PURCHASING POLICY & PROCEDURES

TJ BARTTELBORT

PURCHASING MANAGER

INTRODUCTION

- WHO I AM
  - TJ BARTTELBORT, PURCHASING MANAGER
- BACKGROUND
  - PROCUREMENT / PURCHASING / CONTRACTING SINCE 2014
  - PREVIOUSLY WITH THE STATE OF WYOMING, FOR THE WYOMING MILITARY DEPARTMENT, CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE OF THE ARMY
  - JOINED THE CITY IN OCTOBER 2018

WHY WE ARE HERE TODAY

- PURCHASING & INNOPRISE
- OVERVIEW OF PURCHASING POLICY & PROCEDURES
- HOW TO'S / WHEN TO'S / PURCHASING THRESHOLDS
- PROCUREMENT / PURCHASING ADVICE

PURCHASING (AND WHY IT'S IMPORTANT)

- WE (CITY EMPLOYEES) ARE STEWARDS OF THE TAX PAYER DOLLAR $
- WE MUST ENSURE CAREFUL & PROPER EXPENDITURE OF PUBLIC FUNDS
- WE ARE RESPONSIBLE TO FOLLOW PURCHASING POLICY, CITY CODE, STATE STATUTE, IN ORDER TO MAKE RESPONSIBLE PURCHASES

PURCHASING (AND WHY IT'S IMPORTANT)

- RAISE YOUR HAND, AND KEEP IT UP IF YOU DO ANY OF THESE THINGS:
  - USE A PURCHASING CARD
  - BUY THINGS ON ACCOUNT IN-STORE
  - ENTER REQUISITIONS
  - APPROVE REQUISITIONS

PURCHASING (AND WHY IT'S IMPORTANT)

(ALMOST) ALL OF US, ARE SOMEHOW INVOLVED WITH SOME LEVEL OF PURCHASING.

I KNOW THERE ARE THINGS I HAVE FORGOTTEN OR THAT I MIGHT SKIM OVER. IF YOU HAVE QUESTIONS OR WANT TO DISCUSS SOMETHING FURTHER, **STOP ME**!!!

INNOPRISE / INVOICES / APPROVALS

- **ENTERING INVOICES IN INNOPRISE**
- THINGS TO CHECK BEFORE ENTERING
  - **LOOK** AT THE DOCUMENT BEFORE YOU ENTER
  - IS IT FOR YOUR DEPARTMENT / DIVISION?
  - HAVE THE SERVICES BEEN RECEIVED / EQUIPMENT DELIVERED?
  - IS THERE TAX ON THE INVOICE? (WE ARE TAX EXEMPT)
  - IS IT FOR AN ORDER THAT ALREADY HAS AN EXISTING PO?

INNOPRISE / INVOICES / APPROVALS

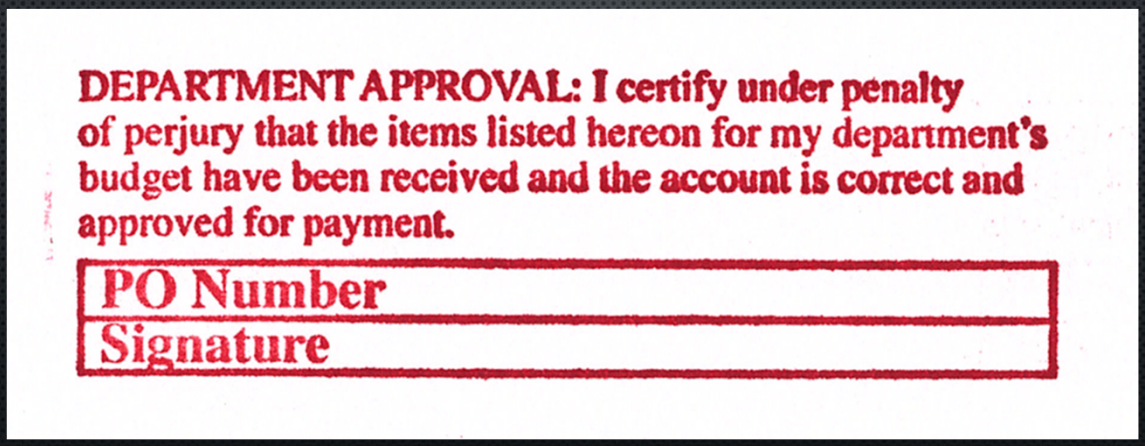
- ADDITIONAL ITEMS TO CONSIDER
- ITEMIZED INVOICE VS. STATEMENT (WE DON'T PAY OFF STATEMENTS)
- DON'T PAY OFF OF SHIPPING BILLS, PICK TICKETS, OR ORDER SUMMARIES. LOOK FOR THE WORD ***"INVOICE"***
  - POTENTIAL FOR DUPLICATE PAYMENTS, & STATEMENTS AREN'T ITEMIZED
- YOU MAY NEED TO CALL AND REQUEST INVOICES, IF THEY AREN'T BEING SENT.

INNOPRISE / INVOICES / APPROVALS

- § 15-1-125. PRESENTATION AND PAYMENT OF CLAIMS
- **(A)** ALL CLAIMS AND DEMANDS AGAINST ANY CITY OR TOWN SHALL BE PRESENTED TO THE GOVERNING BODY BY **ITEMIZED INVOICE OR OTHER DOCUMENT FROM THE VENDOR WITH A FULL ACCOUNT OF THE QUANTITY AND TOTAL COST FOR EACH ITEM OR FOR THE SERVICES RENDERED**. NO PAYMENT SHALL BE APPROVED BY THE GOVERNING BODY UNLESS THE CLAIM IS **CERTIFIED UNDER PENALTY OF PERJURY BY THE VENDOR OR BY AN AUTHORIZED PERSON EMPLOYED BY THE CITY OR TOWN RECEIVING THE ITEMS OR FOR WHOM THE SERVICES WERE RENDERED**. NO CLAIM OR DEMAND MAY BE AUDITED OR ALLOWED UNLESS PRESENTED AND CERTIFIED AS PROVIDED IN THIS SECTION, AND NO SUIT MAY BE INSTITUTED AGAINST A CITY OR TOWN FOR ANY CLAIM UNLESS IT HAS BEEN FIRST PRESENTED TO THE GOVERNING BODY AND A REASONABLE TIME GIVEN TO ACT UPON THE CLAIM.

INNOPRISE / INVOICES / APPROVALS

- THIS IS WHY WE STAMP THE BILLS THAT ARE ENTERED FOR PAYMENT



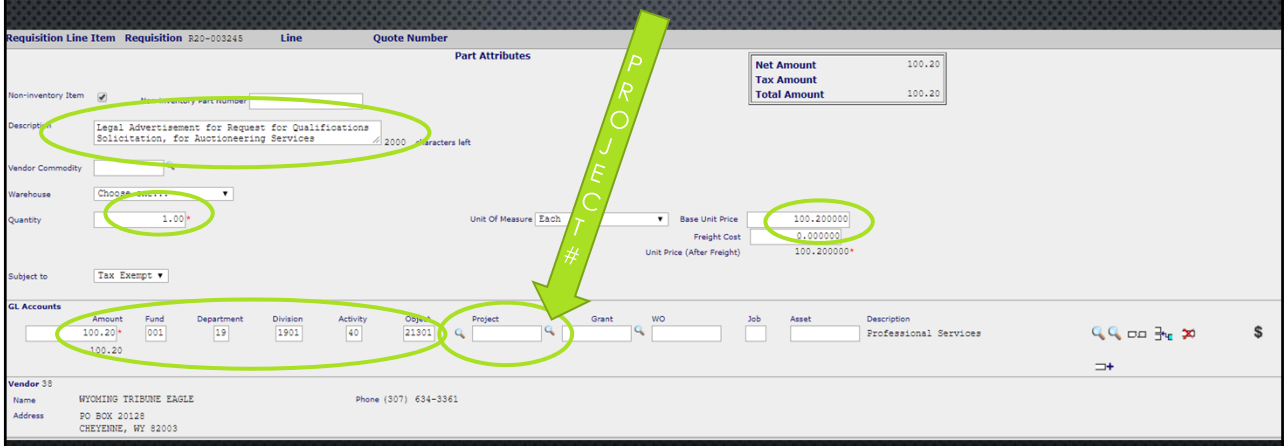
INNOPRISE / INVOICES / APPROVALS

- SELECT THE VENDOR
  - IF IT IS A NEW VENDOR, WRITE "ADD NEW VENDOR – A.B.C." IN THE COMMENTS.
  - WE WILL NEED A W-9 TO SET UP THE VENDOR. I CAN REQUEST THE W-9, AND WILL APPROVE THE REQ ONCE I HAVE IT. IF YOU KNOW IT IS A NEW VENDOR, YOU CAN ALWAYS REQUEST A W-9 FROM THEM PRIOR.
- ENTER A DESCRIPTION, FOR EACH LINE ITEM. DESCRIPTION DOESN'T NEED TO BE ALL INCLUSIVE, BUT BE CLEAR.
  - MOP, BROOM, BUCKET, RAGS, PINE-SOL, WINDEX, 409
    - OR
  - CLEANING SUPPLIES FOR BOTANIC GARDENS MEETING ROOM

INNOPRISE / INVOICES / APPROVALS

- DESCRIPTIONS
  - **TIME PERIOD FOR SERVICE**
  - I.E. LEASE PAYMENT FOR 11/15/19 THRU 12/15/19
  - I.E. CLEANING SERVICES FOR NOVEMBER 2019
    - REDUCE DOUBLE PAYMENTS, EASIER TO QUERY IN INNOPRISE

INNOPRISE / INVOICES / APPROVALS
LINE ITEM INPUT



LINE ITEM INPUT

INNOPRISE / INVOICES / APPROVALS

- IF ENTERING MULTIPLE INVOICES FOR ONE VENDOR, ENTER 1 LINE ITEM/PER INVOICE.
- IF YOU HAVE 11 INVOICES, THERE SHOULD BE 11 LINES.

