

# **PURCHASING POLICY AND PROCEDURES**

## **Purchasing Guidelines**

### **General**

The City of East Point, (COE), shall comply with all federal and state laws, as well as regulations and procedures pursuant to the City's Code of Ordinance with respect to purchasing. Such purchasing policies will ensure efficient and economical use of budgeted funds. An interpretation of such codes can be found in the Municode.

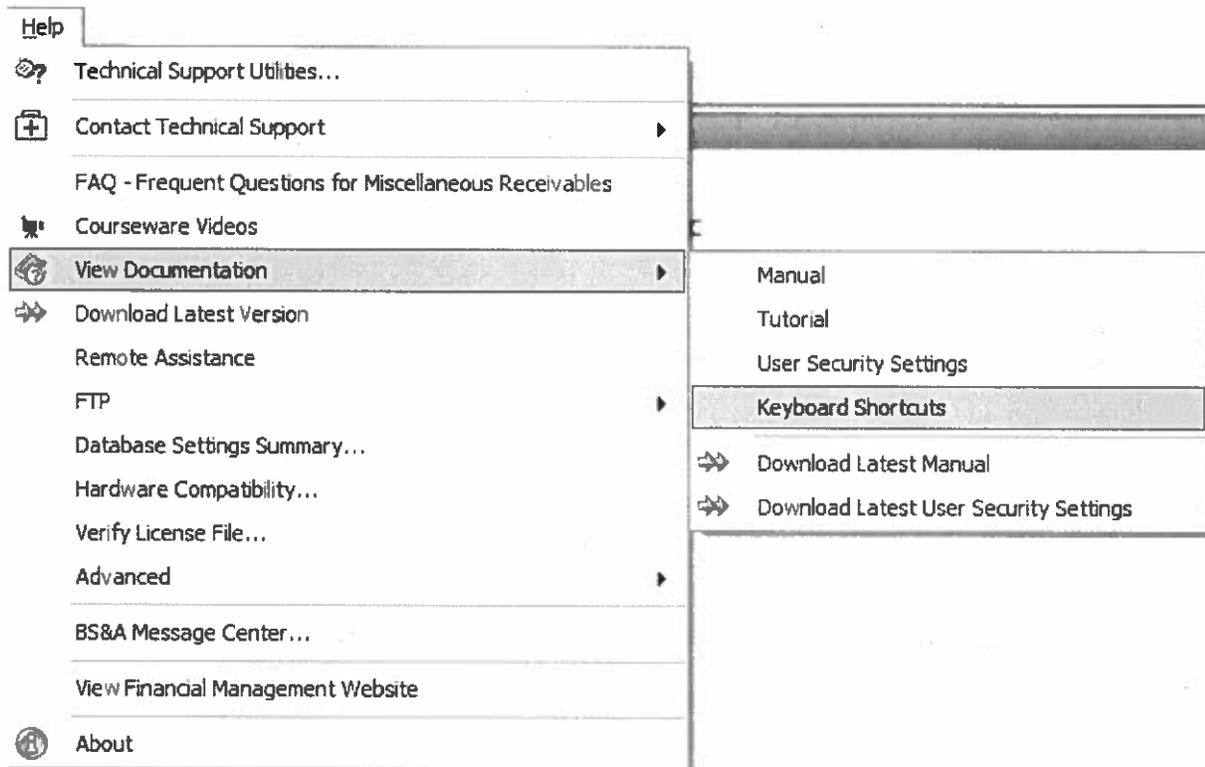
All purchases valued at **\$12,500.00** or more are subject to competitive bidding by the Contracts and Procurement Department, unless the item requested is available on an active contract which has been competitively bid per the Code of Ordinance and all federal and state laws. This policy applies to all purchases and is not just limited to supplies equipment, software, leases, and services.

The Contracts and Procurement Department will review and process all submitted department requests with numbered purchase orders approved by the Contracts and Procurement Department. All purchase requisitions must be approved by the appropriate Department Heads prior to the submission to Contracts and Procurement, and Finance.

**The BS& A Purchasing Module is a software tool to allow requisitions to be entered into the system to be processed into a purchase order. With this module, you are allowed to add requisitions, inquire requisitions and purchase orders, and run po reports.**

**The Accounts Payable Module is separate from the Purchasing Module. All invoices will be processed via this module. Requestors do not receipt. Department Heads must approve all Invoices via this module. Please see Finance for complete procedures. As of 7/2020, all departments must submit a hard copy of invoice to AP. Purchase Order number must be listed on the invoice for AP to process the invoice for Department Head approval in the AP Module. A one-time notification will be sent to the Department Head to approve purchase orders and invoices.**

The City of East Point uses the Bellefeuil, Szur & Associates, (BS&A), ERP System to process Financial Transactions on the behalf of the City of East Point. Please see attached Procurement Module Manual and Keyboard Short Cuts to enter your requests into the system. There is a "Help" button located on Menu bar of the ERP system, per the below picture to use for assistance. This system is used to enter requisitions, process purchase orders and pay for invoices. The next few sections will discuss the requisition process.



## Detail Section-Vendor Requests

All new or request to amend existing Vendor profiles will be entered into the BS& A system by the Contracts and Procurement Department, Buyer. Requests must be emailed to the Buyer per the below instructions:

- Department request updated completed W-9 form from Vendor.
- Department submits completed W-9 form and New Vendor Form to Buyer.
- Buyer will verify Federal Tax Id Information on IRS website; if approved, Buyer will enter vendor or amend existing profile in the BS&A system to establish a vendor number.
- If denied, Buyer will send email to the Requestor to request the Vendor to review IRS website and revise the W-9 per the website and resubmit updated W-9 form to Requestor and Requestor will re-submit to Buyer for review and approval.
- Buyer will complete the New Vendor form and send the vendor number to the Requestor.

