Code) mandates that local agencies select firms to provide these services based on demonstrated competence and professional qualifications. The City’s Professional Services Consultant Team process addresses the selection of these contractors. For these exclusions, the City Council may direct staff to investigate alternative methods for the provision of these services. In addition, the City Council will rely on City staff to periodically investigate alternatives and bring them before the City Council.

The City Council shall determine the selection requirements on a case-by-case basis for all contracts/franchises which may be excluded from competitive bidding requirements. The City Council will adhere to any state or federal requirements governing such contracts/franchises when making this determination.

As with all contracts over $30,000, the City Council will make the final determination before any of the above exclusions are granted.
City Standard Contracts
City Contracts

The City Attorney has developed several standard City contracts to use when acquiring products or services. These contracts address the vendor’s and the City’s rights and responsibilities, specific tasks to be performed, payment terms, and insurance requirements. Contact the Risk Management Administrator for recommended contract and insurance requirements. The contract forms are:

**Original Forms**
- Contract up to $30,000
- Contract over $30,000
- Minor Construction Project Contract Agreement
- Public Project Contract Agreement
- Instructional Services Agreement
- Performing Arts Agreement

**Changes to Original Contract/Agreement Forms**
- Contract Amendment
- Maintenance Contract Amendment
- Change Order to Public Project Contract Agreement

**Other Contract Forms**
- Professional Services Consultant Team

All standard contracts can be found on the City’s Intranet.

**Standard Contract Terms**
- To facilitate the estimation of contract services costs for a two-year budget period, the standard contract term for contracts over $30,000 shall be two years, with a single, optional two-year extension. The City Council may elect not to renew the contract within its sole discretion.
- No contract over $30,000 may exceed a total term, including the extension, of four (4) years, except where specifically authorized by the City Council. The City Council may determine that longer contracts will more effectively and efficiently serve the City of Mission Viejo.
- Contracts eligible for the two-year extension shall be submitted by City staff to the City Council for their review, during the period that is no less than 90 days and no greater than 180 days prior to the expiration of the initial two-year contract term. The 90-day deadline will provide City departments sufficient time to rebid if the City Council elects not to renew the contract.
- To be eligible for consideration for contract extension, contractors must have performed satisfactorily throughout the term of the original contract.
- To the greatest extent possible, the contract period for contracts subject to this policy shall commence July 1 of odd-numbered years.
- Upon the expiration of the two-year contract and the single two-year extension, the City will again obtain multiple quotes/proposals for the services rendered.
- The current service provider shall not be excluded from participating in the quotation process.
For contracts/franchises that are excluded from this policy, the City Council shall determine the selection requirements on a case-by-case basis adhering to any state or federal requirements governing such contracts/franchises.

Choosing the Correct Standard Contract Form

One of the standard contract forms must be used when entering into an agreement with a vendor, consultant, or contractor to provide services to the City. Exceptions to the use of City contracts are other public agency contracts, such as law enforcement services from the County of Orange, certain office equipment lease/purchase agreements, software licensing and renewals, maintenance, and technical consulting agreements. Once approved and a contract and insurance are on file the City’s Professional Services Consultant Team contractors need only submit proposals and reference the PSCT contract number to be considered.

Contract Forms – Indemnification and Insurance Requirements

The most commonly used contract forms are contract, and the contract amendment form. The other forms listed are for more specialized services, such as to hire an instructor to teach tennis lessons (Instructional Services Agreement) or to hire a band for a dance (Performing Arts Agreement). The level of potential risk to the City will determine the insurance requirements. Contact the Risk Management Administrator for insurance requirements before bidding and issuing a contract.

Completing the Form

Although the contract is a standard format, it is flexible enough to accommodate other negotiated terms and conditions. The contract title should be updated to reflect the type of service and the name of the contractor or vendor whose services are being used.

Standard payment terms are Net 30; however, you may be able to negotiate a discount for earlier payment, such as 2% 10 Net 30, in which the City will receive a 2% discount for services if payment is made within 10 days.

Signatures

All of the standard contract forms, except for the Performing Arts and Instructional Services Agreement forms, have two signature blocks for the consultant/contractor/vendor. When the contract provider is a corporation, two officers must sign the contract, regardless of the dollar amount of the contract. If only one person from the corporation has the authority to sign, then a resolution from the corporation attesting to that fact must be attached to the contract. This requirement does not apply to sole proprietorships, partnerships, limited liability companies, or limited liability partnerships. In those cases, the department can remove the second signature line from the standard contract form.