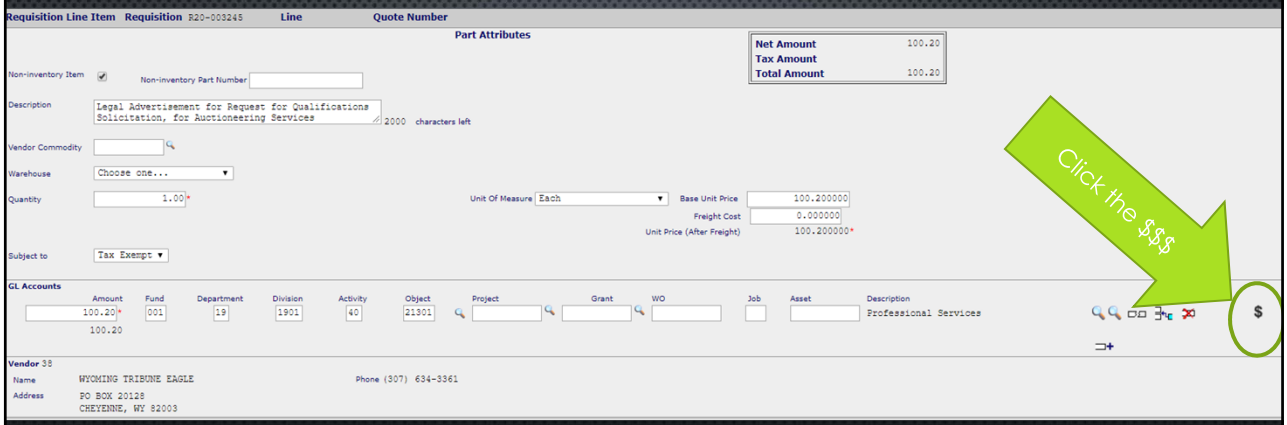
INNOPRISE / INVOICES / APPROVALS
LINE ITEM INPUT

Purchase Order | **Detail** | Attachment | Activity | PO History | Receipts | Invoice Detail

Line No	Description	Quantity	Unit Price	Net Amount	Tax Amount	Total	Received Quantity	Available Balance	Unpaid Balance	Receiving Status	Payment Status	Non-Inventory Part#	Accounts&Projects WorkOrder&Job&Asset
1	Polo Shirts (3) for Chris Rahn	1.00	114.000000	114.00	0.00	114.00	0.00	0.00	114.00	Open	Invoiced		001-16-1615-41-32115
2	Polo shirts (2) for Braisted	1.00	76.000000	76.00	0.00	76.00	0.00	0.00	76.00	Open	Invoiced		001-16-1615-41-32115
3	Ripstop EMT Pant for Sarah Delay	1.00	54.000000	54.00	0.00	54.00	0.00	0.00	54.00	Open	Invoiced		001-16-1615-41-32115
4	Ripstop EMT Pant (2) for Tyler Gautreau	1.00	108.000000	108.00	0.00	108.00	0.00	0.00	108.00	Open	Invoiced		001-16-1615-41-32115
5	Ripstop EMT Pant for Ryan Seaberg (2)	1.00	108.000000	108.00	0.00	108.00	0.00	0.00	108.00	Open	Invoiced		001-16-1615-41-32115
6	Sportek Jersey Short (2) for Matt Thompson	1.00	36.000000	36.00	0.00	36.00	0.00	0.00	36.00	Open	Invoiced		001-16-1615-41-32115
7	Sweatpant for Kent Kelly	1.00	22.000000	22.00	0.00	22.00	0.00	0.00	22.00	Open	Invoiced		001-16-1615-41-32115
8	Sweatpant for Kevin West	1.00	22.000000	22.00	0.00	22.00	0.00	0.00	22.00	Open	Invoiced		001-16-1615-41-32115
9	Sportek Jersey short for Myron Miller	1.00	18.000000	18.00	0.00	18.00	0.00	0.00	18.00	Open	Invoiced		001-16-1615-41-32115
10	Credit Memo for return for Terry Lam	1.00	-16.950000	-16.95	0.00	-16.95	0.00	0.00	-16.95	Open	Invoiced		001-16-1615-41-32115
11	Credit Memo for double charge for Kevin Reddy	1.00	-435.000000	-435.00	0.00	-435.00	0.00	0.00	-435.00	Open	Invoiced		001-16-1615-41-32115
						106.05		0.00	106.05				

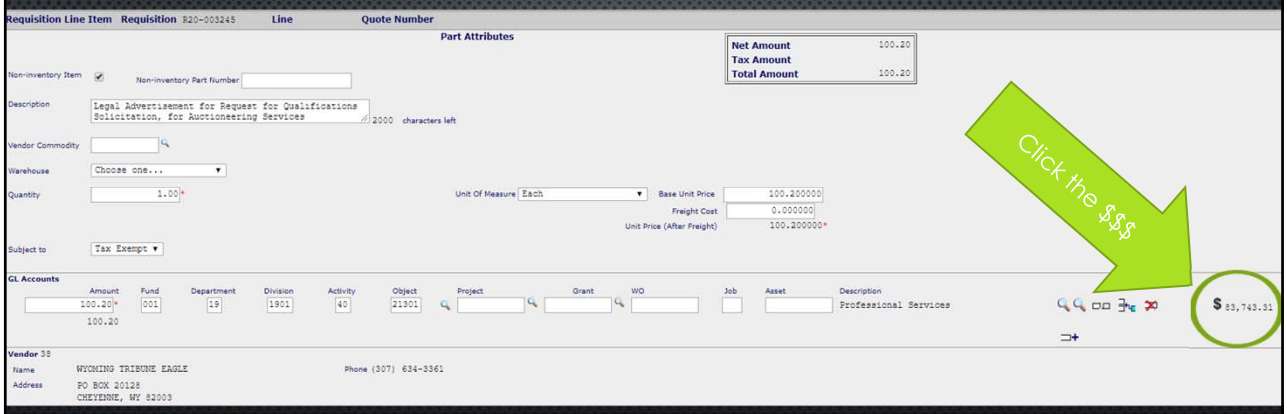
11 LINE ITEMS = 11 INVOICES

INNOPRISE / INVOICES / APPROVALS
LINE ITEM INPUT



DOES THAT ACCOUNT HAVE ANY FUNDING AVAILABLE???

INNOPRISE / INVOICES / APPROVALS
LINE ITEM INPUT



YAY!!!!

INNOPRISE / INVOICES / APPROVALS

- BUDGET TRANSFERS
- IF YOU CLICK THE " $ " AND IT SHOWS A NEGATIVE AMOUNT, OR ZERO, YOU WILL NEED TO COMPLETE AND SEND A BUDGET TRANSFER FORM TO TRISH WATSON, AT THE SAME TIME YOU PROPOSE THE REQUISITION.
- DON'T JUST USE A DIFFERENT ACCOUNT THAT **DOES** HAVE BUDGET/FUNDING.
- TRISH WATSON PWATSON@CHEYENNECITY.ORG

INNOPRISE / INVOICES / APPROVALS

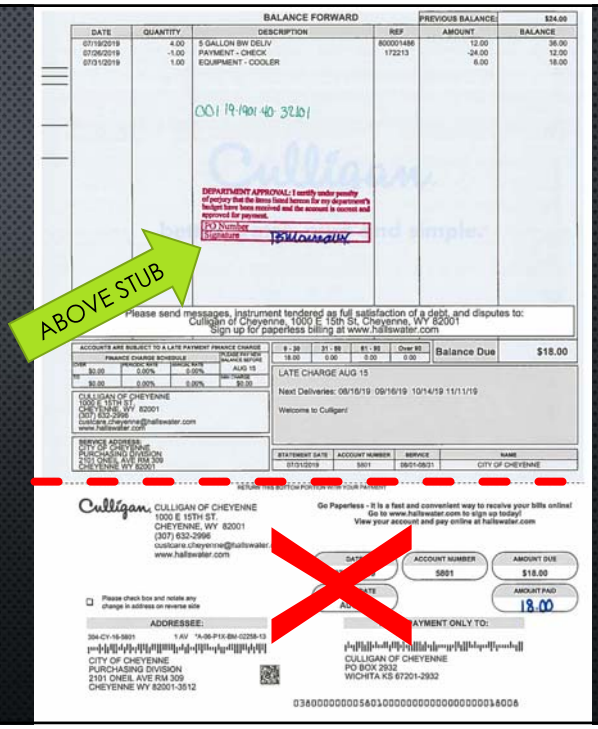
- AFTER REQUISITION IS READY, PROPOSE THE REQUISITION.
- YOUR APPROVER WILL REVIEW, TO ENSURE ACCURACY, AND WILL APPROVE THE REQUISITION.
- **APPROVERS ARE LEGALLY RESPONSIBLE FOR ALL REQUISITIONS THEY APPROVE.** THEY SHOULD BE VERIFYING THE VENDOR, TRANSACTION, LINE ITEMS, INVOICE TOTALS, ETC. FOR ACCURACY.

