



# PURCHASING POLICY AND PROCEDURES

City of Foley, Alabama

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*City of Foley, Alabama*

## **Purchasing Policy and Procedures**

### **PREFACE**

Purchasing involves the purchase, lease, and/or rent of property and services. Property has a broad definition and can range from paper clips to computer equipment. Services can include maintenance and consultation. Every municipality must purchase, lease, or rent. Adoption and observation of a proper purchasing procedure can help the municipality save money and purchase better quality goods and services.

Budgeting, accounting, and purchasing need to be closely coordinated, which ultimately strengthens financial control. The key players in the purchasing process include the municipal governing body, the department heads, and the municipal clerk.

### **CHAPTER 1**

#### **INTRODUCTION**

These procedures contain the current policy, procedures, and guidelines to be followed for all future purchases by the City.

The purpose of these procedures is to document and establish a uniform, orderly, and proper method of buying goods and services for the City. These policies, procedures, and guidelines will apply to all City employees, City officers, and agents when buying any goods or services for the City.

In an event of a conflict between the policies and procedures contained herein and state or federal law, the state or federal law shall control. In the event of any conflict between the policies and procedures contained herein and any previous policies, practices or procedures of the City, the provisions contained herein shall control.

These procedures are adopted by resolution of the City Council and any changes may be made by resolution only. This does not apply to the department level procedures that may be developed to augment this policy.

### **CHAPTER 2**

#### **PROHIBITED ACTS**

##### **SECTION 2.1 – CONFLICTS OF INTEREST**

No Council member, Mayor, officer, or employee of Foley shall be directly or indirectly interested in any work, business or contract, the expense, price or consideration of which is paid from the treasury. (Code of Alabama, §11-43-12)

No officer or employee may submit or approve a Purchase Order Request in which he or she shall be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of or contract for any personal property or contractual service, nor in any firm, partnership, association, or corporation furnishing any such personal property or contractual services to the City. (Code of Alabama, §41-16-30)

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. (Code of Federal Regulations § 200.318)

Questions about potential conflicts of interest should be resolved prior to purchasing the good or service and prior to submitting a Purchase Order Request. Violations may constitute a crime under state law and subject the violator to civil and/or criminal penalties.

## **SECTION 2.2 – GIFTS FROM VENDORS**

The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value, directly or indirectly, from any person, firm, association, corporation, contractor or parties to subcontracts to whom any future contract may be awarded as defined by the City's personnel policy, Code of Alabama § 41-16-30 and Code of Federal Regulations § 200.318. Violations may constitute a crime under state law and subject the violator to civil and/or criminal penalties.

No officer or employee of the City may accept or receive, directly or indirectly, from any person, firm, association, or corporation to whom any contract may be awarded, by rebate, gifts or otherwise, any money or thing of value whatsoever or any promise, obligation or contract for future reward or compensation. (Code of Alabama, § 41-16-30) Violations may constitute a crime under state law and subject the violator to civil and/or criminal penalties.

## **SECTION 2.3 – COMPETITIVE BID AND PUBLIC WORKS LAWS**

The competitive bid laws have been interpreted by the legal staff of the Department of Examiners of Public Accountants and the State Attorney General's office to mean that all expenditures of funds of whatever nature for labor services, work, or for the purchase or lease of materials, equipment, supplies or other personal property, involving \$15,000 or more, or for the lease of materials, equipment, supplies, or other personal property where the lessee is or becomes legally and contractually bound under the terms of the lease, to pay a total amount of \$15,000 or more, made by or on behalf of the City of Foley, shall be made under contractual agreement entered into by free and open competitive bidding, on sealed bids, to the lowest responsible bidder. This interpretation, also, means like items purchased by the City and its various departments involving \$15,000 or more in a fiscal year must be bid. A more complete discussion of this rule (commonly referred to as unit bidding) is provided in the next paragraph. Any violation of these laws makes a purchase contract null and void. Purchases may not be split in order to avoid the requirements of the bid laws. Willful violations of the competitive bid laws and the public works laws may subject the

violator to civil and/or criminal penalties. Please refer to the chapters below pertaining to public works and competitive bid requirements.

Unit Bids – State law requires unit bidding in any situation where the City reasonably knows that in a twelve-month period of time, \$15,000 or more of a given service or goods will be purchased. Gasoline, concrete, and white paper are examples. It is the responsibility of each Supervisor/Department Head to recognize these situations at the departmental level and Administration/Finance to recognize the need at a City-wide operational level. Unit bidding follows the same procedures as outlined herein for other competitive bidding.

## **CHAPTER 3**

### **GENERAL PURCHASE PROCEDURE**

#### **SECTION 3.1 – GENERAL PROCEDURE**

You are encouraged to “Shop Foley First” and then consider making purchases from businesses located within the County and State.

It is the responsibility of the individual/department in need of an item to obtain the best pricing available. The purchasing department will continue to alert departments of cost saving measures or programs available with various companies and will provide assistance when needed.

Except for those purchases which are expressly exempted herein from requiring one (as noted in Section 3.6), no products, goods, personal property, or services costing \$250 or more may be purchased without first having obtained an approved Purchase Order.

#### **SECTION 3.2 – NEW VENDOR MANAGEMENT**

Before making a purchase, determine if the vendor is currently set up in our system. If assistance is needed to do so, please contact Accounts Payable.

If a purchase is made from a new vendor, it is the responsibility of the individual/department making the purchase to obtain a W-9 from the vendor and provide it to Accounts Payable so the vendor can be entered into the system. To avoid delays in getting your product/service, it is helpful to request these upon initial contact with the vendor.

If applicable, verify with the City Revenue Department that the vendor has a current business license.

The vendor may require the City to provide them with a tax exempt certificate. If so, notify Accounts Payable and provide them with the necessary information (company name, mailing address, fax number or email address if the vendor wants to receive the certificate by means other than USPS).

If a vendor requires the City to submit a credit application, provide Accounts Payable with the vendor forms and allow up to four business days for the credit application to be completed and returned to the vendor.

#### **SECTION 3.2.3 – COMPLETION OF A PURCHASE ORDER REQUEST FORM**

A Purchase Order Request form (Attachment A) must be completed for purchases in the amount of \$250 or more. It is important to entirely complete the form.

Effective December 1, 2016, purchase orders will no longer be issued for new vendors until the vendor has been added by Accounts Payable as outlined in Section 3.2.

Blanket purchase orders may be submitted for items or services that will be required on an ongoing basis. It is the responsibility of the department head or assigned person to track expenditures in order to know the available balance and to ensure that the purchase order is always noted on receipts/invoices.