On the City side, the department head signs for contracts up to $10,000 and the City Manager or designee signs for contracts between $10,000 and $30,000. Contracts, change orders, and maintenance contract amendments over $30,000 require the City Manager or designee to sign on behalf of the City Council.

If you substantially alter any of the sections of a standard contract form, particularly for insurance requirements or payment terms, please forward the proposed agreement to the Administrative Services Department for review. In some instances, a non-standard contract will also be forwarded to the City Attorney for approval.
Surplus Property
Disposition of Surplus Property/Capital Assets

**Surplus Property Definition**

Supplies and equipment are considered surplus if they are no longer required by the using department, because of decreased use, poor condition, damage not worth the cost of repair, and/or obsolescence. Examples of property include small items, such as binders, calculators, and electric staplers, as well as those items inventoried in the City's fixed assets, such as printers, pool cars, and desks. Property can also include capital assets, which are the items that generally have a higher unit cost. Examples of capital assets are water fountains, playground equipment, and building or structural components, such as roofs, restrooms, and pool decking. This definition of surplus property excludes land.

**Surplus Property Determination/Valuation**

The Department Head should first determine if a supply, piece of equipment, or capital asset has become surplus, based on the definition given above. The next step is to determine the current value of the surplus property item, either from an existing source document or a reasonable estimate of replacement value, if the original source document is no longer available through the City’s records management system.

If the current value of the surplus property item is less than $500, the Department Head or designee should bring the surplus property item directly to the Administrative Services Department so that the Purchasing Division can log its receipt, determine its disposition, and then coordinate its disposal.

**Surplus Property/Capital Asset Disposition Form**

If the property item is deemed surplus and its current value is over $500, then the Department Head must complete a Surplus Property/Capital Asset Disposition form. This form is available on the City’s Intranet. One copy of the form should be circulated for signatures.

On the disposition form, the Department Head should list the item’s description, serial number, fixed asset tag number (if applicable), location, and condition. The Department Head should indicate the property’s condition (good, fair, poor, or broken) and then recommend a method of disposal for the property (see the following section for descriptions of disposal methods).

After selecting the recommended action and noting any other comments, the Department Head must sign and date the Surplus Property/Capital Asset Disposition form and forward it to the Purchasing Agent.

**Methods of Disposal**

There are several ways to dispose of surplus property, including:

- Transfer to another department
- Trade in for new material, equipment or credit
- Sell
- Donate
- Scrap
Transfer to Another Department

Departments can transfer surplus property to one another, subject to the approval of both of the Department Heads affected by the transfer. If the current value of the item is $500 or above, the department transferring out the property should initiate a Surplus Property/Capital Asset Disposition form and both Department Heads should sign the form. If a fixed asset is being transferred (unit price of $5,000 and above), the Accounting staff will record the new location of the property in the City’s fixed asset system.

Trade-In

Surplus property can be offered as trade-in for new equipment or material or for credit towards the acquisition of new property. If the current value of a surplus property item slated for trade-in is $500 or over, then a Surplus Property/Capital Asset Disposition form should be completed. The estimated trade in value of the surplus property or capital asset should be noted on the Surplus Property/Capital Asset Disposition form and on the purchase order issued for any new property resulting from the trade in.

Selling Surplus Property

Surplus property may be offered for sale. All surplus property is for sale “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale.

For any sale of surplus property with a current value of $500 or above, the Department Head should indicate on the Surplus Property/Capital Asset Disposition form the recommended selling method and any other notations, in the Department Head approval. Appropriate methods of sale are as follows:

- **Public Auction** – City staff may conduct public auctions or the City may contract with a professional auctioneer and/or an Internet auctioneer for this service.

- **Sealed bids** – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.

- **Negotiated Sale** – Surplus property may be sold outright if the Purchasing Agent determines that only one known buyer is available or interested in acquiring the property.

- **Selling to City Employees** – Staff will comply with Government Code 1090 on all surplus sales to employees and contract based consultants. If recommended by the Purchasing Agent and approved by the City Manager, certain surplus property items may be offered for sale to City employees on an exclusive basis or in conjunction with sales to the public; however, those employees whose job responsibilities involve central purchasing administration and/or functional control over the surplus property are not permitted to participate in such sales.