INNOPRISE / INVOICES / APPROVALS

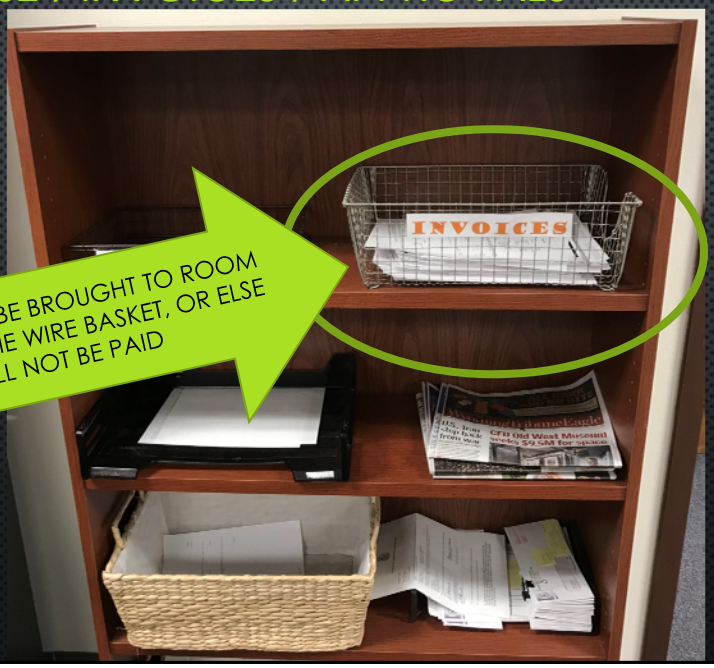
- AFTER A REQUISITION IS APPROVED, I WILL VERIFY THE REQUISITION FOR COMPLETENESS AND CORRECTNESS, AND WILL ISSUE A PURCHASE ORDER FOR THE REQUISITION.
  - IF THERE IS A PROBLEM OR ERROR, I WILL E-MAIL THE INDIVIDUAL WHO ENTERED THE REQUISITION & THE REQ APPROVER, TO GET CLARIFICATION / RESOLUTION ON THE ERROR. MAY INVOLVE RESETTING & RE- PROPOSING.
- AFTER THE PO IS ISSUED, YOU WILL WRITE THE PO NUMBER ON THE RED STAMP ON THE INVOICE, AND TURN THE PHYSICAL PAPER COPY INVOICE IN TO THE TREASURER'S OFFICE, IN THE WIRE BASKET.

INNOPRISE / INVOICES / APPROVALS

- SIDE NOTE: IF THE INVOICE HAS A REMITTANCE STUB, PLEASE STAMP THE INVOICE ABOVE THE STUB. THAT WAY THE RECORD INVOICE STILL HAS THE P.O. # WRITTEN ON IT AND IT DOESN'T GET SUBMITTED WITH THE CHECK TO THE VENDOR.



INNOPRISE / INVOICES / APPROVALS



INVOICE MUST BE BROUGHT TO ROOM 309 & GO IN THE WIRE BASKET, OR ELSE IT WILL NOT BE PAID

INNOPRISE / INVOICES / APPROVALS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 PAYABLES CUTOFF INNOPRISE	3 TURNED IN	4
5	6	7	8	9	10	11
12	13 CITY COUNCIL	14	15	16 PAYABLES CUTOFF INNOPRISE	17 TURNED IN	18
19	20	21	22	23	24	25
26	27 CITY COUNCIL	28	29	30 PAYABLES CUTOFF INNOPRISE	31 TURNED IN	

ACCOUNTING PROCESSING

ACCOUNTING PROCESSING

INNOPRISE / INVOICES / APPROVALS

- ENTERING INVOICES
- YOU DON'T HAVE TO WAIT TO PUT BILLS IN TILL THE PAYABLES CUTOFF.
- I TRY MY HARDEST TO GET IN INNOPRISE 2-3 TIMES A DAY (EVERYDAY) AND APPROVE BILLS.
- YOU CAN ENTER THEM AS THEY COME IN, AND DON'T HAVE TO WAIT TO TURN THEM IN FOR PAYMENT.
- **THIS HELPS, YOU, ME, AND TRISH!!! ☺**

US BANK CARD / PURCHASING CARD

- $2,500.00 SINGLE TRANSACTION LIMIT
- SHOULD BE USED FOR TRAVEL & ONLINE PURCHASES
- BE AWARE THAT THE CITY HAS NUMEROUS STORE CREDIT ACCOUNTS, AT ALMOST EVERY PARTS/HARDWARE/SUPPLY STORE IN CHEYENNE
- CAN USE THE CARD IN PERSON AT STORES, BUT BE AWARE THAT MAY INCREASE THE CHANCE OF A DOUBLE BILLING/ PAYMENT. RECEIPT COULD GET ENTERED IN INNOPRISE AS AN IN-STORE LINE OF CREDIT, **AND** GET DEBITED FROM THE US BANK CARD.

US BANK CARD / PURCHASING CARD

- IF YOU NEED A LINE OF CREDIT FROM A STORE OR VENDOR, **LET ME KNOW!**
- **PLEASE DON'T FILL CREDIT APPLICATIONS OUT, WITHOUT ME!!!**
- TERMS & CONDITIONS THAT LEGALLY BIND THE CITY

US BANK CARD / PURCHASING CARD

- STILL TAX EXEMPT!!!
- BEFORE YOU CONDUCT A TRANSACTION ONLINE OR IN PERSON, ENSURE THAT YOU HAVE IDENTIFIED THE TRANSACTION AS TAX EXEMPT TO THE MERCHANT
- IF YOU ARE SHOPPING ONLINE, ENSURE YOU ARE TAX EXEMPT PRIOR TO CHECKING OUT. YOU MAY HAVE TO CONTACT THE VENDOR TO PLACE THE ORDER OVER THE PHONE / OR HAVE THEM ANNOTATE OUR TAX EXEMPT STATUS
- SOME TAX IS UNAVOIDABLE (FUEL/LODGING/FOOD WHILE TRAVELLING).

US BANK CARD / PURCHASING CARD

- AS THE CARDHOLDER / TRANSACTION PROCESSOR, IT IS **YOUR** RESPONSIBILITY TO KEEP ALL RECEIPTS, AND PROVIDE THEM WITH YOUR MONTHLY STATEMENT
- WHEN ENTERING THE US BANK STATEMENT IN INNOPRISE, ENTER 1 LINE ITEM PER TRANSACTION.
- IF THERE ARE 10 RECEIPTS, THERE SHOULD BE 10 LINES.
  - EACH LINE ITEM SHOULD HAVE A DESCRIPTION FOR WHAT WAS PURCHASED.
- SOME LARGER DIVISIONS MAY HAVE TO ENTER MULTIPLE REQ'S (EX: 1 REQ/PO PER DIVISION P-CARD)
  - IMPORTANT FOR PUBLIC INFORMATION REQUESTS

PURCHASING THRESHOLDS (INTRO)

- CONSIDER THREE TIERS OF PURCHASING THRESHOLDS ($ AMOUNT)
- SPECIFIC GUIDELINES, RULES, AND POLICIES FOR EACH TIER
  - $0.00 - $3,499.99
  - $3,500.00 - $34,999.99
  - $35,000.00 - ABOVE

TIER 1 - $0.00 - $3,499.99

- NO QUOTES REQUIRED
- COMPARE PRICES TO ENSURE FAIR AND COMPETITIVE PRICING
  - CREDIT CARD PURCHASES
  - PURCHASES ON ACCOUNT WITH LOCAL VENDORS
  - SMALL EQUIPMENT / SUPPLY ORDERS

TIER 2 - $3,500.00 - $34,999.99

- AWARDED TO A VENDOR VIA PURCHASE ORDER
- 3 QUOTES ARE REQUIRED
  - EQUIPMENT / GOODS / SERVICES

TIER 3 - $35,000.00 - ABOVE

- FORMAL COMPETITIVE BID/ PROPOSAL PROCESS
- INVITATION TO BID, REQUEST FOR PROPOSAL, PROFESSIONAL SERVICES
- AWARDED THROUGH CONTRACT AGREEMENTS, PROFESSIONAL SERVICES AGREEMENTS
- ANY PROCUREMENT IN EXCESS OF $35,000.00 **MUST** GO BEFORE THE GOVERNING BODY

TIERS 1 - 3

- LETS DIVE IN DEEPER TO EACH TIER TO IDENTIFY THE BEST PRACTICES FOR PROCUREMENT WITHIN EACH TIER

TIER 1 - $0.00 - $3,499.99

- TIER 1 PURCHASES HAPPEN DAY IN & DAY OUT, THINK OF THE ROUTINE PURCHASE OF OFFICE SUPPLIES, PARTS, ETC.
- GOING DIRECT TO A STORE TO BUY SOMETHING YOU NEED.
- DON'T HAVE TO PRICE MATCH 3 SEPARATE STORES FOR A PACK OF POST-IT NOTES, BUT USE BEST JUDGEMENT IN DECIDING WHERE YOU MAKE PURCHASES

TIER 1 - $0.00 - $3,499.99

- NO PRIOR APPROVAL FROM PURCHASING DIVISION REQUIRED
- PURCHASE LOCALLY WHENEVER POSSIBLE
- BE COGNIZANT OF PRICING, AND PURCHASE FROM VENDORS THAT PROVIDE THE GOODS OR SERVICES AT THE BEST VALUE TO THE CITY
- BE MINDFUL OF SPLIT PURCHASES, THIS IS BYPASSING THE PURCHASING POLICY ☹

SPLIT PURCHASE – INTRODUCTION

- THINK OF WHAT THE COMPLETE AND USEABLE END PRODUCT IS
- IF YOU NEED PART "A" & PART "B" TO HAVE THE COMPLETE PRODUCT, YOU MUST CONSIDER THE TOTAL COST OF ALL "PARTS" OR COMPONENTS
- PROJECTS SHALL NOT BE DIVIDED INTO SMALLER UNITS FOR THE PURPOSE OF AVOIDING THESE BIDDING REQUIREMENTS