**\*Please note: If an existing vendor profile needs to be updated; an updated W-9 and updated Vendor form must be completed and emailed to the Buyer to make any profile changes.**

#### **Detail Section-Contracts and Procurement Forms**

- **All forms related to C&P are and will be updated and added to the City of East Point's website. Please visit <https://www.eastpointcity.org/applications-forms/#contracts-procurement> to download forms. If you do not see a required form on the website, please contact the Director of Procurement, Ella Sizemore, [esizemore@eastpointcity.org](mailto:esizemore@eastpointcity.org)**

#### **Detail Section – Purchase Requisitions**

##### **Purchase Order Type**

**Regular-Select this type if the request is a one-time purchase.**

**Blanket-Select this type if the request is for service/product which will be used for the entire fiscal year. Same purchase order number will be used for the fiscal year. Office Supplies cannot be a blanket purchase order.**

**\*Please note: Requesting department must follow the procurement rules to encumber the funds for a blanket, (Review the below Price Source depending on dollar amount of request).**

## Price Source Terms and Definitions

**<\$2500 Quote**-Requests with quotes under \$2500. Follow the below procedures to enter request:

- Request (1) updated quote from vendor.
- Quote must not expire for a minimum of 30 days.
- Enter the request into the system and attach the updated quote from the vendor.

**<\$12500 (3) Quotes**-Requests with quotes \$2500-\$12500. Follow the below procedures to enter request:

- Request (3) quotes from different vendors.
- Quote must not expire for a minimum of 30 days
- Enter the request into the system and attach the (3) updated quotes from the vendors

**Sole Sources**-Purchase of an item or service that can only be purchased from a sole vendor. Requests over \$2500 must be accompanied with Sole Source Manufacturer Letter, Department justification letter, and Quote. If under \$2500, submit (1) quote without sole source manufacturer letter and department justification letter. Follow the below procedures:

- **Request updated Manufacturer's Sole Source Letter from vendor on the Manufacturer's letterhead.**
- **Department complete a Justification of need letter on COE letterhead. This to explain why the department must use the sole vendor in detail.**
- **Request an updated quote from vendor.**
- **Complete system requisition and attach Manufacturer's Sole Source Letter, Justification Letter, and Quote.**
- **Select Sole Source from the Price Source drop down menu.**

**Formal Bids**-Requests over \$12,500 which require the department to submit Scope of Work and all other required documents to be formally posted by Contracts and Procurement on the behalf of the requesting department. Follow the below procedure:

- **Requesting department to complete a Scope of Work/Services for the service or item.**

- **Requesting department to upload the complete Scope of Work/Services as a requisition. No PDFs, only originally document to allow C&P to manipulate it for the formal bid.**
- **Requesting department must use vendor number 10000016-Bid Vendor for all "Formal Bid" requisitions. C&P will add awarded vendor information at the time of award.**
- **Requesting department must select "Formal Bid" from Price Source drop down menu.**
- **Requesting department must add the dollar amount or estimated dollar amount.**
- **If the project is fully or partially grant funded, Requestor must select the "Grant" checkbox.**
- **If using multiple accounts, Requestor must enter multiple line items with assigned budget.**
- **After approval of budget, C&P will post as a formal bid.**
- **After award of bid, C&P will work with the requesting department to award. Awards over \$25,000 must be submitted before Council by the Requesting Department.**
- **After Council approves, Department must submit proof of Council approval to the Contract Specialist. Contract Specialist will then request other required documents from the awarded vendor, complete a Purchase Order and issue the Notice to Proceed or Notice of Award to the Requesting Department and Awarded Vendor.**

**Aggregate Purchasing Group (Piggy Back)** -This type of request **MUST** be presented to Council prior to submitting in the system regardless of the amount. This request allows the department to use other municipalities' contract/s for services formally bid by that entity. Departments must follow the below procedures to use a "Piggy Back" contract:

- **Request the executed contract, (showing awarded vendor name and contract number), and bid documents between the awarded bidder and municipality, from the municipality.**
- **Request permission from the Municipality and Awarded Vendor to use the executed contract, (If the bid documents include language to allow other municipalities to use the contract-permission is already granted and request for permission is not required. However, proof of permission is required, (which is written into the bid documents and/or contract from the municipality).**
- **Complete Contract Tracking Form up to Department Section and submit all required documents to Legal for review and signature.**

- **Once approved, signed Contract Tracking form up to Legal signature, all required documents must be submitted via Minute Traq for Council Approval. (if you need access to the Minute Traq software, please contact the City Clerk).**
- **After approval by Council, requesting department must enter executed contract, approved Council document, and quote into BS&A for processing.**
- **Select "Piggy Back" from Price Source drop down menu.**

**Utility-**Requests of any dollar amount for established utility services for the City of East Point. **Utility services means any products, services and equipment related to energy, telecommunications, water and sewerage, etc.**

**Dept. Emergency-**Requests that cannot follow the normal process of Procurement. Requests are normally over \$2500 where the department must complete emergency repair or purchase products/service to ensure the safety of the Community and/or Staff. Emergency is defined as "a threat to public health, welfare or safety under emergency conditions". Procedures are as follows:

- **Requesting Department enter a new system requisition into BS&A.**
  - **Select "Department Emergency" from the Price Source drop down menu.**
  - **Department Head will use the saved Requisition number as the Purchase Order number to issue to the selected Vendor/Contractor to complete the Emergency.**
  - **During or immediately after the emergency is completed, the Department must complete the Emergency Procurement Form, submit via e-signature for signatures and then enter the signed Emergency Procurement Form, Quote/Invoice via the saved requisition for approval of a Purchase Order. (Department Head must remove the "On Hold" from the requisition by deselecting the button.**
  - **After receipt of the Purchase Order, Department will submit the invoice to Accounts Payable for processing.**
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- **Please note, if the purchase is over \$25,000 after the completion of the emergency, Requesting department must submit before Council for approval.**

**\*\* Completed section/s of the Emergency Procurement Form and Quote/s must be scanned and emailed to Jamayca Cole, [jcole@eastpointcity.org](mailto:jcole@eastpointcity.org) and will be routed for signatures via e-signature.**

**Legal Settlement-**Requests by the Legal Department of settled agreements. Legal Department will only be allowed to use this Price Source. This Price Source will require the department to attach documents.

**Contract-**Requests of established contracts on the behalf of the City of East Point. These are awarded formal and non-formal bids for services/products used throughout the year. Departments must add signed contract and show the bid number, if formally bid. Contracts normally are used for the entire fiscal year and the Purchase Type will be a "Blanket".