- **Selling as Salvage** – Equipment, materials, supplies, fixtures, or facility components that are no longer capable of performing their intended function without extensive repair, or that are of no value except for reclamation purposes, may be considered salvage. Surplus property may be sold as salvage if the Purchasing Agent deems that the value of the raw material exceeds the value of the property as a whole.
Donation of Surplus Property

The Department Head may recommend and the Purchasing Agent may authorize, subject to the approval of the City Manager, the donation of surplus property to a non-profit organization or school district located or operating in Mission Viejo or, secondarily, to any other non-profit organization or private organization that provides assistance to nonprofit organizations. (See Municipal Code Section 3.12.340).

If surplus property has been approved for donation, the Purchasing Agent will notice the availability of such property for donation, indicating the quantity, description, and location of the surplus property, by one or more of the following methods: in a local newspaper, on the City’s web site, and/or on the City’s public access television channel (MVTV Channel 31). This notice will also indicate a closing date for the receipt of all requests for donation and indicate the way in which interested parties can receive additional information. Requests for donation will be accepted on a first-come, first-serve basis. The Purchasing Agent will send a letter to the non-profit organization(s) or school district(s) that respond to the notice to advise them of the City’s terms and conditions of the donation. As per the Municipal Code section 3.12.340, the terms and conditions that the requestors must meet are: (1) accepting the property “as is,” with no implied warranties, (2) stating an immediate need for the property and putting it into immediate use; (3) agreeing that the property will not ever be sold or otherwise transferred for profit; and (4) assuming all costs and liability associated with the removal and transportation of the surplus property from the City. A return letter, signed by an authorized agent from the non-profit organization or school district, accepting the City’s terms and conditions is required before the surplus property can be released.

If, in the opinion of the Purchasing Agent, the donated property has a current value of less than $1,000, then the City Manager can approve the release of the property to the recipient(s) that meet the above criteria and agree to the City’s terms and conditions. If, in the opinion of the Purchasing Agent, the donated property has a current value of $1,000 or more, the Purchasing Agent will prepare a report to identify the specific property to be donated, the estimated current value of the property, and the proposed recipients(s) of the property for approval by City Council. After City Council’s approval, the surplus property approved for donation may then be released.

The department from which the donated property is being taken should remove any fixed asset or Mission Viejo property tags before the property is officially transferred to the recipient organization(s).

Scrap/No Value Item

Scrap, as one method of surplus property disposal, essentially means throwing an item into the trash. Scrap is recommended only after determining that none of the other methods of disposal – selling, exchange, trade-in, donation, or salvage - is feasible. Broken items that can be repaired economically will be fixed and returned to the using department.

For any broken or inoperable piece of property that, based on the recommendation of the Department Head and the judgment of the Purchasing Agent, cannot be economically repaired, traded in, sold, auctioned, donated or salvaged, the item may be scrapped, regardless of the original purchase price.

If the Department Head or designee recommends that an unbroken surplus property item with a current value below $500 or several unbroken surplus property items with a collective current value below $1,000 be scrapped, then he/she should bring the item(s) directly to the Purchasing Division for disposal. If the surplus property is obsolete or nonfunctional and cannot be traded in, sold, auctioned, donated or salvaged, the Purchasing Agent, with the approval of the City Manager, may scrap such surplus property.
If a surplus property item recommended to be scrapped is not broken and has a current value equal to or above $500, or for multiple items, a combined current value equal to or above $1,000, then the Department Head must complete a Surplus Property/Capital Asset Disposition form. Under these conditions, especially if City staff will directly dispose of the item(s), Council approval to scrap will also be required. If City staff does not directly scrap this category of surplus property but a contractor is instead hired to remove and replace the property, then the disposal method is considered to be a trade in, not scrap, and the Council approval requirement does not apply.

For multiple items proposed to be scrapped, the size of the lot and thus the total current value will be based on the items and values entered on the Surplus Property/Capital Asset Disposition form(s) submitted by the department. Splitting of surplus lots on these forms to avoid the City Council reporting requirements is prohibited. The report to Council to request approval to scrap will be prepared by the Purchasing Division after receipt of the completed Surplus Property/Capital Asset Disposition form. Once Council approval is granted, the Purchasing Agent will then scrap the item(s).