In the event that the purchase of an item requires the use of the Department's credit card, this should be noted in the "Payable To" section of the Purchase Order and the company the item was purchased from should be noted in the "Purchased From" section.

The "Payment Instructions" section should be completed to ensure that Accounts Payable knows when the check should be processed. If left blank, the purchase order will not be released and paid until an invoice is received or Accounts Payable is given other instructions. Unless special instructions are clearly written on the purchase order, checks issued will automatically be mailed.

The appropriate account number should be noted in the "GL Account Number" section. Examples have been included in "Attachment B" of some of the most commonly used accounts.

#### **SECTION 3.34 – HOW TO OBTAIN AN APPROVED PURCHASE ORDER**

A fully completed "Purchase Order Request" form must be turned into Finance prior to purchasing the goods or service. Except in cases of emergencies, discussed below in Section 5.5, no Purchase Order will be issued for purchases that have already been made. Any employee responsible for making a purchase without having a Purchase Order is in violation of these rules, will receive written notice of their error, and may be personally responsible for the cost of the item. Continued errors may lead to adverse employment action against the responsible employee.

In the event that an emergency purchase needs to be made during working hours, contact the Purchasing Department and a purchase order number will be assigned to you. The purchase order request form must be submitted as soon as possible.

Every effort will be made to either issue the approved Purchase Order or furnish information concerning a denial by the next business day. A copy of the approved Purchase Order will be placed in the department's mailbox after issuance.

Purchase orders are approved by the Mayor or his designee.

The Purchase Order number must be provided to the vendor when placing the order and a request should be made for this number to be noted on the invoice.

#### **SECTION 3.4 – HOW TO PRESENT RECEIPTS FOR PAYMENT**

~~Only employees in good standing with the City may pick up and/or receive goods after having been so designated by the appropriate supervisor. Upon receipt of the goods, the employee must note the Purchase Order number on the receiving ticket if the vendor has not already done so. The supervisor will review the receipt, initial, and date his/her approval before submission to Accounts Payable.~~

~~All receiving tickets, invoices, and purchase requisitions must be turned into the designated department representative as soon as possible after purchase (preferably daily, but in no case longer than two work days after purchase). The entire account number being charged shall be plainly marked on the ticket, invoice, or purchase requisition. Buyers must sign the ticket, invoice, or purchase requisition legibly (if the signature is unreadable, print name under signature) and designate the purchase order number.~~

#### **SECTION 3.5 – CONDITIONS AND PROCEDURES FOR ISSUANCE OF PURCHASE ORDERS**

Purchase orders will not be issued and purchases are not to be made unless funds to pay for the purchase have been budgeted and there exist available funds in the current year and/or the purchase qualifies under the terms of the City's financial protocols.

It is the responsibility of the Supervisor/Department Head to develop procedures which will ensure that these purchasing policies and procedures are followed.

#### **SECTION 3.6 – EXEMPTIONS FROM PURCHASE ORDER REQUIREMENTS**

The purchase order procedures outlined herein shall not apply to the purchase or payment of

1. Recurring invoices, e.g., utilities, payroll benefit payments, periodicals
2. Professional services or other services where the skills and personality of the individual plays a decisive role in the outcome
3. Insurance
4. Professional dues
5. Any goods or services which have been specifically authorized by the City Council, such as contracts approved by competitive bid, public works contracts, or contracts authorized by Council action. The responsible party or entity will insure that the expenditure does not exceed the amount appropriated. The responsible party or entity will generally be the party that requested the appropriation and/or will administer the expending of the appropriated funds
6. Ballots and other election supplies for conducting City elections
7. Purchase of maps or photographs from a federal agency
8. Selection of paying agents and trustees for any security issued by the City
9. Renewal of existing contracts
10. Emergency purchases as defined within these procedures
11. Mayor and Council travel and convention expense
12. Professional publications and manuals, etc.
13. Travel and training expense, when authorized and conducted in accordance with the City's Travel Policy and Procedures.
14. Purchases approved by Resolution wherein the vendor(s) to be paid is named, along with the item(s) to be purchased, and the amount to be paid are all included.

### **SECTION 3.7 – HOW TO PRESENT RECEIPTS FOR PAYMENT**

Only employees in good standing with the City may pick up and/or receive goods after having been so designated by the appropriate supervisor.

All receiving tickets, invoices, and purchase requisitions must be turned into the designated department representative as soon as possible after purchase is made (preferably daily, but in no case longer than two work days after purchase). The entire account number being charged and purchase order number if applicable, shall be plainly marked on the ticket, invoice, or purchase requisition. Buyers must sign the ticket, invoice, or purchase requisition legibly (if the signature is unreadable, print name under signature) and write a brief description of the purchase if there is no clear indication of what the purchase is. The supervisor or designated representative will review the receipt, initial and date his/her approval before submission to Accounts Payable.

Invoices should be turned into Accounts Payable by close of business Tuesday in order to be paid on Thursday of that week. Changes to this schedule will periodically occur due to holidays and notification of such will be provided to all departments.

When purchasing by credit card, send a copy of the signed and coded confirmation page to Accounts Payable as soon as possible to be matched to the credit card bill. Credit cards are not to be used to buy from vendors who accept payment by check or where store cards are established unless traveling out of town.

When buying on store credit, send a copy of the signed and coded invoice to Accounts Payable as soon as possible to be matched to the vendor's statement.

When checks are issued, they are automatically mailed unless special instructions are clearly written on the invoice (i.e. pick up at City Hall/send to employee making purchase, etc.)

### **SECTION 3.78 – CENTRAL PURCHASING**

From time to time, the City may consolidate purchasing of select goods or services to obtain them more efficiently and cost effectively. The consolidation may cross departmental lines at City level for such things as white paper, etc.

### **SECTION 3.89 – YEAR END CLOSURE TO PURCHASE ORDERS**

Purchase orders must be closed out by the end of the fiscal year. Any purchase order that is not complete prior to September 30 will be voided. The definition of complete is when a purchase order item has been received and invoiced on or before September 30. If requested, purchase orders that are voided will be re-issued any time after October 1. If the purchase is for a capital item, you must make sure it is carried over in the budget for the new fiscal year.

## **CHAPTER 4**

### **PURCHASES MADE FROM PETTY CASH**

#### **SECTION 4.1 – GENERAL**

Purchases of less than \$50 may be made from petty cash as long as the purchase adheres to the following guidelines.

#### **SECTION 4.2 – PROCEDURE**

In order to account for funds at all times, when cash is removed from the petty cash drawer, leave documentation in the cash box indicating the date, the amount of money received, who the cash was obtained by, and the purpose for which these funds will be used. When the transaction is complete, this documentation can be removed.