- **Note:** Blanket is defined as a purchase of repeated products/services for the department through the fiscal year.

**Intergovernmental-**These are agreements between the City of East Point and other City, County, State or Federal municipalities. Procedure include:

- Request the agreement from the municipality.
- Submit the unsigned agreement and filled out Contract Tracking form to Legal for review and signature.
- If the agreement is for a purchase >\$25,000, after review and signature from Legal, requesting department must submit the agreement to Council for approval, prior to all other signatures listed on the Contract Tracking Form.
- If the agreement is for a purchase of <\$25,000, after review and signature from Legal, requesting department must submit the agreement, quote and partially completed Contract Tracking form and submit all forms for e-signature route for the Mayor to sign.
- After Council approves, the Requesting department must submit the Legal Department signed Contract Form, proof of Council approval and vendor signed contract via e-signature route for final signatures.
- After the Mayor has signed the form and agreement, the requesting department must submit the request in BS&A as a requisition, attach all signed documents, (Signed Contract Form, Signed Agreement, Proof of Council Approval, Quote).

- C&P will process the requisition into a Purchase Order and will send a copy to the requesting department.
- **Please note: If this is a purchase where there are no documents to be signed, just a quote from the municipality-the department will enter the request in the system as a “Intergovernmental Agreement”, attach all required documents.**
- **E-signature route-send all documents to Jamayca Cole-jcole@eastpointcity.org for e-route signatures.**

### **Detail Section – Purchase Orders**

All Purchase Orders will be created from a Requisition in BS&A by the Contracts and Procurement Department.

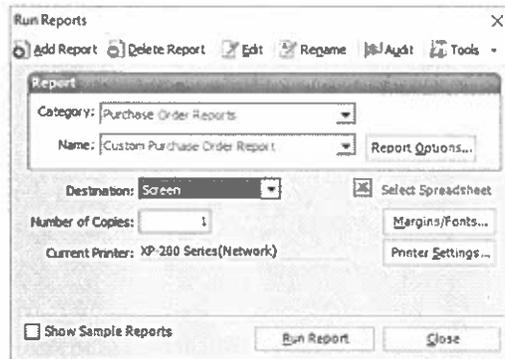
- **Change Orders-**All change orders must be completed by the Contracts and Procurement department. Please follow the below procedure:
  - Submit an email to the Buyer with an updated quote and justify the change within the body of the email. If this is a change to any item/service that was presented to Council, all changes regardless of price must be re-presented to Council by the requesting department, prior to requesting a change order. If the change order requires a signature, the Mayor must sign the change order form from the vendor, prior to the requesting department to request the change order.
  - Once all documents are submitted to C&P via email, the Buyer will create a change order, attach all required change order documents to the purchase order, and submit change order for approval. If the funding of the change order is different from the existing account, the requesting department must inform C&P prior to the change. It is the responsibility of the requesting department to give the correct accounting information to encumber additional funds. All Changes are routed to the Budget Manager for final approval.
  - After approval of the change order, a copy of the change order will be emailed to the requesting department. The requesting department will submit the change order to the vendor to complete services.

## PURCHASE ORDER REPORTS

Departments are able to run and customize purchase order reports for their responsible departments. Please follow the below directions to run a purchase order report.

- Login to Purchase Order Module
- Go to Reports>Purchase Order Reports>Set the name of the Report to be Custom Purchase Order Report. Select Run Report to bring up your report options. Within your Report Options go to Columns. Select the columns you want to build your report with. You can then set the necessary post date range and PO state to be Purchase Order.

Please see sample below to run the report.



**Detailed Section-Department Assignment-Solicitation Requests, \$12,500 and above**

Tron Jones, Contract Specialist <a href="mailto:tdjones@eastpointcity.org">tdjones@eastpointcity.org</a>	Dena Ray, Contract Specialist <a href="mailto:dray@eastpointcity.org">dray@eastpointcity.org</a>
Fire Department	Human Resources
Police	City Manager's Office
Public Works	East Point Power
Parks and Recreation	Water and Sewer
Customer Care	Finance
City Clerk's Office	Economic Development
Court Services	Planning and Community Development
Information Technology	City Attorney's Office
Mayor's Office	Contracts and Procurement
Grants Division	Office of Communications
Solid Waste	

**Detailed Section-Requisition Requests Assignment**

<b>Buyer, Jon'a Balkum</b> <a href="mailto:jbalkum@eastpointcity.org">jbalkum@eastpointcity.org</a>	<b>All Departments</b>
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Requisitions for all Information Technology (I.T.) related items require approval from the Information Technology Director or designated authority prior to the submission to the Purchasing Department. (For example: Software, Printers, Servers, Computers, Hard Drives, etc.).

## **Federal Guidelines for Federal Grants**

Anytime a service or product uses grant funds, the City must adhere to the rules and regulations of that federal grant. This applies to any and all types of procurements per the below dollar amounts.

### **Federal Grant Procedures**

**Micro Purchases**-Anything up to \$3499.99. No bids are required.

#### **Open Market Request-\$3500.00 and above**

1. Request (3) informal quotes (quotes may be obtained via fax, email, or telephone) from qualified suppliers.
2. Complete a Bid summary/tabulation form detailing supplier choice and award criteria.
3. Enter requisition into BS&A (attach completed Bid Summary/Tabulation form, and selected quote. This information will be kept with Purchase Order file.

#### **Non Competitive Sole Source**

1. Letter from original equipment manufacturer-dated 30 days or less.
2. Quote from vendor reflecting the goods and services-dated 30 days or less.
3. Sole Sources, \$3500 and above must be posted to the Georgia Procurement Registry for (5) business days.
4. If posting is not protested, City of East Point will award to vendor and complete the purchase order.

#### **Competitive Purchases over \$25,000**

1. These purchases will follow the normal submission process. (See Section- Formal Bids page 5 for details).

## Grant Purchases Route of Approval

Requisitions for purchases under all grants require approval from the Department Head/Director, Finance, Grant Manager, or designated authority, and then to the Purchasing Department. **ALL GRANT RELATED REQUISITIONS MUST MARK THE GRANT CHECK BOX, THIS ALLOWS THE GRANT REQUISITION TO BE ROUTED TO THE GRANT DEPARTMENT, (see example below).** If your department fails to check the grant box for the grant funded project- Requisition will be subject to be denied and the Requestor must re-enter a new requisition. Final review and/or entrance of all grant purchases will be performed by the requesting department prior to purchase. If grant purchase includes Information Technology (IT) related items, approval from the Information Technology Director or designated authority is required. (For example: Software, Printers, Computers, Hard Drives, etc.).