**Purchasing Agent’s Review and Final Disposition**

In the case of surplus property items with a current value below $500 for a single item or below $1,000 for multiple items within one lot, the departments do not have to complete a Surplus Property/Capital Asset Disposition form. Instead, the departments will physically bring the items to the Administrative Services department. The Purchasing Division will receive these items from the department, and the Purchasing Agent will determine the best method for disposal of these items. A description of these surplus property items, as well as the date received from the departments, the disposal method, and the disposal date will be recorded on a surplus property log maintained by the Purchasing Division.

For all surplus property items with a current value equal to or above $500 for a single item or equal to or above $1,000 for multiple items within one lot, the Purchasing Agent will review the department’s completed Surplus Property/Capital Asset Disposition form, concur with or recommend an alternate action, and then forward the form to the City Manager for approval. The Purchasing Agent will also ascertain whether Council approval is required to donate or scrap surplus property items, depending on the current value of the items listed on the form. If further Council action is required, then the Purchasing Agent will indicate that a report to Council for final approval will be necessary. After the City Manager has approved the Surplus Property/Capital Asset Disposition form, it will be returned to the Purchasing Agent for either preparation of a report to Council, if needed, or for final disposition of the property.

After the disposal of the surplus property, the Purchasing Agent will complete and sign the Surplus Property/Capital Asset Disposition form, noting the date, disposal method, and any proceeds received, if the property was sold. The Purchasing Agent will also note the date that Council approved the donation or scrapping of surplus property if that level of approval was required.

After all signatures have been obtained, a copy of the form will be sent to the initiating department and to the Accounting Division, which will remove any surplus property items that had been classified as fixed assets from the City’s Fixed Asset Records. Purchasing will keep the completed original form on file.

**Proceeds**

Proceeds received from the trade-in or sale of surplus property will be credited to the General Fund, or when applicable to the MVTV or Animal Services Fund.
Credit Card Policies
Credit Card Purchases

Voyager Fuel Card for City Fleet Automobiles

Each City employee who is assigned a City of Mission Viejo vehicle or Sheriff’s Department patrol officer who is assigned a motorcycle is provided with a Voyager Fleet Systems Fuel Card (otherwise known as “Voyager Card”) to fuel the vehicle, upon the approval of his/her department head. Purchases are restricted to fuel, oil, and car washes for City vehicles only.

CAL Card Program

Introduction

The City of Mission Viejo uses a variety of methods for the purchase of goods and services. However, for small dollar purchases, processing an express or regular purchase order is not always cost-effective or efficient. In addition, occasionally local suppliers refuse to accept either type of purchase order.

To address this need, the State of California Department of General Services (DGS) developed a Master Service Agreement with U.S. Bank to provide VISA bank cards to State and local government employees as a payment method for small purchases of goods and/or services. This unique government credit card has the employee’s name embossed on it and is identified as a State of California U.S. Bank VISA Card – also known as the “CAL-Card.”

The CAL-Card helps promote increased supplier/contractor acceptance, improves the timely delivery of products and services, and reduces certain business-related costs. For example, using this card will centralize invoice processing and provide opportunities for greater efficiencies. This program has a 45-day payment cycle, along with rebates for early payment.

The CAL-Card program is not intended to, nor will it be used to, circumvent any existing statutes, laws, or City of Mission Viejo procurement procedures and policies.

Basic Guidelines/Responsibilities

The following CAL-Card policies and procedures establish guidelines for the use of the credit card by City of Mission Viejo employees. The Administrative Services Department will be responsible for the overall coordination and administration of the program.

The person whose name appears on the card is the “Cardholder,” and is the only person authorized to purchase for the City of Mission Viejo with the card. The Cardholder must not, under any circumstances, permit the card to be used by another person. The security and correct use of the CAL-Card are the responsibilities of the Cardholder and the Approving Official (whose roles and responsibilities are defined in the following pages).

All Cardholders are assigned to an Approving Official, who must be either a supervisor, manager, or Director.
Purposes and Goals of the CAL-Card Program

• To provide an alternative method for purchasing small dollar items
• To reduce the administrative burden of processing numerous individual invoices
• To expedite purchases of needed supplies and payments to suppliers
• To capture savings through bank rebates for early payments
• To promote overall operational efficiency in the purchasing and accounting processes

Authority to Establish Program

The authority to establish the CAL-Card program at the City of Mission Viejo is granted to the Purchasing Agent by Municipal Code Chapter 3.12 and City Council approval to implement the CAL-Card Program.