SPLIT PURCHASE - EXAMPLE

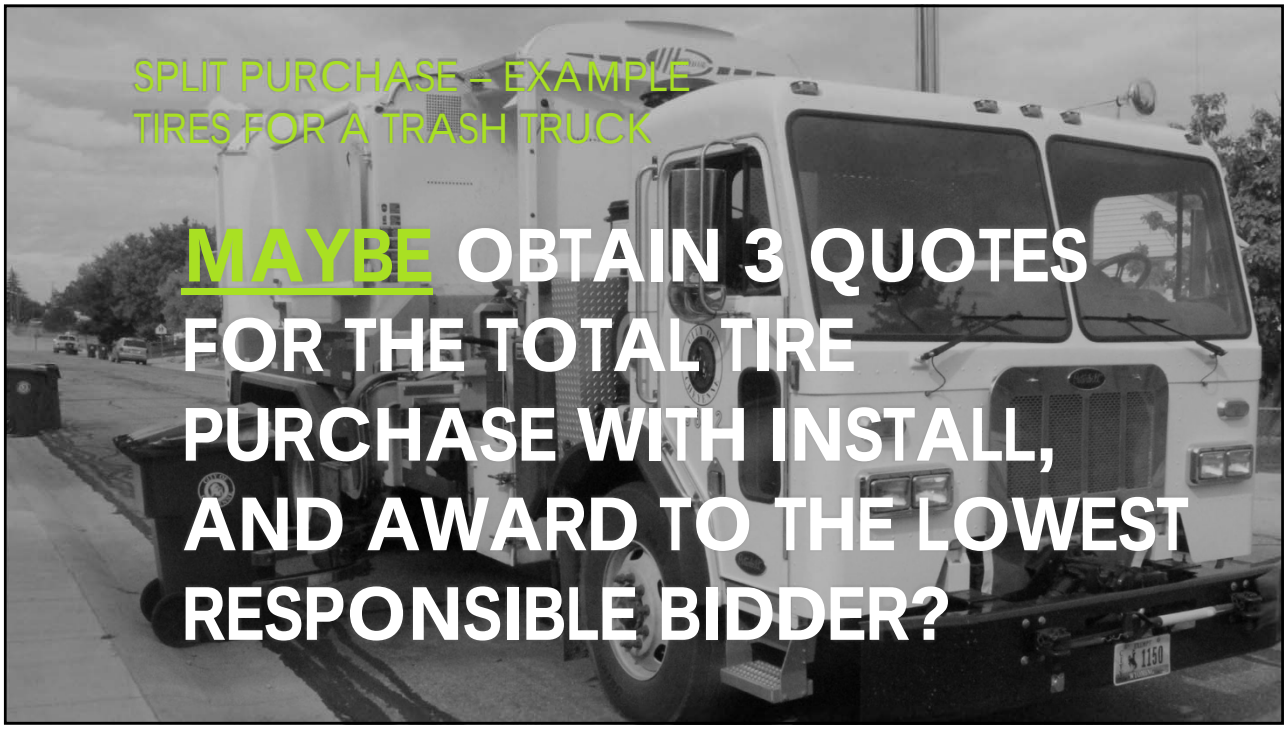
- TIRES FOR A TRASH TRUCK

SPLIT PURCHASE – EXAMPLE
TIRES FOR A TRASH TRUCK
• NEEDS TEN (10) NEW TIRES
• EACH TIRE IS $350.00, AND $100.00 INSTALL FEE = $3,600.00

SPLIT PURCHASE – EXAMPLE
TIRES FOR A TRASH TRUCK
JUST REPLACE THE BACK 8 DRIVE TIRES, SKIP THE FRONT 2 STEER TIRES, $350.00 * 8 TIRES = $2,800.00 + $100.00 FOR INSTALL = $2,900.00 ?

SPLIT PURCHASE – EXAMPLE
TIRES FOR A TRASH TRUCK
PAY ALL THE TIRES ON ONE INVOICE, AND GET A SECOND INVOICE FOR INSTALLATION?
$3,500.00 & $100.00 = $3,600.00

SPLIT PURCHASE – EXAMPLE
TIRES FOR A TRASH TRUCK
ORDER ALL TEN (10) WITH INSTALLATION, AND SPLIT THE INVOICE IN HALF?
$1,800.00 & $1,800.00 = $3,600.00


SPLIT PURCHASE – EXAMPLE
TIRES FOR A TRASH TRUCK
MAYBE OBTAIN 3 QUOTES FOR THE TOTAL TIRE PURCHASE WITH INSTALL, AND AWARD TO THE LOWEST RESPONSIBLE BIDDER?

SPLIT PURCHASE – WHAT TO WATCH FOR
• BUYING THE SAME ITEM FROM MULTIPLE VENDORS
• $1,750.00 FROM LOWES AND $1,800.00 FROM HOME DEPOT
• BUYING LESS THAN YOU NEED, TO BYPASS A THRESHOLD
• BUYING 8 TIRES WHEN YOU NEED 10
• BUYING SOMETHING THAT IS NOT COMPLETE AND USEABLE, TO BYPASS A THRESHOLD
• BUY A PIECE OF EQUIPMENT WITH OUT ATTACHMENTS
• PAY FOR THE ATTACHMENTS SEPARATE

SPLIT PURCHASE – WRAP UP

- HOW TO AVOID A SPLIT PURCHASE
  - IDENTIFY YOUR NEED FIRST, THEN BEGIN THE PROCESS
  - DON'T START WITH THE PRICE, AND ORDER THE QUANTITY THAT FALLS BELOW A PURCHASING THRESHOLD
- IF YOU NEED "X" AMOUNT, ORDER "X" AMOUNT
  - NOT "X-1" TO GET THE COST DOWN

TIER 2 - $3,500.00 - $34,999.99

- AWARDED TO A VENDOR VIA PURCHASE ORDER
- 3 QUOTES ARE REQUIRED
  - EQUIPMENT / GOODS / SERVICES
  - SERVICES MAY REQUIRE PROOF OF INSURANCE PRIOR TO WORK STARTING
- PURCHASES OF GOODS AND SERVICES LESS THAN $35,000 DO NOT REQUIRE FORMALLY ADVERTISED BIDS

3 QUOTES (ENSURING THE BEST END PRODUCT)

- EXACT / PRECISE / UNDERSTANDABLE SPECIFICATIONS
- SOLICITATION OF QUOTES
- COMPARISON OF QUOTES
- AWARD

3 QUOTES
EXACT / PRECISE / UNDERSTANDABLE SPECIFICATIONS

- WHAT ARE YOU ASKING FOR?
  - EQUIPMENT / SERVICES / BOTH?
- WHAT DO YOU REALLY NEED?
  - CAN YOU ACCEPT ALTERNATE BRANDS/STYLES/MODELS?
- HOW CAN YOU CONVEY THAT TO VENDORS/BIDDERS
  - CLEARLY WRITTEN SPECIFICATION, TO INCLUDE ALL REQUIRED COMPONENTS, (COMPLETE & USEABLE END PRODUCT).

3 QUOTES
EXACT / PRECISE / UNDERSTANDABLE SPECIFICATIONS

- WRITING SPECIFICATIONS. EXAMPLE: I JUST NEED A WEED WACKER

3 QUOTES
EXACT / PRECISE / UNDERSTANDABLE SPECIFICATIONS

- BE CLEAR IN WHAT YOU ARE REQUESTING
- PRODUCT BRAND NAME
- PERFORMANCE SPECIFICATION
- ACCESSORIES YOU REQUIRE TO BE INCLUDED
- DELIVERY INFORMATION
  - (FOB DESTINATION)…ALL VENDORS ARE BIDDING THE SAME FREIGHT COSTS

3 QUOTES
SOLICITATION OF QUOTES

- SOLICITING QUOTES
- PAPER TRAIL/DOCUMENTATION IS CRITICAL
- PHONE CALLS ARE OK, ALWAYS FOLLOW UP WITH AN EMAIL
- BE CLEAR, AND GIVE DEADLINES / DUE DATES / SUSPENSE'S
- GIVE THE VENDORS THE SAME INFORMATION, AT THE SAME TIME

3 QUOTES
SOLICITATION OF QUOTES

- A "BAD EXAMPLE"
  - PHONE CALL, "HEY, I NEED 10 CHAINSAWS, IF YOU ARE INTERESTED LET ME KNOW HOW MUCH THEY ARE."

3 QUOTES
SOLICITATION OF QUOTES

- A "GOOD EXAMPLE"
  - EMAIL: "I AM REQUESTING A QUOTE FOR TEN (10) STIHL MS 362 R C-M CHAINSAWS. I NEED AN EXTRA BAR AND CHAIN WITH EACH SAW. DELIVERED TO 2101 O'NEIL AVENUE, PRICE TO INCLUDE FREIGHT CHARGES. PLEASE PROVIDE A FORMAL PRICE QUOTATION VIA EMAIL, FOR THE SAWS AND ACCESSORIES BY 5 P.M. NEXT FRIDAY, OCTOBER 25TH, 2019. IF YOU ARE NOT INTERESTED, PLEASE LET ME KNOW. IF I DON'T HEAR FROM YOU BY THIS DEADLINE I WILL HAVE TO ASSUME THAT YOU ARE NOT INTERESTED IN PROVIDING A QUOTE.