#### **SECTION 4.3 – PROHIBITED TRANSACTIONS**

The following items may not be handled through the petty cash fund:

1. Payment to employees for their personal services. Salaries, overtime, and all compensation must be paid through regular payroll procedures
2. Cash advances to employees for any reason other than for specific qualified petty cash purchases
3. Cashing any type of check
4. Payment of freight bills, except carriers' (e.g. UPS, Express Mail) charges at the time of shipping
5. Payment supported by a duplicate invoice or receipt
6. Items of a personal nature which are generally not furnished by the City
7. Mileage reimbursement
8. Employee travel expenses, registrations, and tuition
9. Subscriptions and memberships
10. Items covered by existing purchasing contracts
11. Computer software and hardware
12. Printing services

13. Split or divided purchases in order to avoid non-petty cash purchasing procedures
14. Any purchase exceeding \$50

## **CHAPTER 5** **MISCELLANEOUS**

### **SECTION 5.1 – FREIGHT**

All specifications and vendors' prices shall include freight charges, "free on board" (F.O.B.), to the appropriate City of Foley destination. All vendors shall be advised at the time prices are obtained that any freight charges quoted will be the maximum paid by the City and under no circumstances will additional freight charges be paid.

### **SECTION 5.2 – BILLING ADDRESS**

The City of Foley's billing address is as follows:

City of Foley  
P.O. Box 1750  
Foley, AL 36536  
ATTN: Accounts Payable

### **SECTION 5.3 – PURCHASES MADE WITH GRANT FUNDS**

When purchases are made with grant funds, the name of the grant, grant account number, and the amount to be charged must be plainly marked on the invoice or purchase order request.

When Federal grant funds (direct or pass through funds) are used, the provisions of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as Common Rule) and OMB Circular A-87 (Cost of Principal for States and Local Governments) apply when they are more stringent than local rules and policy.

When implementing projects using grant funds, the City of Foley must comply with all regulations in accordance with the grant.

### **SECTION 5.4 – SALES TAX CERTIFICATES OF EXEMPTIONS**

The incorporated municipalities of the State of Alabama are specifically exempted from the payment of Alabama Sales Tax on purchases of tangible personal property. Since a specific exemption is provided by law, a certificate of exemption is not needed. ([Code of Alabama, § 40-23-4\(11\)](#)). If verification is requested by a vendor, a form letter may be obtained from Accounts Payable. If further verification is needed, please have them call the Use Tax Division of the State Department of Revenue, telephone number (334) 242-1490.

### **SECTION 5.5 – EMERGENCY PURCHASES**

Emergency Purchases of goods or services may be made by Supervisor/Department Heads without first having obtained a purchase order if the following conditions are met. "Emergency" signifies a situation that has suddenly arisen and requires speedy action (not enough time to secure an approved purchase order) or the provision of critical services by the City will be seriously interrupted. THE LACK OF PLANNING DOES NOT CONSTITUTE AN EMERGENCY. A member of Administration (Mayor or Clerk/Administrator) or the Finance Supervisor shall verbally concur on the purchase first. A regular purchase order will be issued after the fact for all emergency purchases and will have a written account of the emergency situation attached to act as verification of the emergency. For emergency purchases of \$15,000 or more which are subject to the competitive bid laws, or for emergency purchases of more than \$50,000 which are subject to the public works laws, refer to the chapters pertaining to each below.

#### **SECTION 5.6 – CONFLICT WITH STATE LAWS**

In the event of a conflict between these policies, procedures, and regulations and any state law, the provisions of the state law will control.

#### **SECTION 5.7 – FLORAL ARRANGEMENTS**

In the event of incidents such as hospitalization, accident, death, etc., involving employees or their immediate family members as defined by the City's personnel policy, it is the City's desire to acknowledge the event by sending a floral arrangement. As defined in Resolution #3285-08, immediate family members is comprised of "wife or husband, children, grandchildren, parents or grandparents, sister or brother, mother in law, father in law, daughter in law, and son in law." In an effort to avoid duplication of orders for floral arrangements, all requests for flowers will be centralized and ordered by Human Resources.

In the event that co-workers or the employee's department decide to send a separate arrangement, it will be the responsibility of this group of people to collect the funds and make payment to the florist as this expense should not be charged to the City's account.

#### **SECTION 5.8 – PURCHASES REQUIRING PROPOSALS**

Any purchases that are \$2,500 or more, up to \$14,999 will require three proposals to be submitted in order to ensure items are purchased at the best possible price.

#### **SECTION 5.9 – PURCHASE OF COMPUTER/OFFICE EQUIPMENT**

When purchasing computer related office equipment, printers, fax machines, etc., the City's contracted computer/technical support company IT Department should be contacted to obtain their recommendation and follow their established procedures, pricing. Prices should also be obtained by at least two other vendors before a purchase is made.

#### **SECTION 5.10 – PROOF OF LIABILITY & WORKERS COMP INSURANCE**

If applicable for payment of certain services and labor, Proof of Liability and/or Worker's Comp Insurance must be provided. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the proposal. This should be done in order for the City to determine the Worker's

Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.

# **CHAPTER 6**

## **PUBLIC WORKS PROJECTS**

### **(APPLICABLE TO CERTAIN CONTRACTS IN EXCESS OF \$50,000)**

#### **SECTION 6.1 – GENERAL**

Contracts for “public works” are required to be awarded pursuant to the public works laws if they involve \$50,000 or more. See, Code of Alabama, 1975 § 39-2-1, *et seq.* “Public works” contracts involving expenditures of less than \$50,000 do not have to be bid.

#### **SECTION 6.2 – DEFINITIONS**

“Public works” are defined as the construction, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise. (Code of Alabama, 1975, § 39-2-1).

“Public property” is defined as being real property which the City owns or has a contractual right to own or purchase, including easements, right-of-ways, or otherwise. (Code of Alabama, 1975, § 39-2-1).

#### **SECTION 6.3 – EXEMPTIONS**

The following contracts are exempt from the public works laws:

1. Contracts with persons who shall perform only architectural, engineering, construction management, program management, or project management services in support of the public works and who shall not engage in actual construction, repair, renovation, or maintenance of the public works with their own forces, by contract, subcontract, purchase order, lease, or otherwise. (Code of Alabama, § 39-2-2)
2. Force account work
3. Contracts for public works projects less than \$50,000. This exemption must be approved in writing by Administration. Finance will file the written approval.

#### **SECTION 6.4 – REQUIREMENTS**

Public works projects costing \$50,000 or more are subject to the State Public Works laws, and to the extent not inconsistent therewith, to the following:

1. Plans and Specifications: On any construction project costing \$50,000 or more, all engineering plans, specifications and estimates, shall be prepared by, and the construction executed under, the direct supervision of a professional engineer or registered architect.
2. Domestic Products: All public works contracts shall contain a provision requiring the contractor to use products made in the United States whenever possible. (Code of Alabama, § 39-3-1).