CAL-Card Program Structure and Definitions

The Program Administrator oversees the entire CAL-Card program, including the administration and setup of new accounts, reporting, and payment processing. The Director of Administrative Services has appointed the Administrative Services Manager – Purchasing to serve as the City of Mission Viejo’s Program Administrator.

The Administrative Services Analyst is responsible for reviewing and importing transactions into the Munis financial system.

The Administrative Services Manager – Accounting (or designee) is responsible for reviewing accounts payable information for accuracy prior to posting for payment.

The Director of Administrative Services is responsible for authorizing payment to U.S. Bank Visa after verifying the accuracy of invoices.

The Approving Official, often the cardholder’s direct supervisor, is responsible for reviewing and approving monthly statements for each employee under their supervision at the end of each monthly billing period. The Approving Official is responsible for ensuring that all cardholders’ monthly Statements of Account are reconciled and submitted to Accounts Payable within the required time period. The Department Head will appoint Approving Officials. A probationary employee may not serve as an Approving Official, except Directors.

The Cardholder is a current (non-probationary*) regular employee who has been authorized to use the CAL-Card for City-related business purchases. Cardholders are responsible for keeping records of each transaction and must complete the monthly reconciliation within the time frame determined by the Administrative Services Department. The Program Administrator can only issue a CAL-Card with authorization from the employee’s Department Director and the City Manager. *The City Manager may approve card issuance to probationary employees when deemed in the best interest of the City.
Cardholder Responsibilities

The CAL-Card program provides a number of unique controls that ensure the card can be used only for specific purchases and within specific dollar limits. In addition, each Cardholder must certify all purchases, and the Approving Official must verify the cardholder’s statement before the bill is submitted to the Administrative Services Analyst.

Individual CAL-Card Controls
The CAL-Card has both the cardholder’s name and the City of Mission Viejo embossed on it. Only the cardholder is authorized to use the card. The CAL-Card has been specially designed to distinguish it from personal credit cards. While it works like a regular credit card, it may not be used for personal purchases. The cardholder is responsible for the security of the CAL-Card.

Each CAL-Card will be coded to allow specific categories (i.e., types) of purchases as well as a single transaction and monthly dollar limit. The cardholder will receive a statement of purchases each month by mail or by accessing the CAL-Card website.

Compliance with Purchasing Policies and Procedures
Cardholders must comply with the City of Mission Viejo Purchasing Policies and Procedures when using the CAL-Card. Use of this card is not to replace effective procurement planning, and the card should never be used to split orders to circumvent established bidding and purchasing requirements. Each transaction may be comprised of multiple items, but the total, including tax, cannot exceed the pre-established single purchase dollar limit. If the vendor does not collect sales and use tax on behalf of the State of California (CA) the total tax due should still be considered as part of the purchase price in relation to bidding and purchasing limits. Any sales and use tax not collected at the time of purchase will be paid directly to CA by finance staff and charged to the same program, fund, and object code of the purchase.

Reconciling Monthly Statements
A CAL-Card Cardholder’s Verification of Monthly Statement form (log) has been developed to assist Cardholders with maintaining a monthly list of CAL-Card purchases (available on the City’s Intranet). The cardholder should enter each transaction and appropriate account number on the log after each purchase. The log is designed to help with monthly review and verification of all charges to help ensure timely processing of the CAL-Card Statement of Account.

The City has established a billing cycle that runs from the 25th of one month through the 24th of the following month. The day after the close of each billing cycle, the cardholder can review their monthly Statement of Account on-line. A paper statement will be mailed to each cardholder after the 24th of each month.

Upon receipt of the monthly statement, the cardholder must:
• Verify the accuracy of all charges by comparing it with the CAL-Card log, note the appropriate program-fund, object and project/work order (when applicable) for each transaction, print and sign the CAL-Card log
• Attach all itemized receipts and packing slips to the CAL-Card log
• Note any disputed transactions and complete the Statement of Questioned Item form (see the Disputes section in the following pages)
• Submit the CAL-Card log and all itemized receipts to designated Approving Official within five (5) working days
• Email an Excel version of the CAL-Card log to the Administrative Services Analyst

The Administrative Services Department is authorized to change this procedure as technologies change.

If the Cardholder has purchased an item on the date the billing cycles closes, the purchase may be listed on the next month’s statement. If the cardholder has returned an item, the credit voucher should be included with the CAL-Card log on which the credit appears.