The screenshot shows a web-based procurement system interface. On the left, there is a sidebar with navigation options like 'Purchase Order', 'Requisition', and 'RFI'. The main area displays a requisition form for 'Item 1'. The form includes fields for 'Item Description', 'Quantity', 'Unit Price', and 'Total Price'. A prominent feature is a 'Grant' checkbox, which is highlighted by a large, dark grey arrow pointing to it from the bottom left. Other checkboxes include 'Request for Information' and 'Request for Quote'. The interface also shows a 'Purchase Order' button and a 'Save' button at the bottom right.

\*Note-If grant procurement requires signature of any contract. Contract must follow the Contract Tracking Form Route of Approval.

## **Detail Section-Bid Posting Software**

To increase vendor participation, Contract and Procurement uses a bid software, Ionwave Technologies, to post bids on the behalf of the City's departments. Vendors must register on the City's website in order to review and upload bid documents.

Please visit <https://www.eastpointcity.org/contracts-procurement/>

Departments will have access to review all bids posted on the website. To request access, please email the Director of Procurement, Ella Sizemore, [esizemore@eastpointcity.org](mailto:esizemore@eastpointcity.org), Jon'a Balkum, [jbalkum@eastpointcity.org](mailto:jbalkum@eastpointcity.org), Tron D. Jones, [tdjones@eastpointcity.org](mailto:tdjones@eastpointcity.org), or Dena Ray, [dray@eastpointcity.org](mailto:dray@eastpointcity.org)

## **Detail Section – Types of Solicitations**

When purchasing supplies, equipment, products and services, the City Ordinance requires such purchases to be processed using the below types of informal and formal bid practices:

1. Invitation to Bid (ITB)
2. Request for Qualification (RFQ)
3. Request for Proposal (RFP)
4. Sole Source
5. Single Source
6. Quotes

## **Detail Section – Supplies**

Staff should anticipate needs for expendable supplies in advance to allow the Contracts and Procurement adequate time to handle all requests as routine purchases. This includes all types of products to procure for the department.

## **Detail Section – Equipment**

All requisitions for equipment should include a quote no more than 30 days old. Any equipment valued at **\$12,500.00** or higher should contain detailed specifications so that purchasing staff will be able to solicit competitive bids. (Refer to "competitive bidding" & "sole brand" sections below for additional information.)

### **Detail Section – Services**

Requisitions for services should include detailed information supporting the service that the user department is requesting. If a contract is required then please consult Legal and Contracts & Procurement to determine requirements for such. **(Note: Do not sign any vendor’s agreement or contract and agree to any standard terms and conditions. By doing so, you violate the Procurement Policy established inside the Municode. Binding contracts must be signed by the Mayor or an authorized signor of the City of East Point. If you are unsure, please consult the Municode, [https://library.municode.com/ga/east\\_point/codes/code\\_of\\_ordinances?nodeld=DVIICOLOGO\\_PT4AD\\_CH3PRCO](https://library.municode.com/ga/east_point/codes/code_of_ordinances?nodeld=DVIICOLOGO_PT4AD_CH3PRCO) or contact Legal or Contracts and Procurement departments. Never sign any agreements on the behalf of the City of East Point.**

### **Detail Section – Freight (Shipping & Handling)**

All purchases where the City is responsible for paying freight shall be executed **F.O.B. Destination** (*Free-on-Board*). This means that if damage should occur while the shipment is in transit from the vendor to the City, then the vendor is responsible for filing all damage claims with the carrier.

### **Detail Section – Competitive Bidding**

If the grand total of **all items or services** to be purchased is **\$12,500.00 or more** and the items/services are not available on an existing city entity contract, Approved Piggyback purchase, then please complete a purchase requisition as previously indicated and attach detailed specifications for the product or service so that Purchasing may obtain competitive bids. Some items to consider for specifications include but are not limited to:

- Performance: Describe the capabilities that the product or service must satisfy.
- Design: Describe the characteristics that the product or service must possess.
- Brand Name: Include a brand name, model number or other designation that identifies the product of a particular manufacturer as an example of the quality level desired.
- Delivery Time: When is the item or service is needed.
- Shipping/Freight: An amount “Not to exceed”
- Manufacturer’s Warranty
- Extended Warranty or Service Plan

- Drawings, blueprints, catalogs, or product brochures
- Onsite training
- Color
- Installation (including electrical connections, water connections, gas connections)
- Terms – Terms must be no less than NET 30 DAYS and must be shipped F.O.B. DESTINATION.
- F.O.B. – Free on Board means that the vendor is quoting a price to include all freight and insurance to cover damage if it occurs in transit. The responsibility for filing claims rests with the vendor.
- Local Preference-In an effort to nurture small and large business, create jobs, boost local economic activity, and tax revenue, the city will grant the lesser of a five-percent or five-point local preference to all otherwise responsive and responsible vendors who have an actual physical presence and direct economic relationship within the city. This provision is applicable only to the city's acquisition of materials, equipment, or services through the request for proposal (RFP) or request for qualification (RFQ) process as provided in code sections 4-3303, 4-3307, and 4-3313.

Contracts and Procurement will recommend and issue the Notice of Award after the Requesting Department and/or the Mayor and City Council, approves the award of the bid to the most responsive/responsible/highest ranked bidder.

## **Entity Contracts – Contract Administration**

*July 2020-Contracts and Procurement is working with Legal to establish contract templates for the City of East Point. The below entity contract language is standard per the type of entity contract. Once the contract templates are approved, C&P will issue the forms to the departments for usage. The contracts are put in place to protect the best interest of the City and Vendors.*

An Entity Contract is a term contract for a specific item(s) or service(s), usually for the period of one (1) year that is established for one entity or specified group of users usually with one vendor. Competitive bidding requirements or justifications for Sole Brand/Sole Source purchases are applicable when establishing any Entity Contracts. Detailed specifications must also be developed in order to establish the level of quality required for the item(s) or services.