3. Domestic Steel: All public works contracts shall contain a provision requiring the contractor to use steel produced in the United States. (Code of Alabama, § 39-3-4).
4. Resident Contractor Preference: For all public contracts not funded in whole or in part with funds received from a federal agency, preference shall be given to resident contractors over nonresident domiciled in a state having laws granting preference to local contractors on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances. (Code of Alabama, §39-3-5).
5. Emergency Purchases: Purchases in reaction to an emergency affecting public health, safety, or convenience, may be let to the extent necessary to meet the emergency without public advertisement. All emergencies must be declared in writing by the municipality, setting forth the nature of the danger to the public health, safety, or convenience.
6. Sole Source: The plans and specifications for the improvement may not specify the use of materials, products, systems, or services by a sole source except in unique situations. Special care and legal review should be used prior to specifying a sole source.
7. Insurance Requirements: Any person, firm, or corporation entering into a contract with the City for a public work project shall have Worker's Compensation and Employers' Liability Insurance Coverage not less than \$100,000 and in addition, General Liability Insurance in an amount deemed appropriate by the City but not less than \$1,000,000 per occurrence which insurance shall be primary to any insurance carried by the City of Foley. The Certificate of Insurance shall name the City of Foley as an additional insured and provide that the insurance limits and coverage will not be cancelled or reduced without giving the City thirty (30) days advance notice.
8. Licenses: All bidders must have a General Contractor's License, issued by the Alabama State Licensing Board for General Contractors, prior to bidding on a project, where the cost of undertaking is \$500,000 or more. (More than \$5,000 for swimming pool construction) (Code of Alabama, § 34-8-1).

General contractors must comply with all laws, rules, and regulations of the State Licensing Board for General Contractors.

Any contractor performing any construction work for the City must possess all licenses and permits required by the City of Foley.

Any contractor must be licensed and registered to do business in the State of Alabama.

9. Solicitation for Bids: Advertisements of public works projects must briefly describe the improvement, state the plans and specifications for the improvement are on file for examination in a designated office of the City, the procedure for obtaining plans and specifications, the time and place in which bids will be received and opened and identify whether pre-qualification is required and where all written pre-qualification information is available for review. (Code of Alabama, §39-2-2). The advertisement shall also state whether the bidders are required to have a General Contractor's License, and if so, that the bidder will be required to put their license number on their bid. (Code of Alabama, § 34-8-8).

All public works projects exceeding \$50,000 shall be advertised at least once in a newspaper of general circulation published in the City of Foley. (Code of Alabama, § 39-2-2).

Public works projects that involve an estimated cost in excess of \$500,000 shall also be advertised for sealed bids at least once in three newspapers of general circulation through the State. (Code of Alabama, § 39-2-2).

Invitations to bid shall be mailed to persons who have filed a request in writing that they be listed for solicitation for bids for public works contracts. (Code of Alabama, § 39-2-2).

10. Bid Documents: Bid documents will be available upon payment of a deposit equal to twice the cost of printing, reproduction, handling, and distribution of each set. The deposit shall be refundable in accordance with Code of Alabama, § 39-2-3.

11. Pre-Qualification: Pre-qualification of bidders may be done to determine, in advance, whether the bidder is “responsible.” This procedure may focus on any aspect of responsibility deemed appropriate, including, but not limited to, competency, financial ability, and experience. If used, the pre-qualification procedure and criteria must be in writing and must:

- a. Be published with the solicitation for bids;
- b. ~~Re-Be~~ related to the purpose of the contract or contracts affected;
- c. Be related to contract requirements or the quality of the product or service in question;
- d. Be related to the responsibility, including the competency, experience, and financial ability, of a bidder; and,
- e. Permit reasonable competition at a level that serves the public interest.

The City shall retain the right to determine whether a contractor has met the pre-qualification procedures and criteria.

Any bidder who has pre-qualified pursuant to this process shall be deemed “responsible” for purposes of award unless the pre-qualification is revoked by the City.

12. Bid Guarantee: Bidders, if called for in the specifications, shall be required to file with his or her bid either a cashier’s check drawn on an Alabama bank or a bid bond executed by a surety company duly authorized and qualified to make such bonds in the State of Alabama, payable to the City of Foley equal to five percent (5%) of the contractor’s bid up to ten thousand dollars (\$10,000). This bond will act as security for the bid in accordance with Code of Alabama, §39-2-11.

13. Bid Openings: The ~~City Clerk Purchasing Agent~~, or his/her designee, is required to attend each bid opening. Supervisor/Department Heads, other staff members, vendors, and the general public are invited and welcome to attend bid openings. Any bid received after the appointed time of opening will not be opened or returned. A tabulation sheet will be prepared as bids are opened. During a bid opening, the City’s representatives may question any bidder as to the validity of his/her bid; however, no one representing the City shall make any commitment to a bidder as to a purchase prior to the awarding of the contract.

All bids, together with all documents pertaining to the bid or award of a contract, shall be retained and made part of a file or record for a period of seven (7) years.

| The ~~City Clerk Purchasing Agent~~, or his/her designee, the department head responsible for placing the contract, and any other City employees or contractors will review the bids in order to determine the lowest responsive and responsible bidder and to determine if the goods or services meet the applicable specifications. In addition, anyone who owns or runs the day-to-day operations of a company that submits a bid or proposal for a City project of \$50,000 or more must complete a questionnaire and consent to a background check as part of the bid review process. The ~~City Clerk Purchasing Agent~~, or his/her designee, will make a recommendation ~~to the Mayor~~ as soon as practicable, but in no event later than ten (10) working days after the bid opening.

14. Background Check: The bid award of "Public Works" projects over \$50,000 will be contingent upon the results of a background check of the successful low bidder as stated in Ordinance No. 1029-08. According to this ordinance, the City of Foley will take criminal histories into account when deciding whether a low bidder is qualified to do work for the City. Anyone who owns or runs the day-to-day operations of a company that submits a bid or proposal for a City project must complete a questionnaire and consent to a background check as part of the bid review process.

15. Award of Contract: After considering the ~~City Clerk's Purchasing Agent's~~ recommendation, and after reviewing any information deemed necessary, ~~the Mayor will make~~ a recommendation will be made to the City Council concerning the award of the contract. The contract shall be awarded to the lowest responsible and responsive bidder, unless the City Council finds that all the bids are unreasonable, or that it is not to the interest of the City to accept any of the bids. Minor irregularities in the bid shall not defeat responsiveness. The City reserves the right to reject any or all bids and to waive any informality or deficiency in any bids.

| The successful bidder shall be notified by facsimile-email or letter at the earliest possible date.

