

RESOLUTION NO. 94-006

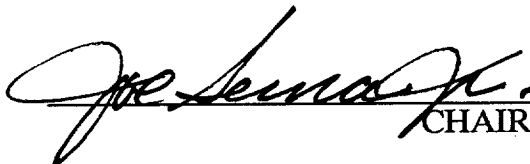
ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF JUN 28 1994

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
PROCUREMENT POLICY**

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

Section 1: The Agency Procurement Policy set forth in Attachment I hereto is adopted, and shall replace the procurement policy which was adopted by Resolution No. 82-029, and amended by Resolution No. 85-026, Resolution No. 90-024 and Resolution 93-001.


CHAIR

ATTEST


SECRETARY

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ATTACHMENT I

AGENCY PROCUREMENT POLICY

The purpose of this policy is to establish standard guidelines which are consistent with federal, state and local rules and regulations for the procurement of purchasing services, professional and consulting services, construction services, change orders and contract amendments.

The Executive Director or his designated representative shall at all times attempt to obtain the best available price for all items and services purchased under the provisions of this policy and is hereby authorized to: 1) purchase services, supplies and equipment; 2) select and retain professional or consulting services; 3) procure construction-related services and 4) issue change orders or contract amendments.

DEFINITIONS

PURCHASING SERVICES: Commodities such as materials, supplies and equipment including maintenance and other service-related activities.

PROFESSIONAL AND CONSULTING SERVICES: Individuals or firms requiring special licensing, educational degrees/certificates and unusual or highly specialized expertise.

CONSTRUCTION SERVICES: Construction-related contracts including new construction, repair and demolition contracts except as provided for public works contracts.

PUBLIC WORKS CONTRACTS: Construction contracts for public facilities including contracts for repair and painting.

CHANGE ORDERS AND CONTRACT AMENDMENTS: Change Orders are modifications to an executed construction contract. Contract Amendments are applicable to all revisions or modifications to executed agreements between Consultants or other providers of services and the Agency.

SOLICITATION REQUIREMENTS

A. Transactions Greater Than \$50,000

The Sacramento Housing and Redevelopment Commission shall be authorized to award purchase orders, purchasing contracts and professional services contracts in excess of \$50,000. A formal, competitive process shall be utilized including advertisements. One out of every three bids is required to be from a certified Minority/Woman Owned Business Enterprise (MBE/WBE) firm where feasible.

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B. Transactions Greater Than \$25,000

A formal, competitive process (including at least three (3) written bids where feasible) shall be utilized including advertisements. One out of every three bids is required to be from a certified MBE/WBE firm where feasible.

C. Transactions Between \$15,001 to \$25,000

At least three (3) written bids shall be obtained where feasible. One out of every three bids is required to be from a certified MBE/WBE firm where feasible.

D. Transactions Between \$2,001 to \$15,000

At least three (3) oral or written bids shall be obtained where feasible. One out of every three bids is required to be from a certified MBE/WBE firm where feasible.

E. Transactions under \$2,000 (Discretionary Purchases)

Only one (1) oral or written quotation is required. One quotation is required to be from a certified MBE/WBE firm where feasible.

F. Public Works Contracts

Public works contracts shall meet the public works requirements, including bid bonds, payment bonds, prevailing wages, MBE/WBE requirements and labor provisions when the contracts (including labor and materials) exceed the following amounts:

1. \$4,000 for contracts in the name of the County.
2. \$5,000 for Redevelopment Agency, Housing Authority or SHRA contracts.
3. \$25,000 for contracts in the name of the City and signed by the City Manager.

COOPERATIVE PURCHASING

The Executive Director is authorized to purchase materials, supplies and equipment through other governmental jurisdictions (i.e. federal, state or local entities) when those entities receive a lower price as large-volume buyers.

EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

Exceptions to the competitive bidding requirements include:

1. An immediate and existing emergency.
2. Sole source, necessary restrictions in specifications, necessary standardization, quality considerations or other valid reasons.

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The Executive Director must approve any exceptions to competitive bidding up to \$50,000 and the Sacramento Housing and Redevelopment Commission shall review each request for exceptions in excess of \$50,000. For emergency purchase exceptions, the Sacramento Housing and Redevelopment Commission shall be informed of the emergency situation and corrective action shall be taken as soon as possible.

CHANGE ORDERS/CONTRACT AMENDMENTS FOR ORIGINAL CONTRACTS OVER \$50,000

For contracts previously approved by a governing body and which are not executed in the name of the County, the Executive Director is authorized to approve change orders or contract amendments having an aggregate total not to exceed \$25,000 or 15% of the original contract amount, whichever is greater.

CHANGE ORDERS/CONTRACT AMENDMENTS FOR ORIGINAL CONTRACTS OF \$50,000 OR LESS.

For contracts executed by the Executive Director under his/her delegated contract authority, the Executive Director is authorized to execute change orders or contract amendments which, in the aggregate with the original contract amount, do not exceed his/her delegated contract authority plus 15%.

CONDITIONS FOR ALL SOLICITATIONS

A. Minority/Women Business Enterprise (MBE/WBE) Utilization

The current Agency MBE/WBE Policy shall apply to all procurements.

B. Insurance Requirements

All firms performing work on Agency property shall provide the Agency with certificates of insurance and copies of insurance policies in accordance with the Agency Insurance Requirements.

PROCEDURES MANUALS

A Purchasing Procedures Manual and Professional and Consulting Services Selection Procedures Manual, which set forth the rules and regulations and which are consistent with this Procurement Policy and with Agency MBE/WBE Policy, may be prepared by the Executive Director (or designated representative). When the Manuals have been approved by the Executive Director, they shall have the same force and effect as the provisions of this policy.

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