### **Entity Contract - OPEN**

- A supply contract which does not obligate the user to purchase any minimum quantity or limit the user to any maximum quantity
- Use if there is an ongoing need through the year for an item when the exact usage cannot be determined
- Specify usage as a realistic estimated annual quantity to allow bidders to establish a unit cost per item
- Utilize Entity Contract Open terms and conditions
- Awarded to vendor using Notice of Award - Use PO Releases against contract to establish order quantity and encumber funds
- Renewable for up to 60 months - initial set-up and subsequent renewals limited to maximum of 12 months
- Terms and Conditions contain Cancellation Clause

### **Entity Contract - FIXED**

- A supply contract which does obligate the user to purchase a stated quantity
- Establishes fixed, scheduled delivery dates and specific quantities to be delivered
- Use where specific items are required at specific times during the year
- Utilize Entity Contract Fixed terms and conditions
- Awarded to vendor using Purchase Order to encumber total funds - Releases against contract not needed.

### **Agency Contract - SERVICE/MAINTENANCE**

- Term contract issued to provide maintenance for equipment or other types of services such as lawn care, custodial/janitorial, security, pest control, etc.
- Scope of Work should detail service requirements, frequency and schedules
- May be issued by agency if annualized amount of the contract is under the agency's delegated authority
- Utilize Entity Contract Service/Maintenance terms and conditions
- Awarded to vendor using Purchase Order to encumber total funds for initial term - Releases against contract not needed
- Renewable- initial set-up and subsequent renewals limited to maximum of 12 months
- Terms and Conditions contain Cancellation Clause and Insurance requirements

### **Agency Contract - LEASE / RENTAL**

- A term contract used for the rental or lease of equipment
- Generally, entity will never take title(\*) to or have ownership of equipment
- Utilize Standard Agency Agreement - Lease/Rental
- Awarded to vendor using Purchase Order to encumber total funds for initial term - Releases against contract not needed
- Renewable - initial set-up and subsequent renewals limited to maximum of 12 months at a time
- Must run on a Fiscal Year basis (July 1st - June 30th)
- Terms and Conditions contain "Funding Out" clause

### **Agency Contract - INSTALLMENT PURCHASE**

- A term contract used for the purchase of equipment through installment payments
- Agency takes title(\*) to or takes ownership of equipment
- Utilize Standard Entity Agreement - Installment Purchase
- Awarded to vendor using Purchase Order to encumber total funds for initial term - Releases against contract not needed
- Renewable- initial set-up and subsequent renewals limited to maximum of 12 months at a time
- Must run on a Fiscal Year basis (July 1st - June 30th)
- Terms and Conditions contain "Funding Out" clause

\* Title - The Standard Agency Agreement provides for the following:

- Leases and Rentals - The title to the property remains with the bidder/offeror. The user agency acquires no right, title, or interest therein, except as may be provided for by equity accruals or options to purchase.
- Installment Purchases - Title to the property vests in the user agency upon acceptance, subject to the terms and conditions of the Standard Agency Agreement and the user entity's obligations there under.

### **Contract Administration**

It is crucial that appropriate methods of contract administration of contracts are established. Personnel should be designated to monitor vendor performance to

insure that vendor is performing according to the terms and conditions established in the contract. This is especially important for service/maintenance and construction contracts. It is suggested that a sign-in log and checklist be completed weekly or as necessary to efficiently monitor adherence to requirements by the vendor for service/maintenance contracts. Similarly, checks must be performed to insure that requirements are performed by contractors according to established standards and schedules.

### **Detail Section – Sole Brand Purchases**

Sole brand purchases must be competitively bid. In such cases, the purchase can be bid with the statement "No substitutions on brand or model." This type of purchase allows for competition among vendors but limits the vendors to bidding only on the particular manufacturer and model number. To qualify for a sole brand purchase, the commodity being purchased must meet one or more of the following criteria: compatible with an existing system, matching or interfacing with existing equipment. Department must submit a justification letter to explain why a particular brand/model is only acceptable.

### **Detail Section – Sole Source Purchases**

In addition to completion of the sole source justification letter as noted above, sole source purchases require a letter from the original equipment manufacturer (OEM), on the manufacturer's letterhead, stating that the commodity is only available from one source. (Note: The letter must come from the original equipment manufacturer and not the distributor or reseller).

### **Detail Section – Receiving and Follow-Up**

Effective July 2020, departments will no longer receipt. Invoices will be processed via the Accounts Payable module. Accounts Payable, (AP), will submit the invoice via the BS&A system to the requesting department for approval. Once approved by the Department Head, invoice will be scheduled for payment.

Please make sure to submit invoices to AP to process payments in a timely manner.

Invoices are paid on a **Net 30** day basis beginning with the latter of the date Accounts Payable receives the invoice or the department receives the correct shipment of goods.

Invoices should not be attached to purchase requisitions and submitted to Purchasing. This practice has been deemed "after-the-fact" purchasing by Auditors and will be cited during regular purchasing audits and desk reviews. All invoices must be date-stamped to comply with 30 day payment rule.

Violation of the procedure could lead to disciplinary procedures up to an including termination and criminal prosecution.

**\*\*The exception to this rule are registrations, renewal of memberships, lodging, etc. Normally any item/service that must be pre-paid.**

### **Detail Section –Emergency Purchases**

Notwithstanding any other provisions of this chapter, where the purchasing agent determines that an emergency exists, the purchasing agent may make or authorize others to make emergency procurements or equipment, supplies, services, construction items or professional or consultant services when the purchasing agent determines there exists a threat to public health, welfare or safety under emergency conditions. Such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

### **Everify Procedure**

The City of East Point is mandated by the Georgia Department of Audits, per O.C.G.A 13-10-91, all vendors that are providing services or installations that are greater than \$2500.00 must register with Homeland Security to receive an Everify number. All other vendors that are owners and do not have any employees must submit a current state issued identification. This form must be completed per order entered into the system, if applicable.