16. Force Account: If the City Council finds that all bids received are unreasonable, or that it is not to the interest of the City to accept any of the bids, the City Council may direct that the work shall be done by force account under its direction and control. Force account work must be reviewed by the Department of Examiners of Public Accounts.

17. One or No Bids Received: If one or no bids are received at the time stated in the advertisement for bids, the City may: (a) re-advertise for and seek other competitive bids on the same or different plans; (b) direct that the work shall be done by force account under its direction and control; or (c) negotiate for the work through the receipt of informal bids not subject to the requirements of the public works laws. Where only one responsible and responsive bid has been received, any negotiation for the work shall be for a price lower than that bid.

18. Execution of Contract: The successful bidder shall: (1) enter into a written contract on the form included in the proposal, plans, and specifications; (2) furnish the requisite performance bond and payment bond; and (3) provide evidence of insurance as required by the bid documents within fifteen (15) days after the notification of the award contract.

19. Approval of Bonds and Insurance: The ~~Mayor Purchasing Agent~~ or his/her designee shall review and accept or reject the contractor's bonds and insurance. The execution of the contract will be completed within twenty (20) days following presentation by the contractor. (Code of Alabama, § 39-2-9).

20. Certification of Compliance: The ~~Mayor Purchasing Agent~~ shall, prior to the execution of final contracts and bonds, certify that the contract to be awarded ~~is-is~~ let in compliance with the public works laws of the State and all other applicable provisions of law. (Code of Alabama, § 39-5-1).

21. Notice to Proceed: A proceed order shall be issued within fifteen (15) days after final execution of the contract by the City unless both parties agree in writing to a stipulated extension in time for the issuance of a proceed order. (Code of Alabama, § 39-2-10).

22. Contract Not Assignable: No contract awarded to the lowest responsible and responsive bidder shall be assigned by the successful bidder without written consent of the City, and in no event shall a contract be assigned to an unsuccessful bidder whose bid was rejected because he or she was not a responsible or responsive bidder.

23. Partial Payments and Retainage: Unless otherwise provided in the contract documents, partial payments shall be made as the work progresses each month on the estimates made and approved by the City or its agent. In preparing estimates, only the material delivered on the site, materials suitably stored and insured off-site, and preparatory work done may be taken into consideration. (Code of Alabama, § 39-2-12).

In making the partial payments, the City shall retain not more than five percent (5%) of the estimated amount of work done and the value of materials stored on the site or suitably stores and insured off-site. (Code of Alabama, § 39-2-12).

In lieu of the retained amounts provided for above, the City may provide in the specifications or contracts an alternate procedure for the maintenance of an escrow account or the depositing of security. These alternative procedures are set out at length in Code of Alabama, § 39-2-12.

Nonresident contractors shall satisfy the City that he or she has paid all taxes due and payable to the State of Alabama or any political subdivision thereof prior to receiving final payment for contract work. (Code of Alabama, § 39-2-12).

24. Advertisement of Completion of Project: The contractor must give notice of the completion of the project by an advertisement in a newspaper of general circulation published within the City for a period of four (4) successive weeks. (Code of Alabama, § 39-1-1).

25. Final Payment: Upon completion and acceptance of all work required, and not until at least ten (10) days after last advertisement under the terms of the contract (after any deductions, adjustments, or credits to which the City is entitled) shall be paid upon the contractor's presentation of the following:

- A properly executed and duly certified voucher for payment.
- A release of all claims and claims of lien against the City arising under and by virtue of the contract, other than such claims of the contractor, if any, as may be specifically excepted by the contractor from the operation of the release in stated amounts to be set forth therein.
- Proof of advertisement as provided by law.

26. Change Orders: A change order should be utilized whenever any of the following conditions occur:

- a. An increase or decrease in the contract sum.
- b. An increase or decrease in the contract time.
- c. A material change in the work or scope of work.

Supplemental contracts or change orders for new and additional work are subject to competitive bid in the same manner as the original contract. Only the City Council has the authority to approve change orders, but it may expressly delegate the authority to approve change orders to the Mayor. All change orders must be in writing and must be signed by the contractor and by the Mayor, whose signature must be attested by the City Clerk. All change orders shall be forwarded to the contractor's bonding and insurance companies. State law only allows for change orders in certain limited circumstances. Exemptions to this general rule are:

- a. Minor changes for a total monetary amount less than that required for competitive bidding \$15,000;
- b. Changes for matters relatively minor and incidental to the original contract necessitated by unforeseeable circumstances arising during the course of the work;
- c. Emergencies arising during the course of the work
- d. Changes of alternates provided for in the original bidding and original contract.

## ***CHAPTER 7*** ***COMPETITIVE BID CONTRACTS*** ***(APPLICABLE TO CERTAIN CONTRACTS OF \$15,000 OR MORE)***

### **SECTION 7.1 – GENERAL:**

Purchases of goods or services costing \$15,000 or more and which are not listed in one of the exceptions below must be awarded and let in accordance with Alabama's competitive bid laws. —(See, Code of Alabama, § 41-16-2, et seq.) and shall follow the City's amended bid process as described in Resolution No. 14-0483-RES dated November 3, 2014 and as noted below.

- A. Commodities may be purchased under a State of Alabama Contract, or under a Cooperative Purchasing Contract approved by the Alabama Department of Examiners of Public Accounts, in lieu of going to bid.
- B. Requests for procurement of routine operational budgeted items to obtain the lowest unit cost for items to be purchased throughout the year (such as pipe, culverts, fuel, uniforms, etc.) are to be submitted to the Purchasing Agent who will oversee the process of bidding or procurement from approved contracts.
- C. Requests for procurement of Capital Purchases, such as equipment and other Departmental operational assets:
  - a. If included in the current year budget, approval by Council in the form of a resolution to bid or purchase from an approved contract must be given to proceed.

b. If not included in the current year budget, approval by Council in the form of a resolution to appropriate funding and to bid or purchase from an approved named contract must be given to proceed.

c. In the event of approval to bid, the requesting Purchaser shall deliver the resolution to the Purchasing Agent who will oversee the bid process. The approving resolution number will be used in lieu of a purchase order number for purchases from approved named contracts. Should a resolution not name the contract, a purchase order will be required. Prior to bid/contract price acceptance, additional Council action will be required only if the bid award or contract amount exceeds the amount previously approved.