3 QUOTES
SOLICITATION OF QUOTES / ADVICE FROM ME ON REQUESTING QUOTES

- GIVE YOUR VENDORS TIME TO PROVIDE A QUOTE
  - ASKING FOR A DETAILED QUOTE IN 1 BUSINESS DAY, IS NOT GIVING VENDORS AN ADEQUATE AMOUNT OF TIME TO PREPARE WHAT YOU ARE ASKING FOR.
- FOLLOW UP WITH THEM (MULTIPLE TIMES IF NEEDED)
  - LIFE HAPPENS, AND SOMETIMES THINGS FALL THROUGH THE CRACKS. SEND AN EMAIL TO MAKE SURE YOU ARE ENGAGING THE VENDOR.
- DOCUMENT YOUR ATTEMPTS
  - SOMETIMES VENDORS SIMPLY DON'T HAVE TIME. A NON-RESPONSIVE BIDDER CAN STILL BE CONSIDERED AN ELIGIBLE "NO-BID" IF YOU CAN SHOW PROOF OF YOUR CONTACT EFFORTS.

3 QUOTES
SOLICITATION OF QUOTES / ADVICE FROM ME ON REQUESTING QUOTES

- IF YOU NEED AN ITEM OR SERVICE COMPLETED BY A CERTAIN TIME, INCLUDE THAT AS A PART OF YOU REQUEST FOR QUOTES
- EXAMPLE: "WE NEED TO TAKE DELIVERY OF THE CHAINSAWS BY JANUARY 31, 2020. PLEASE CONFIRM THIS DELIVERY DATE ON YOUR QUOTE".
- DON'T GIVE VENDORS 'ARTIFICIAL' DEADLINES, FOR THE SAKE OF HURRYING THE PROCESS
  - POOR PLANNING ON OUR PART, DOESN'T MEAN WE CAN'T GIVE VENDORS THE OPPORTUNITY TO PREPARE QUOTES

3 QUOTES
COMPARISON OF QUOTES

- ONCE YOU HAVE RECEIVED QUOTES FROM VENDORS, YOU MUST ENSURE THAT YOU HAVE 3 QUOTES FOR THE SAME GOODS AND SERVICES
- VERIFY QUANTITIES
- ENSURE ALL QUOTES HAVE FREIGHT CHARGES INCLUDED (IF APPLICABLE)
- MAKE SURE YOU ARE COMPARING "APPLES TO APPLES", NOT "APPLES AND ORANGES"

3 QUOTES
COMPARISON OF QUOTES

- SOMETIMES YOU WON'T BE ABLE TO COMPARE APPLES TO APPLES. THIS IS WHEN CLEARLY WRITTEN SPECIFICATIONS WILL ENABLE YOU TO COMPARE THE ITEMS YOU HAVE BEEN QUOTED.
- YOUR SPECIFICATIONS SHOULD LET YOU COMPARE EACH VENDOR'S "VERSION" AND STILL SEE WHO THE LOWEST RESPONSIVE BIDDER IS.
- I.E. (IT MIGHT NOT BE COMPARING A STIHL CHAINSAW TO A STIHL CHAINSAW). IT WILL BE COMPARING A 4.5 HP, 40" GUIDE BAR CHAINSAW, TO THE SAME SPECIFIED VERSION FROM A DIFFERENT VENDOR.

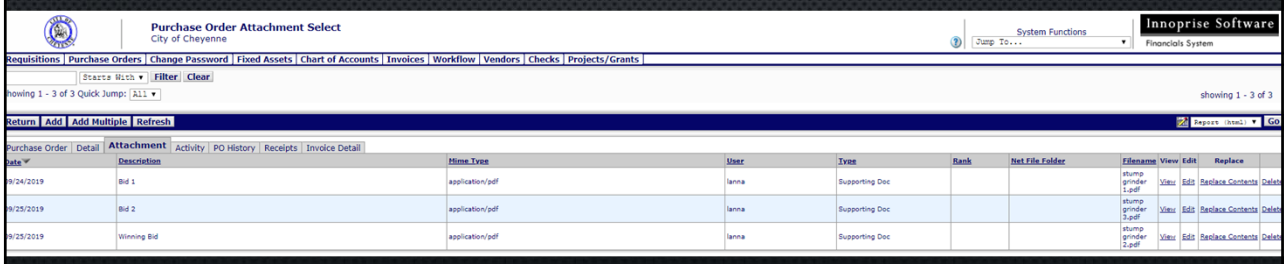
BRAIN BREAK

3 QUOTES AWARD

- WHEN YOU ARE READY TO AWARD TO THE LOWEST RESPONSIBLE BIDDER, PROCEED WITH A REQUISITION IN INNOPRISE.

3 QUOTES AWARD

- ATTACHMENTS FOR THE REQ.
  - INCLUDE THE 3 QUOTES THAT YOU HAVE RECEIVED
  - I APPRECIATE ☺ WHEN THE ATTACHMENTS ARE BROKEN OUT, AS PICTURED BELOW. NOT NECESSARY, BUT NICE.



3 QUOTES AWARD

- PROPOSE THE REQUISITION, TO YOUR APPROVER.
- APPROVER VERIFIES THAT THE 3 QUOTES ARE ATTACHED, FUNDING IS ALLOCATED, EVERYTHING ELSE IS IN ORDER, AND APPROVES THE REQUISITION

3 QUOTES AWARD

- I WILL ISSUE A PURCHASE ORDER FOR THE REQUISITION, AND WILL PROVIDE YOU A SIGNED PURCHASE ORDER, VIA EMAIL

PURCHASE ORDER

CITY OF CHEYENNE
MUNICIPAL BUILDING
2101 O'Neil Ave
Cheyenne, WY 82001

P.O. NUMBER: 20-002695
DATE: 09/25/2019

****** Confirming ******

TO: ATTACHMENTS DIRECT, LLC
P.O. BOX 128
ALEXANDRIA, MN 56308

SHIP TO: FO
FORESTRY
520 WEST 8TH AVE
CHEYENNE, WY 82001

Requisition Number:	Requisition Date:		
R20-002656	09/24/2019		
VENDOR NO.	DELIVER BY:	F.O.B.	TERMS:
11443		SHIPPING	NET30

Line	QUANTITY	UNIT	ITEM DESCRIPTION / BUDGET NUMBER	PROJECT	AMOUNT	UNIT PRICE	AMOUNT
1	1.00	JOB	Stump grinder 022-26-2614-45-43102		$4,514.44	$4,514.44	$4,514.44

TOTAL: $ 4,514.44

FOR INTERNAL USE ONLY

DEPARTMENT APPROVAL: I certify under penalty of perjury that the items listed hereon for my department's budget have been received and the account is correct and approved for payment (place signature and date next to appropriate budget account number).

Audited and approved for payment by the City Council:

Authorized by TJ Bittner Purchasing Agent — Audited by _____ Date: _____ — City Treasurer _____ Date: _____ Check No _____

3 QUOTES
AWARD

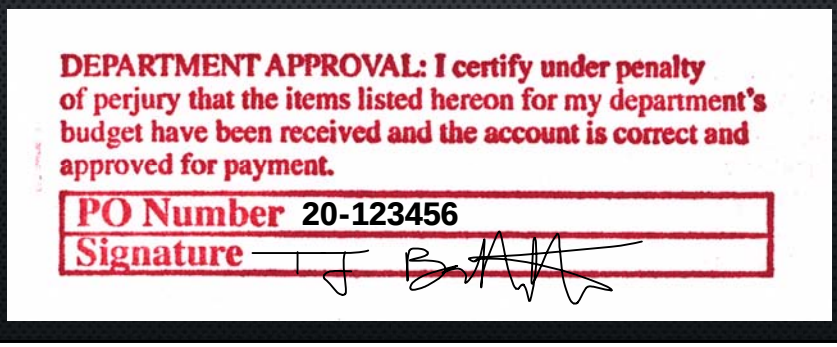
- YOU, THE REQUESTER, WILL SEND THE PURCHASE ORDER TO THE AWARDED VENDOR TO HAVE THEM INITIATE THE WORK / ORDER THE EQUIPMENT / START THE PROCESS ON THEIR END.
- NOW IS A GOOD TIME TO REMIND THEM OF WHERE THE ITEM IS GOING TO BE DELIVERED, WHO THE DELIVERY P.O.C. IS, ETC.

3 QUOTES
AWARD & PAYMENT

- ONCE THE ORDER **IS RECEIVED** OR THE **SERVICES ARE COMPLETE**, REQUEST AN INVOICE FROM THE VENDOR, IF THEY DO NOT PROVIDE YOU ONE. THE INVOICE $ AMOUNT SHOULD MATCH THE $ AMOUNT ON THE ORIGINAL PURCHASE ORDER.
- IMPORTANT TO NOTE: INVOICES **CAN NOT AND SHOULD NOT BE PAID**, PRIOR TO THE WORK BEING COMPLETED / EQUIPMENT BEING DELIVERED / ETC.
- THE CITY OF CHEYENNE **CANNOT** PAY OFF A QUOTE OR ESTIMATE.

3 QUOTES
AWARD & PAYMENT

- ON THE INVOICE, USE THE DEPARTMENT APPROVAL STAMP, WRITE THE ORIGINAL PO # ON THE INVOICE, SCAN & ATTACH THE INVOICE TO THE PURCHASE ORDER IN INNOPRISE, AND TURN IN THE BILL TO THE TREASURERS OFFICE.


DEPARTMENT APPROVAL: I certify under penalty of perjury that the items listed hereon for my department's budget have been received and the account is correct and approved for payment.