### **S.A.V.E. Affidavit**

The City of East Point is required to verify the status of anyone who applies for a Public Benefit through the City. Public Benefits are defined by state statute, O.C.G.A. § 50-36-1, by Federal statute, 8 U.S.C. §1611 and 8 U.S.C. §1621, and by the Office of the Attorney General. Pursuant to these definitions, Contracts awarded by the City of East Point are considered "Public Benefits." Beginning on January 1st, 2012, any person or persons awarded a Public Benefit must show a secure and verifiable document, and complete the S.A.V.E. Affidavit.

Documents which are considered "secure", "verifiable" and therefore "acceptable" have been identified by the Office of the Attorney General for the State of Georgia. A list of those documents may be obtained directly from the State of Georgia (<http://law.ga.gov/immigration-reports>) or from the Federal Government.

### **Detail Section – Year-End Purchasing Deadline**

The City of East Point publishes their year-end purchasing guidelines. An example might be that the deadline occurs on **April 15<sup>th</sup>** each year. (Note: If April 15<sup>th</sup> falls on a Saturday then the deadline will be April 17<sup>th</sup>. If April 15<sup>th</sup> falls on a Sunday, then the deadline will be April 16<sup>th</sup>). You must anticipate any needs that your department will have for purchases and services needed between **April 15<sup>th</sup> and June 30<sup>th</sup>** and submit all approved purchase requisitions to Purchasing by the close of business on April 15<sup>th</sup>.

\*\*Please note-the deadline dates are subject to change. A Year-End Procedure will be distributed to all departments prior to this time.

### **Detail Section – Regular Purchases**

A purchase of goods or services not covered or available on an entity contract would be considered a regular purchase. Since the City does not have a designated vendor for these commodities or services, the entity is allowed to go into the "regular purchase" and secure a vendor. A regular purchase is generally a one-time buy for the agency.

Competitive bidding is required on any regular purchase valued at \$12,500 or higher. The Ionwave Technologies Software, Procurement Registry (GPR) must be utilized. All formal bids must be published in a legal organ.

## **Detail Section-Violation of Purchasing Rules and Regulations**

When a purchase is made contrary to the rules and regulations established by the City of East Point and/or Federal and State, the order/contract shall be void and of no effect. Any official of this entity that willfully purchases or causes to be purchased any materials, supplies or equipment contrary to the rules and regulations shall be reported to the Deputy and/or City Manager.

### **\*\*\* Important Note\*\*\*\***

All team members who violate the established Procurement Rules and Regulations of The City of East Point Municode will be sent violation letters and their Supervisor and Deputy and/or City Manager will receive a copy for review and possible disciplinary actions.

## **WAREHOUSE STOCK REQUISITION REQUESTS**

The Contracts and Procurement oversees many stock items located in the warehouse for departments throughout the City to use. Effective July 8, 2020, all stock requests must be requested via the Work Order Module of BS&A.

**Update 9/25/2020**-Effective immediately-All Departments must attach a current budget check to each Work Order. Failing to do so will cause your request to be denied. Funds must be in your budget for your Work Order request to be approved by Contracts and Procurement

### **Logging Into BS&A**

1. Find the Equalizer .Net Applications on your desktop and double click it.



2. Once in the folder, find the Purchase Order icon and double click it

 Work Order .Net 4/7/2014 11:00 AM    Shortcut

3. The application will open. Log in with the same username and password that you use to log into your computer. Then click Login.

Login to Work Order

**WO.NET**  
by BSA SOFTWARE

Username:

Password:

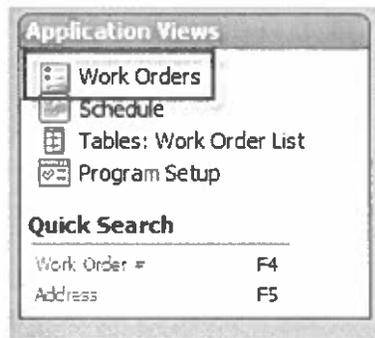
Login Cancel

Database Connection Valid

Current Server: (local)\BSA Click to Setup...

### ***Adding Work Orders in Work Order***

1. Click on the Work Order in the application views on the left-hand side.



2. The first time you log in click Options and set the options selected in red below.

Data Entry Options

Automatically Save Work Order When Exiting 'Add New Work Order Wizard'

Start Task Entry On Task Code Column

Don't Automatically Prompt For A Work Order Type When Adding a New Work Order

Automatically Display Schedule In New Work Order Wizard After Entering Scheduled Date

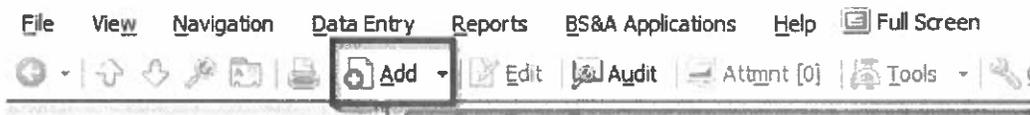
Default Work Order Type: INV ISSUE TICKET

Set Data Entry Order... Reset Data Entry Order To Defaults

Use Scheduled Date For Default Labor/Equipment/Task Dates

[View changes...](#) Discard Changes Close

3. Click the **Add** button at the top of the screen.



4. Fill in applicable fields from screen shot below and click next.
  - a. Status Field is defaulting to Pending.
  - b. Enter Manager. This is the department head approving the issue of the inventory being requested.
  - c. Enter Scheduled Date (enter today's date unless a specific date is requested).
  - d. Enter a Brief Description if applicable. This can be location or department you are requesting inventory for.

Add New Work Order ✕

**General Work Order Information**  
Page 1 of 4

Type: INV ISSUE TICKET

Order Number: [Next Available]

Status: PENDING

Manager: BSA

Worker Group:

Priority:

Quick Information Entry

Labor Performed By:

Address Lookup Type:  
Parcel Number Owner Name

Parcel Number:

View Schedule...

Schedule Date: 06/30/2020  08:00 AM Est. Job Length (Hours): 0 00 Department:

Est. Start Date: 06/30/2020  06:13 PM Est. End Date: //

Brief Description: SUPPLIS FOR FINANCE OFFICE  Date Filed: 06/30/2020  06:13 PM

Work Description:

Style: Regular

Facility Code:

Asset:

Additional Facilities...