E. Requests for Infrastructure Improvement, Repair and Maintenance Projects:

a. All projects are subject to Council's review of the scope of work to be performed (Resolution 14-0445) and adoption of a resolution granting approval to proceed and allocation of budget funds.

b. In the event of approval to bid, the Project Owner shall deliver the resolution to the Purchasing Agent, or other designated Professional Firm, who will oversee the bid process. The approving resolution number will be used in lieu of a purchase order number for purchases made from an approved named contract. Should a resolution not name the contract, a purchase order will be required. Prior to bid/contract price acceptance, additional Council action will be required only if the the project will exceed the total budget allocation.

In the City of Foley, any purchase of goods, services, and or personal property that is \$15,000 or more will be considered by Supervisor/Department Heads to require bidding under the provisions of the State Bid Laws before a purchase can be made. A request to purchase, giving sufficient data to write bids, will be submitted to Purchasing for bidding. The bid process will be administered by Purchasing --prepare bids, solicit bids, open bids, prepare recommendation to City Council for award. The department will closely advise Purchasing as it carries out the process. If the purchase can be exempted from the bid process, regardless of the reason, documentation will then be attached to a purchase order request that reasonably states for the historical record why the exemption was made. This will include the use of the sole source provision that was discussed earlier in these procedures. Such documents will be filed by Finance.

## **SECTION 7.2 – EXEMPTIONS:**

The only exemptions from the competitive bid laws are as follows:

- 1) Utility services where no competition exists or the rates are fixed by law, regulation, or ordinance.
- 2) Purchase of insurance.
- 3) Purchase of ballots and supplies for conducting any primary, general, special or municipal election.
- 4) Contracts for securing of services of attorneys, physicians, architects, teachers, superintendents of construction, artists, appraisers, engineers, consultants, certified public accountants, public accountant, or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part.
- 5) Contracts for furnishing of fiscal or financial advice or services.
- 6) Purchase of products made or manufactured by the blind or visually handicapped under the direction or supervision of the Alabama Institute for the Deaf and Blind.
- 7) Purchase of custom software as well as purchases of computer and word processing hardware, when the hardware is the only type compatible with the hardware already owned by the City.
- 8) Purchase of maps or photographs from any federal agency.
- 9) Purchase of manuscripts, books, maps, pamphlets, or periodicals.
- 10) The selection of paying agents and trustees for any security issued by the City.
- 11) Renewal of existing contracts for sanitation or solid waste collection, recycling and disposal between municipalities and/or counties, and those providing the service.
- 12) Contractual services and purchases of commodities for which there is only one vendor or supplier, and contractual services and purchasing of personal property, which by their very nature are impossible to award by competitive bidding. (See sole source below.)
- 13) Purchase of any product where the price is already regulated and established by state law.
- 14) Contract for the purchase, lease, sale, construction, installation, acquisition, improvement, enlargement or extension of any plant, building, structure or other facility; or any machinery, equipment furniture or furnishing designed or intended for lease or sale for industrial development.
- 15) Repairs and parts for off-highway construction equipment, and all vehicles with a gross vehicle weight rating of 25,000 pounds or greater that do not involve more than \$15,000.
- 16) "Public Works" projects as defined above.
- 17) Purchases of goods made as a part of the purchasing cooperative sponsored by the National Association of Counties, or its successor organization. Approval has been granted to purchase through vendors with a current and valid contract through the Alabama Department of Finance - Division of Purchasing, the Government Services Administration (GSA), and US Communities.

## **SECTION 7.3 – REQUIREMENTS:**

For contracts that are subject to the competitive bid laws, the following rules apply:

- 1) Plans and Specifications: Brand names may be used, provided a disclaimer statement is included to allow a bidder to submit a bid on a product that is equal or superior to the brand name requested. The City Council will be the final authority in determining if products are equal, superior or inferior. Departments and areas should plan for the time that bidding requires when considering the need for goods or services.

2) **Solicitation of Bids:** All proposed purchases requiring the letting of bids shall be advertised by posting notice on a bulletin board maintained outside the City Clerk's office and other means that may be required by State law.

Invitations to bid shall also be sent to all persons, firms, or corporations who have requested, in writing, that they be added to the bid list for submission of bids for particular items. If a vendor fails to respond to any solicitation for bid after the receipt of three solicitations, their listing may be cancelled.

Additional means of soliciting bids may also be employed if deemed appropriate.

The notices and invitations to bid will plainly state the date and time the bids will be opened and describe the contract.

3) **Proof of Liability & Worker's Comp Insurance:** If applicable, Proof of Liability and/or Worker's Comp Insurance shall be provided separately in the bid/proposal. In the event that there is no Worker's Comp Insurance provided, the City (in accordance with the City's current Worker's Comp fee schedule) will deduct this fee from payment to the company performing the work.

4) **Bid Openings:** The City Clerk Purchasing Agent or his/her designee is required to attend each bid opening. Department heads, other staff members, vendors, and the general public are invited and welcome to attend bid openings. Any bid received after the appointed time of opening will not be opened or returned. A tabulation sheet will be prepared as bids are opened. During a bid opening, the City's representatives may question any bidder as to the validity of his/her bid; however, no one representing the City shall make any commitment to a bidder as to a purchase prior to the awarding of the contract.

4)

All bids, together with all documents pertaining to the bid or award of a contract, shall be retained and made part of a file or record for a period of seven (7) years.

The City Clerk Purchasing Agent, or his/her designee, the department head responsible for placing the contract, and any other City employees or contractors will review the bids in order to determine the lowest responsible bidder and to determine if the goods or services meet the applicable specifications. The City Clerk Purchasing Agent, or his/her designee, will make a recommendation to the Mayor as soon as practicable, but in no event later than ten (10) working days after the bid opening.

5) **Award of Contract:** ~~After considering the City Clerk's recommendation, and after reviewing any information deemed necessary, the Mayor will make a recommendation to the City Council concerning the award of the contract. The City Council will decide what official action the City will take with regard to any purchase that is let by competitive bid.~~ State law does not require that the lowest bid be accepted, but rather the lowest responsible bid. A number of factors can influence whether a bidder is "responsible" or whether one bid is "lower" such as the experience of the bidder, the quality of the goods, professional qualifications, availability, terms of sale, re-sale value, warranty, prior problems with the goods or service from a given source, and any other factors.

In the event only one bid is received, the City may reject the bid and negotiate the purchase, provided the purchase price is lower than the bid price.

The City may reject any bid if the price is excessive or the quality of the product is deemed inferior.

Should the City solicit bids and receive none, the City may direct a City employee or agent to negotiate a price with any vendor without soliciting bids a second time.

The City reserves the right to reject any or all bids and to waive any informality or deficiency in any bids.

