

RESOLUTION NO. 82-029

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

July 6, 1982

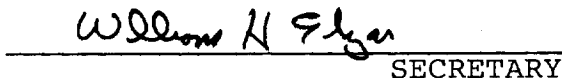
APPROVING AND ADOPTING
AGENCY PROCUREMENT POLICY

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. The Housing Authority hereby approves
and adopts the Agency Procurement Policy, attached hereto as
Exhibit "A".


VICE CHAIRMAN

ATTEST:


SECRETARY

RESOLUTION No. 82-029

JUL -6 1982

AGENCY PROCUREMENT POLICY

The purpose of the Procurement Policy is to establish guidelines consistent with federal, state and local rules and regulations for the procurement of services, supplies, materials and equipment required in the operation of the Agency.

The Executive Director or his designated representative shall at all times attempt to obtain the best available price for all items purchased under the provisions of this Policy. The Executive Director or his designated representative is hereby authorized to purchase supplies, materials and equipment, and to award purchasing contracts for services or for repairs, maintenance and replacements, provided that the purchases are included in the adopted Agency Budget and made in the following manner:

1. For purchase orders and purchasing contracts in excess of Five Thousand Dollars (\$5,000.00), a formal bidding procedure shall be used unless otherwise justified. Formal bidding requires soliciting of bids by advertising, by mailing notices or by using other methods which enable the Agency to obtain the best available price.
2. For purchase orders and purchasing contracts between One Thousand Dollars (\$1,000.00) and Five Thousand Dollars (\$5,000.00), a quotation process submitted without the formality of all bidding requirements shall be used. Unless not feasible, at least three (3) quotations shall be obtained and award shall be made to the bidder submitting the most advantageous quotation to the Agency.
3. Exceptions to the competitive bidding requirements shall be as follows:
 - (a) In the event of an immediate and existing emergency.
 - (b) When limitations on the source of supply, necessary restrictions in specifications, necessary standardization, quality considerations, or other valid reasons for waiving competition appear.

The Sacramento Housing and Redevelopment Commission shall review each request for exceptions to the competitive bidding process for those services, supplies, materials and equipment in excess of Ten Thousand Dollars (\$10,000.00). For emergency purchases, the Sacramento Housing and Redevelopment Commission

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shall be informed of the emergency situation and corrective action taken as soon after the emergency as possible. The Executive Director or his designated representative shall be authorized to approve exceptions to competitive bidding requirements from One Thousand Dollars (\$1,000.00) to Ten Thousand Dollars (\$10,000.00). A file shall be maintained of all exceptions to competitive bidding with supporting documentation.

4. The Sacramento Housing and Redevelopment Commission shall be authorized to award purchase orders and purchasing contracts in excess of Ten Thousand Dollars (\$10,000.00).
5. A Purchasing Procedure Manual, which sets forth the rules and regulations and which is consistent with this Procurement Policy, may be prepared by the Executive Director or his designated representative. When the Manual has been approved by the Executive Director, it shall have the same force and effect as the provisions of this Policy.

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