Finish  Back  **Next**  Cancel

5. On Address Information Screen enter the address of the location if need for the warehouse. If not click Next

**Add New Work Order** [X]

**Address Information**  
Page 2 of 4

Parcel Number:  Address Lookup Type:

**Address**

Customer Name:

Prefix:  Street Number:  Direction:  Street Name:  Suffix:

Unit or Apt:  Route:  Section:

Intersection:  And

City:  State:  Zip:  Phone:

**Location Notes:**

Latitude:  Longitude:

6. On the Work Order Details Screen click Next
7. On the Additional Work Order Details Screen enter any Inventory Items, quantity, and expense account for all items requesting and click Finish to complete adding the Work Order.

Add New Work Order X

Additional Work Order Details  
Page 4 of 4

**Inventory** <Click Here To Add A Kit...>

Inventory Code	Description	Est. Quantity	Units	Location	Room	Withdrawal Acct
006-670-00012	GLOVE, DISPOSABLE LATEX	5.000	BX	01	SW	101-215-728.000
006-670-00021	PAD, GAUZE, 2" X 2"	1.000	BX	01	SW	101-215-728.000

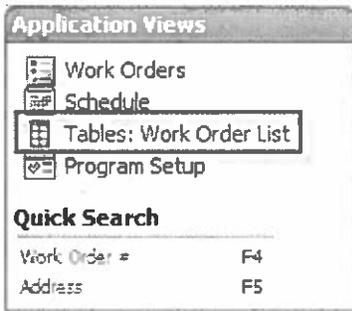
**Equipment/Materials**

Equipment ID	Description	Rate	Hours
<double-click or begin typing here to add a new row >			

Finish Back Finish Cancel

## Approving Work Order Issue Ticket

1. Locate the Work Order to review and approve. You can do this from the Work Order List Table or by Using the Work Order # Quick Search.



2. The table view will show all Work Orders on the Table View There is a Link at the Top of the Screen Show Filters or Hide Filters Depending on if you want to filter the Work Orders being displayed in the Table. You can filter by Manger shown in the following screen shot to see just your work orders assigned to you. If using the table double click on the work order pending your approval.

[Show Filters](#)

[Hide Filters](#) Clear All Filters Work Order Type:

Task Code:  Entered By...  All Users

Entry Date From:  To:

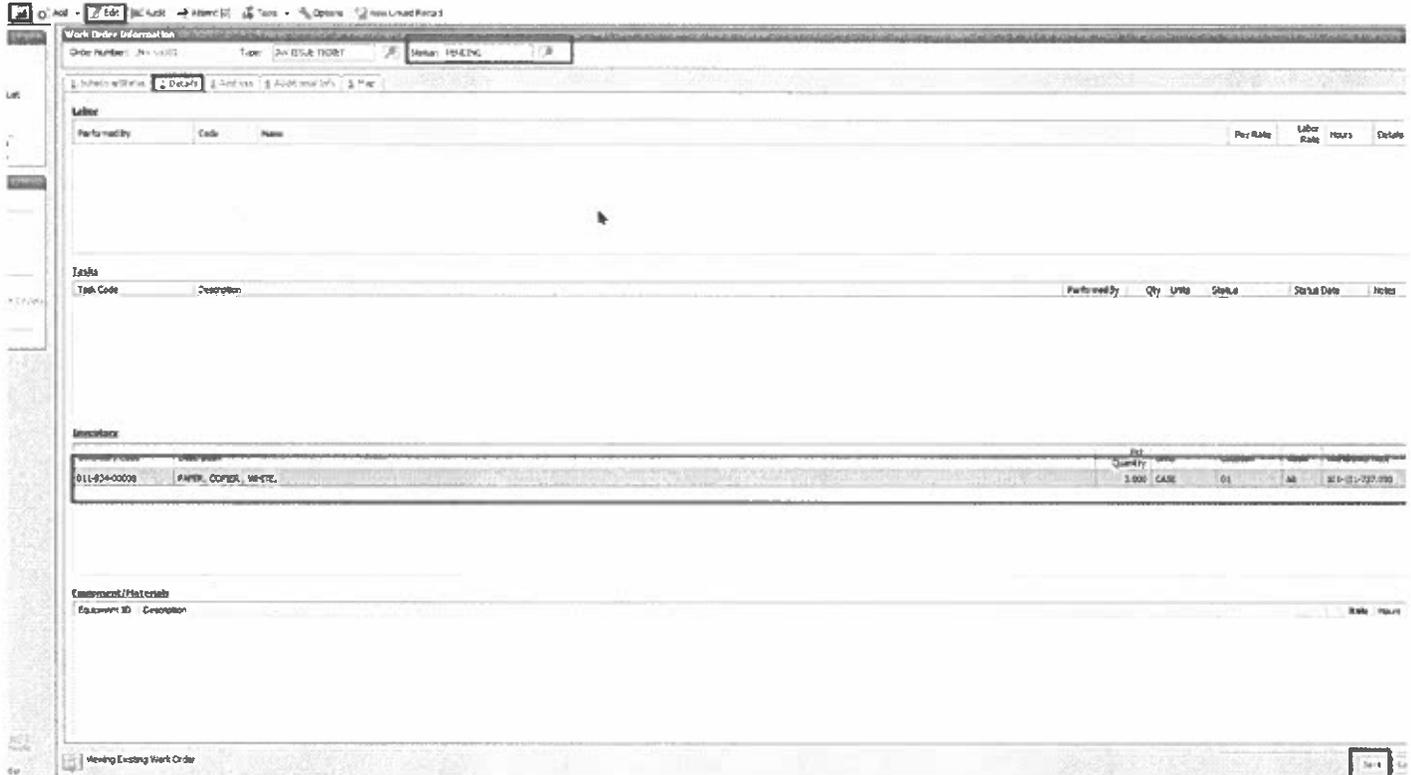
Completion Date From:  To:

Scheduled Date From:  To:  [Select Depts...](#)

Facility Code:  Asset Code:  Address:

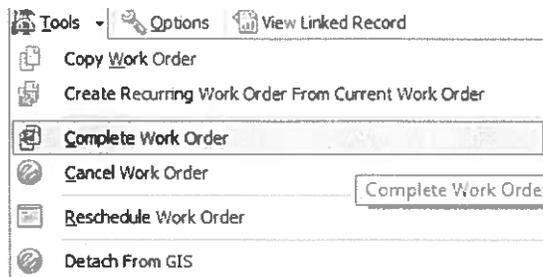
Rec. Work Order Code:  Status Type Filter: All Statuses Manager:

3. With the Work Order on the screen you can Print the Issue Ticket to the screen to review or Click on the details tab. To approve the Work Order Issue Ticket, Click Edit on the Tool bar and change the status to Approved and Click Save.