PO Number 20-123456

Signature

3 QUOTES
AWARD & PAYMENT

- BRINGING THE INVOICE TO THE TREASURER'S OFFICE BASKET IS HOW YOU SIGNAL YOU ARE READY TO PAY THE BILL.
- SERVICES ARE COMPLETE.
- ITEM HAS BEEN DELIVERED.
- YOU ARE THE ONLY ONE THAT CAN TELL US THAT, SO IF THE INVOICE IS NOT READY TO PAY, DON'T BRING IT UP!

3 QUOTES
AWARD & PAYMENT – CHANGE ORDERS

- CHANGES IN DOLLAR AMOUNT
  - GENERALLY PRICES **SHOULD NOT** FLUCTUATE
- WHEN THEY DO (**SOMETIMES**)
  - FREIGHT CHARGES WERE **SLIGHTLY** HIGHER OR LOWER
  - IF YOU ARE ORDERING A BULK AMOUNT OF A COMMODITY, AMOUNT MAY **SLIGHTLY** VARY. I.E. YOU ORDER 40,000 LBS OF FERTILIZER, AND THEY PROVIDE YOU 40,100 LBS. DUE TO DELIVERY AND LOADING METHODS, CHANGES LIKE THAT ARE ACCEPTABLE.
- IF A DOLLAR AMOUNT CHANGES, LET ME KNOW, AND I CAN CHANGE ORDER THE PO TO ADJUST THE FINAL $ AMOUNT

3 QUOTES
AWARD & PAYMENT – CHANGE ORDERS

- AUTHORIZING THE VENDOR TO INCREASE THEIR PURCHASE ORDER, I.E. I NEED 11 CHAINSAWS, NOT 10 CHAINSAWS, IS **NOT** AN ACCEPTABLE INSTANCE WHERE PERFORMING A CHANGE ORDER TO THE PURCHASE ORDER WOULD BE UTILIZED.
- **ANY VARIANCE TO THE SCOPE OF THE PROJECT SHOULD BE DISCUSSED WITH PURCHASING PRIOR TO AUTHORIZING THE VENDOR TO PROCEED**

3 QUOTES / SUMMARY

- PREPARE / CREATE DESIRED SPECIFICATIONS FOR WHAT YOU NEED
- SEND YOUR CLEAR AND CONCISE SPECIFICATIONS TO AT LEAST 3 VENDORS, WITH REASONABLE & ATTAINABLE DEADLINES
- EVALUATE AND COMPARE THE QUOTES THAT YOU RECEIVE, IDENTIFY THE LOWEST RESPONSIVE BIDDER
- ENTER A REQUISITION, AND SEND THE ISSUED PURCHASE ORDER TO THE VENDOR TO INITIATE THE ORDER
- WHEN THE SERVICES ARE 100% COMPLETE, SUBMIT THE INVOICE FOR PAYMENT

TIER 3 - $35,000.00 - ABOVE

- FORMAL COMPETITIVE BID/ PROPOSAL PROCESS
- INVITATION TO BID, REQUEST FOR PROPOSAL, PROFESSIONAL SERVICES
- AWARDED THROUGH CONTRACT AGREEMENTS, PROFESSIONAL SERVICES AGREEMENTS
- ANY PROCUREMENT IN EXCESS OF $35,000.00 **MUST** GO BEFORE THE GOVERNING BODY. $25,000.00 FOR PROFESSIONAL SERVICE AGREEMENTS.

INVITATION FOR BID / CONSTRUCTION

INVITATION FOR BID / CONSTRUCTION

- CONSTRUCTION SERVICES
- LARGE SCALE PROJECTS
- NEW CONSTRUCTION / REHABILITATION OF EXISTING INFRASTRUCTURE

INVITATION FOR BID / CONSTRUCTION

- SCOPE OF WORK
- THINK BACK TO REQUESTING 3 QUOTES, JUST ON A BIGGER SCALE
- STILL WRITING SCOPE OF WORK IN A CLEAR & CONCISE MANNER

INVITATION FOR BID / CONSTRUCTION

- TYPICAL PROCESS TIMELINE:
- SCOPE OF WORK IS PROVIDED TO PURCHASING
- PURCHASING PREPARES BID DOCUMENT
- PURCHASING COORDINATES WITH P.O.C. TO SELECT DATES FOR PRE-BID MEETING, QUESTION DUE DATE, AND BID OPENING
- BID DOCUMENTS ARE FINALIZED, AND PUT ON THE CITY'S WEBSITE. LEGAL ADVERTISEMENT IS PLACED IN WYOMING TRIBUNE EAGLE

INVITATION FOR BID / CONSTRUCTION

- PRE-BID MEETING: PROJECT SITE TOUR, QUESTIONS FROM CONTRACTORS
- ADDENDUM: PROVIDE UPDATES / CLARIFICATIONS TO BIDDERS
- BID-OPENING: PUBLIC SEALED BID OPENING
- AWARD: REVIEW OF BIDS & PLACEMENT ON CITY COUNCIL AGENDA

INVITATION FOR BID / CONSTRUCTION

- EXAMPLE OF A SCOPE OF WORK (JUNIOR LEAGUE DUGOUTS ROOF REPLACEMENT):
- 1. ROOF REPLACEMENT (SIX SINGLE DUGOUTS AND SIX DOUBLE DUGOUTS)
  - A. REMOVE ALL EXISTING ROOFING, DECKING, AND FRAMING AND HAUL OFF SITE.
  - B. INSTALL NEW FRAMING MEMBERS, DECKING, AND BROWN METAL ROOFING.
    - I. NEW INSTALLATION SHALL BE OF SIMILAR DESIGN AS EXISTING ROOFS
    - II. USE MINIMUM 29-GAUGE METAL ROOFING AND 7/16" OSB DECKING.
    - III. NO EXPOSED NAIL TIPS ON THE INSIDE TO ELIMINATE HAZARDS WITHIN THE DUGOUT
  - C. USE ALL TREATED MATERIALS AND APPLY SEALANT WHERE NECESSARY TO PROVIDE ADEQUATE WEATHER PROTECTION.
  - D. CLEAN UP CONSTRUCTION DEBRIS AND HAUL OFF SITE.
  - E. REPAIR ANY DAMAGED TURF DUE TO CONSTRUCTION, INSTALL SOD IF NECESSARY.

INVITATION FOR BID / EQUIPMENT

INVITATION FOR BID / EQUIPMENT

- SPECIFICATIONS INSTEAD OF A SCOPE OF WORK
- WRITING SPECIFICATIONS IN A CLEAR & CONCISE MANNER
- INCLUDE ALL REQUIRED EQUIPMENT / ACCESSORIES / ADD-ONS REQUIRED TO MAKE THE END PRODUCT COMPLETE AND USEABLE

INVITATION FOR BID / EOUIPMENT

- TYPICAL PROCESS TIMELINE:
- SPECIFICATIONS ARE PROVIDED TO PURCHASING, AFTER APPROVAL FROM FLEET / TURF SHOP
- PURCHASING PREPARES BID DOCUMENT
- PURCHASING COORDINATES WITH P.O.C. TO SELECT DATES FOR PRE-BID MEETING, QUESTION DUE DATE, AND BID OPENING
- BID DOCUMENTS ARE FINALIZED, AND PUT ON THE CITY'S WEBSITE. LEGAL ADVERTISEMENT IS PLACED IN WYOMING TRIBUNE EAGLE

INVITATION FOR BID / EQUIPMENT

- PRE-BID MEETING: DISCUSS SPECIFICATIONS WITH BIDDERS. DISCUSS SUBSTITUTES / EXCEPTIONS /ALTERNATES
- ADDENDUM: PROVIDE UPDATES / CLARIFICATIONS TO BIDDERS
- BID-OPENING: PUBLIC SEALED BID OPENING
- AWARD: REVIEW OF BIDS & PLACEMENT ON CITY COUNCIL AGENDA

INVITATION FOR BID / EQUIPMENT

- EXAMPLE SPECIFICATIONS (MID SIZE PICKUP TRUCK)
- ONE (1) NEW EXTENDED CAB 2019-2020 MODEL MID-SIZED PICK-UP TRUCK. EQUIPMENT, TRIM AND ACCESSORIES LISTED AS STANDARD EQUIPMENT SHALL BE SUPPLIED HEREIN. WHITE IN COLOR.
- MECHANICAL:
- 1. 4-WHEEL DRIVE WITH ELECTRONIC SHIFTING TRANSFER CASE.
- 2. 270 HORSE POWER ENGINE, UNLEADED GASOLINE.
- 3. GVWR – 5,600 LBS.
- 4. POWER STEERING.
- 5. BRAKES HEAVY DUTY WITH 4-WHEEL ANTI-LOCK.
- 6. 18-GALLON FUEL TANK
- 7. AXLE RATIO – 3.73
- 8. 6-SPEED AUTOMATIC TRANSMISSION WITH TOW/HAUL MODE

REQUEST FOR PROPOSALS / SERVICES

REQUEST FOR PROPOSALS / SERVICES

- PROFESSIONAL SERVICES
- DESIGN / CONSULTING / SOFTWARE
- QUALIFICATIONS BASED REVIEW, NOT SOLELY COST BASED

- EVERYTHING DISCUSSED UP UNTIL NOW, IS LOW BIDDER BASED. **NOW** WE ARE DISCUSSING QUALIFICATIONS BASED EVALUATION (MORE THAT JUST LOW BIDDER!)