- 6) Bid Guaranty: Faithful performance bonds may be required by the City from all bidders provided that 1) bonding is available, 2) the requirement applies to all bidders, and 3) is included in the written specifications for the bid. Whether to require a bid bond is optional on the part of the City.
- 7) Performance Bond: A performance bond, in a responsible sum for the faithful performance of the contract and with adequate surety, may be required in an amount specified in the advertisement for bids. (Code of Alabama, § 41-16-58).

27. Change Orders: Supplemental contracts or change orders for new and additional work are subject to competitive bid in the same manner as the original contract. Only the City Council has the authority to approve change orders, but it may expressly delegate the authority to approve change orders to the Mayor. All change orders must be in writing and must be signed by the contractor and by the Mayor, whose signature must be attested by the City Clerk. All change orders shall be forwarded to the contractor's bonding and insurance companies. State law only allows for change orders in certain limited circumstances. Exemptions to this general rule are:

- a. Minor changes for a total monetary amount less than that required for competitive bidding;
- b. Changes for matters relatively minor and incidental to the original contract necessitated by unforeseeable circumstances arising during the course of the work;
- c. Emergencies arising during the course of the work
- d. Changes of alternates provided for in the original bidding and original contract.

#### **SECTION 7.4 – SOLE SOURCE PURCHASING:**

Competitive pricing is not required if the goods or services are available only through a single vendor or source. All "sole source" purchases must be approved prior to purchase. Approval of a sole source request for exemption from the competitive bid requirements will be made by Purchasing. Complete documentation to support such a request should be made with the initial request and be sufficient for filing as historical support for the decision to exempt. Purchasing will file all supporting documents.

#### **SECTION 7.5 – LOCAL PREFERENCE FOR PERSONAL PROPERTY PURCHASES:**

As per State of Alabama Act 2015-293 and as adopted by the City of Foley by Resolution No. 15-2369-RES dated December 7, 2015, for ~~For~~ the purchase or lease of personal property only, a responsible resident person, firm or corporation, whose bid is no more than ~~three-five~~ percent (35%) greater than the bid from the lowest responsible bidder, may be the successful bidder and the purchase and or contract may be awarded to such resident responsible bidder. A "resident" vendor is defined as one who has a place of business within the ~~corporate limits - police jurisdiction~~ of the City of Foley. It is the policy of the City to purchase from a responsible resident vendor whenever possible.

In accordance with the above referenced Act and Resolution, the City of Foley may also award contracts to a local vendor if that company's submission is within ten percent (10%) of a lower bid from outside the state.

#### **SECTION 7.6 – REVERSE AUCTIONS**

Code of Alabama, § 41-16-54 provides that the City can begin using reverse auction procedures on January 1, 2009. Items can be purchased through the use of a reverse auction only if either 1) the item is not available through the state purchasing program for the same terms and conditions, or 2) if the item is purchased for a price equal to or less than that available on the state bid list.

## **CHAPTER 8**

## **CONTRACTS**

All expenditures of funds of whatever nature for labor services, work, or for the purchase or lease of materials, equipment, supplies or other personal property, involving \$15,000 or more, or for the lease of materials, equipment, supplies or other personal property where the lessee is or becomes legally and contractually bound under the terms of the lease, to pay a total amount of \$15,000 or more, shall be made under contractual agreement entered into by free and open competitive bidding, on sealed bids, to the lowest responsible bidder.

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This policy became effective with the adoption of Resolution No. 4082-10, attached; this 18th day of May, 2010. A copy of this approved Purchasing Policy/Procedure shall be sent to each Supervisor/Department Head.

**John E. Koniar, Mayor**  
Approved & Signed Per Resolution #4082-10

ATTACHMENT "A"



PURCHASE ORDER REQUEST

|  |  |
|--|--|
| DATE REQUESTED:  |  |
| REQUEST MADE BY:   |  |
| PAYABLE TO: <i>If VISA CREDIT CARD PURCHASE, WRITE VISA ON THIS LINE</i> |  |
| PURCHASED FROM:  |  |
| ADDRESS IF NEW:  |  |
| TELEPHONE NO.:   |  |
| VENDOR CONTACT:  |  |

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_

| QTY. | DESCRIPTION | PRICE | EXTENDED PRICE |
|------|-------------|-------|----------------|
|      |             |       |                |
|      |             |       |                |
|      |             |       |                |
|      |             |       |                |
|      |             |       |                |

|   |  |  |   |                        |
|---|--|--|---|------------------------|
| (MUST BE COMPLETED)<br>PAYMENT<br>INSTRUCTIONS: | FROM<br>P.O.<br><input type="checkbox"/> | UPON RECEIPT<br>OF INVOICE<br><input type="checkbox"/> | BY<br>CREDIT CARD<br><input type="checkbox"/> | CARD # (LAST 4 DIGITS) |
|---|--|--|---|------------------------|

TOTAL COST (WITH SHIPPING): \_\_\_\_\_

G/L ACCOUNT NUMBER: \_\_\_\_\_

SUPERVISOR APPROVAL: \_\_\_\_\_

|   |  |                  |  |
|---|--|------------------|--|
| <i>(To Be Completed By Purchasing Department)</i> |  |                  |  |
| P.O. NUMBER                                       |  | DATE P.O. ISSUED |  |

Form Revised: 10/9/13

## Account Code Description

Note: All purchases made for a declared emergency, such as a hurricane, will be charged to a special account code created by Finance.

| Account Code | Account Type  | Examples  |
|--------------|---|---|
| 1060         | Uniforms<br>(Police/Fire/Industrial & Executive Rental)   | Uniform Rental/Lease<br>Brass bars<br>Collar brass<br>Emblems/Insignia<br>Hats<br>Honor Guard Uniforms<br>Inner belt<br>Pants<br>Ribbons<br>Shirts<br>Shoes, boots<br>Uniform hat<br>Uniform jacket   |
| 4010         | Building/Grounds Maintenance  | A/C belts<br>A/C maintenance & agreements<br>Ballasts<br>Bug & termite spraying<br>Faucets<br>Fire/burglar monitoring<br>Immobile generators and related costs<br>Irrigation repairs<br>Paints and painting supplies for a specific job<br>Roof repairs<br>Shelves, shelving material (if attached to a building)<br>Signs (if attached to a building, otherwise Small Tools)<br>Supplies to repair faucets, bathrooms, building, etc.  |
| 5010         | Small Tools/Equipment/<br>Furniture<br><br><i>Items under \$1,000-\$5,000<br/>with a life expectancy of one<br/>year or more.</i> | Air Compressor<br>Appliances (stove, refrigerator, washer, dryer, etc.)<br>Batteries (laptop computers, cell phones, defibrillators (std))<br>Calculator<br>Chainsaw<br>Christmas Decorations (except for live plants, etc.)<br>Concession Stand Equipment (rotisserie, fryer, etc.)<br>Computer Related (monitor, keyboard, printer, wireless router, etc.)<br>Desk Accessories (scissors, stapler, staple puller, tape dispenser, etc.)<br>Extension cords<br>Fans<br>File cabinet<br>Fire extinguisher<br>Flashlights<br>Frames (if we are keeping) (picture, certificate, etc.)<br>Free standing shelves<br>Furnishings (chairs, desk, file cabinets, etc.) under \$1,000 unless it is a group of |