If unavailable to review the Statement of Account, forward all receipts and other supporting documentation to Approving Official for proper review/verification of purchases. The Approving Official will have to download the cardholder’s Statement of Account, code each transaction, sign and forward the cardholder’s CAL-Card log and all itemized receipts to the Administrative Services Analyst.

If the Approving Official or Administrative Services questions a purchase, the Cardholder must be able to explain the nature and purpose of the purchase. If the cardholder cannot substantiate that the purchase was necessary and for official use, the cardholder may be subject to disciplinary action.

Missing Receipts
If the Cardholder does not obtain or loses the receipt, first contact the merchant to request a duplicate receipt. If a duplicate receipt cannot be obtained, the cardholder may be able to obtain a duplicate receipt from U.S. Bank Visa. If the cardholder is still unable to obtain a duplicate receipt, complete a Missing Receipt Form (available on the City’s Intranet) and attach it to the CAL-Card log before forwarding to Approving Official.

*The cardholder should not delay processing the monthly statement due to missing receipts.*

**Approving Official Responsibilities**

An Approving Official is a person in the organization who approves cardholder purchases, verifies purchases are made only for official City use, and performs the following functions:

• Ensures CAL-Cards issued under their authority are used properly
• Reviews and certifies reconciled CAL-Card logs to ensure receipts and documentation are in order
• Ensures reconciled CAL-Card log, itemized receipts, and all appropriate documentation are received for each cardholder account
• Sign CAL-Card log indicating verification and approval
• Forward each CAL-Card log to the Administrative Services Analyst by the 10th of each month

**Departure of Employee**

If an employee terminates employment with the City, the CAL-Card must be returned to the Approving Official prior to the last day of employment with the City. The Approving Official forwards the employee’s CAL-Card to the Program Administrator who will cancel the card with U.S. Bank and destroy the CAL-Card.

If an employee is transferred to another department, the Cardholder’s Approving Official should notify the Program Administrator of this change. In consultation with the new Department Head for the
transferred employee, the Program Administrator will determine if the employee will continue to use the CAL-Card in their new department. If the Department Head in the new department decides that it is appropriate for the transferred employee to continue using a CAL-Card, the Program Administrator will change the cardholder’s Approving Official.

**Administrative Services Department Responsibilities**

The Administrative Services Department is designated to receive and review the monthly invoice and authorize payment to U.S. Bank Visa.

Administrative Services Department functions:
- Receives and reviews the monthly Financial Summary/Invoice
- Receives and reviews certified CAL-Card logs from Approving Officials
- Submits invoice for timely payment
- Monitors the Invoice Status Report for invoice payments, past due debit or credit balances
- Monitors the Disputed Transaction Report for new, pending and resolved disputes, and reported fraud transactions

**Program Administrator Responsibilities**

The Program Administrator is responsible for the City’s overall CAL-Card program administration and is the primary contact for U.S. Bank. The Program Administrator is also responsible for developing procedures, providing training, and ensuring compliance with the City’s procedures and the terms of the CAL-Card Master Service Agreement.

The Program Administrator:
- Provides oversight responsibilities for the City of Mission Viejo’s CAL-Card program
- Distributes information to Cardholders, Approving Officials, and Administrative Services Department
- Serves as primary contact for Cardholders and Billing Officials, and serves as liaison between Cardholders, Billing Officials, and U.S. Bank
- Develops and updates CAL-Card policies and training, and ensures program compliance at all levels
- Audits receipt retention and program compliance
- Notifies Cardholder’s Approving Official of noncompliance issues
- Coordinates new account setups as well as account terminations
- Orders cards, card changes, and account changes
- Coordinates account maintenance changes in Access On-Line (revisions to addresses, spending controls, MCC blocking)
- Authorizes temporary changes for the Cardholder’s spending limit, or Merchant Category Code (MCC) blocking
- Reviews renewal information for all accounts nearing expiration
- Orders reports
- Reviews declined transactions to limit fraudulent activity
Requesting a CAL-Card
All requests to participate in the City’s CAL-Card Program shall be submitted by the Department Head to the City Manager and Program Administrator for approval. The Department Head will complete and sign the Authorization and Request for CAL-Card form, including appropriate dollar limits, transaction limits.

After providing the required codes and limits, the Department Head will forward the request to the Program Administrator who will complete the approval process. After U.S. Bank processes the card request, the Program Administrator will receive and distribute all procurement cards. Each employee participating in the CAL-Card program will be required to complete and sign the Cardholder Procurement Card Agreement before receiving their card; this agreement will also be made part of the employee’s permanent personnel file. Each cardholder will also be required to attend a training session on the use of the procurement card.