REQUEST FOR PROPOSALS / SERVICES

- CAN BE A HYBRID OF SERVICES AND EQUIPMENT
- BASED OFF OF A SCOPE OF WORK/SPECIFICATION COMBINATION
- CLEAR & CONCISE PREPARATION OF THE SCOPE OF WORK / SPECIFICATIONS IS EXTREMELY IMPORTANT

REQUEST FOR PROPOSALS / SERVICES

- TYPICAL PROCESS TIMELINE:
- SPECIFICATIONS / SCOPE OF WORK IS PROVIDED TO PURCHASING
- PURCHASING PREPARES PROPOSAL DOCUMENT
- PURCHASING COORDINATES WITH P.O.C. TO SELECT DATES FOR PRE-PROPOSAL MEETING, QUESTION DUE DATE, AND PROPOSAL DUE DATE
- PROPOSAL DOCUMENTS ARE FINALIZED, AND PUT ON THE CITY'S WEBSITE. LEGAL ADVERTISEMENT IS PLACED IN WYOMING TRIBUNE EAGLE

REQUEST FOR PROPOSALS / SERVICES

- PRE-PROPOSAL MEETING: DISCUSS SCOPE / SPECIFICATIONS WITH PROPOSERS. DISCUSS SUBSTITUTES / EXCEPTIONS /ALTERNATES
- ADDENDUM: PROVIDE UPDATES / CLARIFICATIONS TO BIDDERS
- PROPOSALS DUE
- AWARD: REVIEW OF PROPOSALS & PLACEMENT ON CITY COUNCIL AGENDA

REQUEST FOR PROPOSALS / SERVICES

- REVIEW & AWARD PROCESS
- QUALIFICATIONS BASED EVALUATION
- PROPOSALS ARE TYPICALLY SUBMITTED VIA 2 ENVELOPES (2 PHASE / SPLIT SUBMISSION)
  - TECHNICAL PROPOSAL AND PRICE PROPOSAL

REQUEST FOR PROPOSALS / SERVICES

- REVIEW THE TECHNICAL PROPOSALS FIRST, CONDUCT INTERVIEWS, AND MAKE A SELECTION.
- RFP MUST CONTAIN EVALUATION CRITERIA FOR HOW THE PROPOSALS WILL BE SCORED.
- AFTER SELECTION OPEN THE PRICE PROPOSAL **ONLY** FROM THE SELECTED FIRM
- **CAN** NEGOTIATE PRICE

REQUEST FOR PROPOSAL / EXAMPLE

- THE CITY OF CHEYENNE IS SEEKING THE SERVICES OF AN EXPERIENCED FIRM TO PROVIDE A WEB-ENABLED CONTENT MANAGEMENT SYSTEM, INCLUDING WEBSITE AND CONTENT DEVELOPMENT, WEBSITE RE-DESIGN, MIGRATION OF INFORMATION, IMPLEMENTATION, HOSTING, MAINTENANCE, TRAINING AND ONGOING SUPPORT FOR THE CITY'S WEBSITE. THE PROJECT WILL ALSO INVOLVE IMPLEMENTATION OF NEW INFORMATION, FEATURES AND FUNCTIONS DESIRED BY THE CITY.

BRAIN BREAK

AWARD PROCESS

AWARD OF PROCUREMENTS, $35,000 / $25,000 & ABOVE

- **MUST** GO BEFORE THE GOVERNING BODY FOR APPROVAL
- PURCHASING WILL ASSIST WITH PREPARING THE CONTRACT / AGREEMENT / PROFESSIONAL SERVICES AGREEMENT
- CONTRACT DOCUMENT MUST GO TO ATTORNEY'S OFFICE FOR REVIEW & APPROVAL AS TO FORM

AWARD OF PROCUREMENTS, $35,000 / $25,000 & ABOVE

- **PROFESSIONAL SERVICES $25,000.00 AND ABOVE**
- **ALL OTHERS $35,000.00 AND ABOVE**

AWARD OF PROCUREMENTS

- AFTER APPROVAL FROM THE ATTORNEY'S OFFICE, PURCHASING WILL COORDINATE ITEMS TO BE PLACED ON CITY COUNCIL AGENDA.
- ITEMS ARE DUE TO THE CITY CLERK'S OFFICE ON NOON, THE WEDNESDAY OF COMMITTEE WEEK (FINANCE & PUBLIC SERVICE COMMITTEE)

AWARD OF PROCUREMENTS

- COUNCIL REVIEW PROCESS:
  - 1ST COUNCIL MEETING (REFERRAL TO COMMITTEE)
  - REFERRAL AT COMMITTEE, (IF YOU ARE THE P.O.C., YOU WILL PROVIDE A STAFF REPORT ON THE CONSIDERATION OF BID, AGREEMENT, ETC). TYPICALLY FINANCE COMMITTEE FOR SOMETHING THAT WAS BID.
    - I ALWAYS ATTEND FINANCE COMMITTEE MEETINGS, TO PROVIDE ASSISTANCE IF NEEDED
  - 2ND COUNCIL MEETING (FINAL APPROVAL)

AWARD OF PROCUREMENTS

- AFTER COUNCIL APPROVES THE ITEM, CLERKS OFFICE FINALIZES CONTRACT DOCUMENTS / AGREEMENTS, PURCHASING FACILITATES REQUIRED PAPERWORK, (BONDING, INSURANCE, CERTIFICATES OF GOOD STANDING WITH WORKERS COMPENSATION & UNEMPLOYMENT INSURANCE, WHERE APPLICABLE).
- IF THE CONSIDERATION WAS FOR EQUIPMENT, A REQUISITION CAN BE ENTERED TO INITIATE A PURCHASE ORDER (JUST LIKE IF WE ARE AWARDING EQUIPMENT FROM 3 QUOTES)

PROCESSING PAY APPLICATIONS

- WHILE UNDER CONTRACT FOR A BID OR RFP, THERE WILL BE PROGRESS PAYMENTS THROUGHOUT THE COURSE OF THE PROJECT.
- YOU (THE PROJECT MANAGER) ARE RESPONSIBLE FOR REVIEWING PAY APPLICATIONS TO ENSURE THE CONTRACTOR IS APPROPRIATELY FOR SERVICES RENDERED DURING THE PAY PERIOD.
- ENTER PAY APPS LIKE A NORMAL INVOICE IN INNOPRISE.

PROCESSING PAY APPLICATIONS

- CONSTRUCTION PROJECTS HAVE UNIQUE REQUIREMENTS FOR RETAINAGE AND PROJECT CLOSEOUTS.
- RETAINAGE
  - (CONSTRUCTION CONTRACTS $25,000.00 GREATER) RETAINAGE MUST BE WITHHELD FROM PAYMENTS (10%)

PROCESSING PAY APPLICATIONS

- LIQUIDATED DAMAGES
- IF THE DELIVERY OF ANY ITEM IS DELAYED AND THE DELAY IS NOT UNAVOIDABLE, THE CONTRACTING OFFICER MAY ASSESS LIQUIDATED DAMAGES. THESE DAMAGES SHALL BE DEDUCTED FROM ANY MONEY DUE, OR WHICH MAY THEREAFTER BECOME DUE THE CONTRACTOR UNDER THIS CONTRACT.
- IF YOU WANT TO ASSESS LIQUIDATED DAMAGES, START DOCUMENTATION EARLY
- THIS IS TYPICALLY DONE MORE ON EQUIPMENT BIDS, THAN ON CONSTRUCTION. BUT IT DOES APPLY TO BOTH.

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER 5% IN STATE BIDDER PREFERENCE

- PURSUANT TO W.S.§ 16-6-102, THE CONTRACT SHALL BE AWARDED TO THE RESPONSIBLE CERTIFIED RESIDENT MAKING THE LOWEST RESPONSIVE BID IF THE CERTIFIED RESIDENT'S BID IS NOT MORE THAN FIVE PERCENT (5%) HIGHER THAN THAT OF THE LOWEST RESPONSIBLE NONRESIDENT BIDDER

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER 5% IN STATE BIDDER PREFERENCE

- PURSUANT TO W.S.§ 16-6-104, WYOMING MADE MATERIALS AND PRODUCTS, AND WYOMING SUPPLIERS OF PRODUCTS AND MATERIALS OF EQUAL QUALITY AND DESIRABILITY SHALL HAVE PREFERENCE OVER MATERIALS OR PRODUCTS PRODUCED OR SUPPLIED OUTSIDE THE STATE AND ANY CONTRACT LET SHALL SO PROVIDE. THE PREFERENCE CREATED BY W.S.§ 16-6-104 SHALL BE APPLIED IN A MANNER IDENTICAL TO THE PREFERENCE FOR RESIDENT CONTRACTORS IN W.S.§ 16-6-102.

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER 5% IN STATE BIDDER PREFERENCE

- WHAT DOES THIS REALLY MEAN:
- PURCHASES OF PRODUCTS, EQUIPMENT, MATERIALS AND SERVICES SHALL BE GIVEN A 5% PREFERENCE OVER ITEMS OF EQUAL QUALITY BY OUT-OF-STATE VENDORS

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER 5% IN STATE BIDDER PREFERENCE

- 5% IN STATE BIDDER PREFERENCE EXAMPLE
  - WYOMING VENDOR #1 = $10,000.00
  - OUT-OF-STATE VENDOR #2 = $9,600.00
- TO APPLY THE PREFERENCE, ADD 5% TO THE OUT-OF-STATE VENDORS BID PRICE.
  - **$9,600.00 * 105% = $10,080.00**
- THE WYOMING VENDOR WOULD BE GIVEN PREFERENCE FOR THIS AWARD

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER SOLE SOURCE / SINGLE SOURCE

- **SOLE SOURCE PURCHASE:** THERE IS ONLY ONE SOURCE, NATIONWIDE, FOR A CERTAIN PIECE OF EQUIPMENT OR SERVICE. THIS IS USUALLY BECAUSE OF ITS TECHNOLOGICAL, SPECIALIZED, OR UNIQUE CHARACTER

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER SOLE SOURCE / SINGLE SOURCE

- **SINGLE SOURCE PURCHASE:** THERE IS MORE THAN ONE SOURCE IN THE OPEN MARKET BUT ONLY FOR REASONS OF FUNCTION OR SERVICE ONE VENDOR IS RECOMMENDED FOR CONSIDERATION OF THE PARTICULAR GOODS AND/**OR SERVICES**.