|      |   |   |
|------|---|---|
| 5010 | Small Tools/Equipment/<br>Furniture (continued) | furnishings such as a conference table with chairs or a matching desk, credenza, file cabinet, etc. that totals over \$1,000<br>Garden hoses/nozzles<br>Gardening Tools/Equipment (rake, shovel, hedge trimmer, grass trimmer, sprayer, edger, etc.)<br>Janitorial (hand soap dispenser, towel dispenser, etc.)<br>Minute books<br>Office Equipment (copiers, fax machines, printers, etc.)<br>Office Items (stapler, scissors, tape dispenser, calculator, paper clip holder, bookends, etc.)<br>Paint gun<br>Plastic storage boxes/containers<br>Radio<br>Software (Upgrade is general equipment maintenance)<br>Sports Equipment (balls, bases, pitching machine, etc.)<br>Stamps (address, posted, received, faxed, etc.)<br>Telephones (land line phones, cell, cell accessories, etc.)<br>Tools (hammer, pliers, screwdrivers, wrenches, etc.)<br>Traffic cones<br>Trailer hitch<br>Waste basket/garbage cans<br>Window A/C   |
| 5020 | Supplies  | Air Filters (except vehicles & equipment)<br>Bars and chains for ventilator saw for Fire Department<br>Batteries (except for cars, trucks, mowers, & tractors)<br>Bits, replacement<br>Blades (saw, jig saw, etc.)<br>Brooms<br>Business cards<br>Cardboard storage containers<br>Christmas lights (except Beautification)<br>Cleaning supplies<br>Code of Alabama books<br>Envelopes<br>Federal Express Shipping<br>Forms<br>Frames (if giving away) (photo, certificate, etc.)<br>Garbage can liners<br>Gases and gas tank rentals (Airgas), propane<br>Gloves (plastic, cheap leather or cotton)<br>Ink Cartridges<br>Insect Sprays (wasp/hornet, etc.)<br>Janitorial (toilet tissue, paper towels, hand soap, etc.)<br>Keys<br>Light Bulbs (fluorescence & regular)<br>Marking flags<br>Monthly & yearly organizers, calendars<br>Office Supplies (pens, notebooks, folders, paper clips, etc.)<br>Paint/paint brushes (unless used for building maintenance or a specific project)<br>Paper<br>Plywood (unless used for building maintenance or a specific project)<br>Replacement handles (hoe, shovels, axes, hammers, etc.) |

|      |   |   |
|------|---|---|
| 5020 | Supplies (cont.)  | Sand, bagged<br>Soft drinks, water, food stuff, coffee, sugar, creamer, etc.<br>Staples<br>Toner for copier and printers<br>Trimmer line (Weed Eaters)<br>Vehicle maintenance fluids, sprays, cleaners, etc.<br>Welding rods  |
| 5050 | Personal Gear & Protection                              | Badge<br>Bike uniforms<br>Dbl mag pouch<br>Duty belt<br>Duty gloves (bike, frisk, etc.)<br>Duty weapons<br>Gun holster<br>Handcuffs and Holster<br>Helmet (PD, Fire, etc.)<br>Hepatitis shots<br>Hydration packs<br>Keeper (hold inner & duty belts together)<br>Name tags<br>Pepper spray & holster<br>Portable radios<br>Rain suits<br>Riding boots<br>Shot guns<br>Slides (for metals)<br>Turnout gear<br>Vaccinations (Hepatitis B)<br>Vests<br>Weapon sites and lights<br>Whistles |
| 6040 | General Equipment Maintenance                           | 2-cycle oil<br>Annual maintenance agreements<br>Belts (except for building A/C and vehicles)<br>Blades that can be sharpened & reused<br>Computer maintenance<br>Copier & fax maintenance<br>Drums for copiers<br>Electrical work on trailers (Hazmat, Command Center, etc.)<br>Portable generator maintenance<br>Postage machine maintenance<br>Recharging fire extinguishers<br>Repairs for small tools/equipment<br>Replacement parts<br>Software upgrades and maintenance           |
| 7010 | Capital Purchases<br><br><b>\$1,000-\$5,000 or more</b> | Group Furnishings such as a conference table with chairs or a matching desk, credenza, file cabinet, etc. <b>\$1,000-\$5,000 or more</b><br>Any individual item costing \$1,000 or more including cost to acquire (ex. shipping, installation, etc.)  |

## AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

The signed Affidavit must be notarized.

In compliance with Sections 31-13-9 of the Alabama Code, this Affidavit of Alabama Immigration Compliance must be completed and signed by an officer or the owner of a business entity or employer and notarized. Please complete Part I if you do NOT employ one or more employees or Part II if you DO employ one or more employees.

|                         |                     |
|-------------------------|---------------------|
| Company Name            |                     |
| Company Representative  | (Please Print Name) |
| Address                 |                     |
| City, State, & Zip Code |                     |

### PART I – (Complete if you do NOT employ one or more employees and notarize below.)

I certify in my capacity as \_\_\_\_\_ for the above noted business entity that said entity does not employ one or more employees. I further certify that should my status change and I am required to comply, I will submit all required documents to the City of Foley. I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
Signature of Affiant

### PART II – (Complete if you DO employ one or more employees and notarize below.)

As a condition of the above-referenced Entity/Company's receipt of any contract, grant, or incentive from, by or with the City of Foley, Alabama, the undersigned, as such officer, agent or representative of said Company, after being first duly sworn, states as follows:

1. That said Company will not knowingly employ, hire for employment, or continue to employ an unauthorized alien.
2. That said Company has enrolled in, is currently participating in, and will continue to participate in the "E-Verify" program run by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security for the entire term of said Company's performance under any contract, grant, or incentive it has with the City of Foley, Alabama.
3. The undersigned further represents that, should said entity/company employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Foley, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama 1975, in a form substantially similar to this affidavit.

**Entity's E-Verify Employment Eligibility Verification User Identification Number is: \_\_\_\_\_**

I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
Signature of Affiant

### NOTARY SECTION

State of \_\_\_\_\_:  
County of \_\_\_\_\_:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public  
My Commission Expires: \_\_\_\_\_

Please execute, have notarized, and return to the **City of Foley, P.O. Box 1750, Foley, AL 36536**.