Cardholder Spending Limits
The Program Administrator sets the maximum dollar amount for each single purchase and a total for all purchases made with a CAL-Card within a given billing cycle (30 day limit). Each time a Cardholder makes a CAL-Card purchase, these limits are verified and authorized by U.S. Bank Visa. If a single transaction or a 30 day limit is exceeded, the transaction is declined.

Unique situations may arise when a purchase exceeds a Cardholder’s established limits. Prior to purchase, the Cardholder must contact the Department Director to request an increase in spending limits. The Department Director will then work with the Program Administrator to request a temporary increase to the Cardholder’s spending limits. *At no time will this increase in spending limits circumvent City of Mission Viejo purchasing policies and procedures.*

Spending Controls
A number of unique controls have been established to ensure proper use of the CAL-Card. Spending controls are defined at both the Cardholder and the Approving Official levels and are established at account setup. Only the Program Administrator is authorized to make changes to the established spending controls.

The City of Mission Viejo uses the following spending limits:

1. **Single Purchase Limit – $3,000 maximum**
2. **30-Day Purchase Limit – varies based on department needs, average of $3,000**
3. **Merchant Category Codes** – In addition to dollar limits, a separate spending control based on merchant classification is established at the cardholder level. This control prevents cardholders from using the card at certain merchants. A list of merchant categories has been defined for the CAL-Card program.
Approved Uses

The CAL-Card is to be used only for official City of Mission Viejo business and only by the cardholder whose name is on the card*. The CAL-Card can be used for the purchase of approved supplies and certain services that cost less than $3,000, including tax, as long as the vendor accepts VISA credit cards and the purchase is within the employee’s approved merchant category codes, spending and/or transaction limits. *Staff currently occupying the positions of Executive Administrator and Executive Assistant (or equivalents) are authorized to book business travel for City Council and City Manager using the CAL card assigned to the City Manager.

The CAL-Card can also be used to acquire necessary products and/or services during a City Manager declared emergency.

Prohibited Uses

The State of California has excluded the purchase of certain products or services from the CAL-Card program. The State has disabled the Merchant Category Codes embedded in the CAL-Cards for the following items:

- Financial institution/manual cash
- Financial institution/auto cash
- Financial institutions/merchandise
- Non-Financial Institutions/Foreign Currency/Money Order/Travelers Checks
- Security brokers and dealers
- Timeshares
- Fines
- Bail bond payments
- Wire transfer – money order
- Dating and escort services
- Massage parlors
- Betting/track/casino/lotto
- Tax Payments

The City of Mission Viejo also prohibits the following:

- Purchase personal items
- Split purchases to circumvent purchasing dollar limits
- Travel-related expenses*
  - Air and ground transportation
  - Parking fees
  - Lodging
  - Conference registration and food are allowed
- Alcoholic beverages
- Ammunition
- Cellular Phones and Pagers and/or Related Monthly Service Charges
- Professional/Consultant Services
- Instructors, Speakers, or Performers
- Rentals and leases
- Services (other than catering)

*The City Manager CAL-Card can only be used for travel-related expenses for self and current City Councilmembers

The City's Purchasing Agent and/or the Cardholder's Approving Official reserve the right to add other prohibitions as needed.
Disputes

It is the cardholder’s responsibility to resolve any questionable or disputed items on the Statement of Account. If any items purchased with the CAL-Card are found to be defective or unacceptable, the cardholder has the responsibility to return the item(s) to the merchant for replacement or credit. If the merchant refuses to replace the item or issue a credit, the purchase of this item will be considered to be in dispute. Any such disputes must be explained on the Cardholder Statement of Questioned Item (CSQI) form. A copy of the completed CSQI form should be retained for any follow-up with U.S. Bank Government Services, and another copy should be attached to the Statement of Account.

U.S. Bank Government Services must receive the dispute form on or before the 60th day after the close of the billing cycle, otherwise the dispute will automatically be denied, regardless of its validity.

After disputing an item, the cardholder should receive an “Acknowledgement of Dispute” letter from U.S. Bank Government Services. After the dispute is resolved, the cardholder should receive a “Resolution of Dispute” letter.

Mail CSQI form to:

U.S. Bank Government Services
P.O. Box 6346
Fargo, ND 58125-6346
Fax: (701) 461.3466