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER **SOLE** SOURCE EXAMPLE

LIFEPAK
MONITOR
DEFIBRILLATOR

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER SOLE SOURCE / SINGLE SOURCE

SOLE SOURCE FORM

REQUEST FOR SOLE/SINGLE SOURCE PURCHASE

DIRECTIONS:

Complete this form for all purchase requests with a sole/single source vendor. Send to the Purchasing Office before purchasing the item(s) along with the letter from the vendor indicating they are the sole/single supplier. **If over $34,999.99, attach a copy of the legal ad and place on council**

Name: Byron Mathews Date: 4/3/2019

Division/Department: Cheyenne Fire & Rescue

ITEM DESCRIPTION: Multi-Parameter defibrillator Lifepack 15 monitors from Physio-Control

AMOUNT OF PURCHASE: $56,436.40

STATE REASON FOR SOLE SOURCE PURCHASE: Cheyenne Fire Rescue currently use the Physio Control "Lifepak" monitor/defibrillator on all of our EMS units. To maintain consistency with our EMS operations we are replacing our two oldest Lifepak 12 units to the Lifepak 15 units. The Lifepak 12's has been end of life and are no longer supported by Physio Control for upgrades and repairs. As CFR has an annual maintenance contract to maintain all of our Lifepak equipment, we are requesting to stay with this product. Additionally, as a FDA approved Medical Device, we need to purchase these devices directly from the manufacturer to ensure compliance, maintenance and warranty of the units.

Signature of Requesting Individual:

DIVISION/DEPARTMENT HEAD APPROVAL:

Name: Date: 1/04/2019

COMMENTS: Approve

For Purchasing Office use only:

Sole/Single Source Letter Attached: (Yes) No Legal Ad Attached: (Yes) No

Finance Dates: 5-6-19 City Council Dates: 5-15-19

Approved by: TJB Date: 4-16-19

Form #3 VII.3 Revised 2014

SOLE SOURCE LETTER, FROM VENDOR

PHYSIO CONTROL

Physio-Control, Inc. | Lifesaving starts here.

February 12, 2019

Dear Customer,

Physio-Control, Inc. is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® Chest Compression Systems
- TrueCPR™ Coaching Devices

Physio-Control, Inc. is the sole-source provider in all markets for the following products & services:

- RELI™ (Refurbished Equipment from the Lifesaving Innovations) devices
- LIFENET® System and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- HealthEMS® Software
- HomeSolutions.NET® Software
- ACLS (non-clinical) LIFEPAK® defibrillator/monitors

Physio-Control is also the sole source distributor of the following products for EMS customers in the U.S. and Canadian markets:

- McGRATH® MAC EMS Video Laryngoscope
- McGRATH® MAC Disposable Laryngoscope Blades
- McGRATH® X Blade™

Physio-Control does not authorize any resellers to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products. If you have questions, please feel free to contact your local Physio-Control sales representative at 800.442.1142.

Best regards,

PHYSIO-CONTROL, INC.

Alan Criss
Vice-President, Americas Sales

TJB

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER SOLE SOURCE / SINGLE SOURCE

- PROCESS OVERVIEW:
- PROVIDE PURCHASING THE FOLLOWING:
  - SIGNED SOLE SOURCE FORM (ON S: DRIVE)
  - SOLE SOURCE FORM FROM VENDOR (STATING WHY THEY ARE THE SOLE SOURCE)
  - QUOTE / ESTIMATE FOR THE PURCHASE

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER SOLE SOURCE / SINGLE SOURCE

- IF ABOVE $35,000 THE CONSIDERATION TO PURCHASE MUST GO BEFORE THE GOVERNING BODY, AND WILL REQUIRE LEGAL ADVERTISEMENT
- IF UNDER $35,000 PURCHASING WILL COORDINATE APPROVAL OF THE SOLE / SINGLE SOURCE TRANSACTION.

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER GRANT FUNDED PROCUREMENTS

- BEFORE REQUESTING PROCUREMENTS FOR GRANT FUNDED PROJECTS THE FOLLOWING MUST BE COMPLETED:
  - THE GRANT PRE-APPLICATION FORM & CHECKLIST MUST BE COMPLETED (S:\FORMS\GRANT FORM) AND SENT TO THE CITY TREASURER FOR PRE-APPROVAL.
    - THIS MUST BE DONE BEFORE APPLYING FOR THE GRANT.
- COUNCIL APPROVAL FOR GRANTS OF $35K OR MORE MUST BE OBTAINED.
- A COPY OF THE GRANT AWARD LETTER/NOTICE AND THE SIGNED GRANT AGREEMENT DOCUMENTS MUST BE PROVIDED TO THE CITY CLERK AND CITY TREASURER'S OFFICE.

OTHER PURCHASING TOPICS / ITEMS TO CONSIDER GRANT FUNDED PROCUREMENTS

- A GRANT PROJECT NUMBER MUST BE SET UP IN THE INNOPRISE FINANCIAL SYSTEM
- REFERENCE THE GRANT PROJECT NUMBER WITH THE ACCOUNT NUMBER WHEN ENTERING REQUISITIONS
- PLEASE CONTACT **AMBER LEVENTIS**, BUDGET & ACCOUNTING ANALYST, AT ALEVENTIS@CHEYENNECITY.ORG,
- OR **ROBIN LOCKMAN**, CITY TREASURER, AT RLOCKMAN@CHEYENNECITY.ORG FOR MORE INFORMATION OR WITH ANY QUESTIONS YOU HAVE ABOUT GRANT FUNDING REQUIREMENTS.

RECAP

INNOPRISE / INVOICES / APPROVALS

- **ENTERING INVOICES IN INNOPRISE**
- THINGS TO CHECK BEFORE ENTERING
  - **LOOK** AT THE DOCUMENT BEFORE YOU ENTER
  - IS IT FOR YOUR DEPARTMENT / DIVISION?
  - HAVE THE SERVICES BEEN RECEIVED / EQUIPMENT DELIVERED?
  - IS THERE TAX ON THE INVOICE? (WE ARE TAX EXEMPT)
  - IS IT FOR AN ORDER THAT ALREADY HAS AN EXISTING PO?

INNOPRISE / INVOICES / APPROVALS

- ADDITIONAL ITEMS TO CONSIDER
- ITEMIZED INVOICE VS. STATEMENT (WE DON'T PAY OFF STATEMENTS)
- DON'T PAY OFF OF SHIPPING BILLS, PICK TICKETS, OR ORDER SUMMARIES. LOOK FOR THE WORD ***"INVOICE"***
  - POTENTIAL FOR DUPLICATE PAYMENTS, & STATEMENTS AREN'T ITEMIZED
- YOU MAY NEED TO CALL AND REQUEST INVOICES, IF THEY AREN'T BEING SENT.

PURCHASING THRESHOLDS (SUMMARY)

- REMEMBER THREE TIERS OF PURCHASING THRESHOLDS ($ AMOUNT)
- SPECIFIC GUIDELINES, RULES, AND POLICIES FOR EACH TIER
  - $0.00 - $3,499.99
  - $3,500.00 - $34,999.99
  - $35,000.00 - ABOVE

SPLIT PURCHASE – WHAT TO WATCH FOR

- BUYING THE SAME ITEM FROM MULTIPLE VENDORS
  - $1,750.00 FROM LOWES AND $1,800.00 FROM HOME DEPOT
- BUYING LESS THAN YOU NEED, TO BYPASS A THRESHOLD
  - BUYING 8 TIRES WHEN YOU **NEED** 10
- BUYING SOMETHING THAT IS NOT COMPLETE AND USEABLE, TO BYPASS A THRESHOLD
  - BUY A PIECE OF EQUIPMENT WITH OUT ATTACHMENTS
  - PAY FOR THE ATTACHMENTS SEPARATE

3 QUOTES / SUMMARY

- PREPARE / CREATE DESIRED SPECIFICATIONS FOR WHAT YOU NEED
- SEND YOUR CLEAR AND CONCISE SPECIFICATIONS TO AT LEAST 3 VENDORS, WITH REASONABLE & ATTAINABLE DEADLINES
- EVALUATE AND COMPARE THE QUOTES THAT YOU RECEIVE, IDENTIFY THE LOWEST RESPONSIVE BIDDER
- ENTER A REQUISITION, AND SEND THE ISSUED PURCHASE ORDER TO THE VENDOR TO INITIATE THE ORDER
- WHEN THE SERVICES ARE 100% COMPLETE, SUBMIT THE INVOICE FOR PAYMENT

SUMMARY

- IF THERE IS NOTHING ELSE THAT YOU TAKE AWAY FROM THIS PRESENTATION, PLEASE LET IT BE THIS:

- **IF YOU HAVE A QUESTION, CALL ME**
- **IF YOU DON'T KNOW, E-MAIL ME**
- **IF YOU WANT TO BRAINSTORM, COME SEE ME**

- **REMEMBER:** MOST PURCHASING ACTIONS ARE HARD TO "UN-DO" SO TALK TO ME FIRST, SO WE CAN DO IT THE RIGHT WAY, TOGETHER!

QUESTIONS???

THANK YOU FOR BEING HERE!