**Completing a Work Order. This will be performed by the Warehouse and is when the Inventory is withdrawn.**

1. Select the Work Order that needs to have the Inventory to be pulled. You can do this from the Work Order Table to find approved Issue Ticket Work Orders.
2. Once on the Work Order screen go to Tools > Complete Work Order.



3. Fill in the Applicable Information for Completing the Work Order.

- a. Fill in Completed Date.
- b. Enter a note in the Results if applicable.
- c. Click OK

Complete Work Order

Completion Date: 07/01/2020  Send Invoice Request To Miscellaneous Receivables New Status: COMPLETED User Fields...

Results:  Send Check Request To Accounts Payable

INVENTORY IS READY TO BE PICKED UP

<Click Here To Add A Kit...>

Inventory Code	Description	Est. Quantity	Units	Location	Room	Actual Qty.	Actual Units	Withdrawal Acct
011-834-00008	PAPER, COPIER, WHITE,	3.000	CASE	01	A8	3.000	CASE	101-151-727.000
<double-click or begin typing here to add a new row.>								

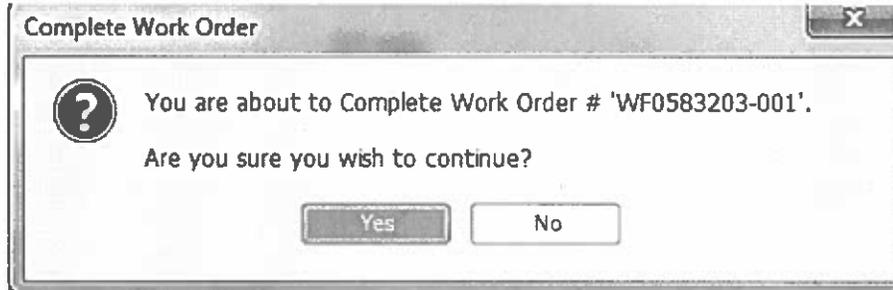
Performed By	Code	Name	Pay Rate	Labor Rate	Hours	Details
<double-click or begin typing here to add a new row.>						

Equipment ID	Description	Rate	Hours
<double-click or begin typing here to add a new row.>			

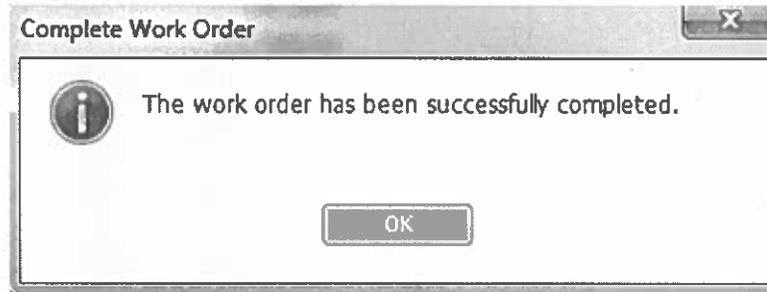
Task Code	Description	Performed By	Qty	Units	Status	Status Date	Notes
<double-click or begin typing here to add a new row.>							

OK Cancel

4. Click Yes. Please note that Work Orders cannot be uncompleted. A new Work Order will need to be added.



5. Click OK



**After Hours Stock Requests**

- Any requests after the normal business hours of Monday-Friday, 8am-5pm is considered an after-hour stock request.
- The requesting department must complete an Emergency Request Stock Item Form and submit to the Warehouse team member "On-Call".
- The Warehouse team member will input the emergency items into the system and process the after-hour stock request.

If there are any questions as it relates to requesting Warehouse Stock. Please contact the below Warehouse Team.

Team Member Name	Title	Contact Information
Carlton Hall	Inventory Control Specialist	<a href="mailto:cmhall@eastpointcity.org">cmhall@eastpointcity.org</a>
Derrick Corbin	Warehouse Clerk	<a href="mailto:dcorbin@eastpointcity.org">dcorbin@eastpointcity.org</a>
Kendrick Jenkins	Warehouse Clerk	<a href="mailto:kjenkins@eastpointcity.org">kjenkins@eastpointcity.org</a>

**\*Please note-On-Call list is posted weekly by the Inventory Control Specialist. The team member on-call will respond and be present at the Warehouse to distribute the after-hour equipment/supplies.**

**\*\*After-Hour Stock Request Form can be located on the City's website, <https://www.eastpointcity.org/applications-forms/#contracts-procurement>**

**Remember Team:**

Do not sign any contracts to obligate the City.

Always confer with Legal and/or Procurement as it relates to any agreements.

Do not procure or began any projects without a valid and encumbered purchase order.

Login to BS&A multiple times daily to review and approve requisitions and invoices.

All items/services over the threshold of \$25,000 must be presented before Council by the requesting department.

Process all Emergency related documents timely.

Invoices are paid **Net 30 days**.

Please visit <https://www.eastpointcity.org/applications-forms/#contracts-procurement> for Procurement forms. C&P is currently updating and uploading forms for department usage. Contact us if you do not see a required form on the website.

Please visit <https://www.eastpointcity.org/contracts-procurement/> for posted bids by our Department. If you need access to the Ionwave Technologies System, please email the below team members:

Ella Sizemore-Director of Procurement, [esizemore@eastpointcity.org](mailto:esizemore@eastpointcity.org)

Jon'a Balkum-Buyer, [jbalkum@eastpointcity.org](mailto:jbalkum@eastpointcity.org)

Tron Jones-Contract Specialist, [tdjones@eastpointcity.org](mailto:tdjones@eastpointcity.org)

Dena Ray-Contract Specialist, [dray@eastpointcity.org](mailto:dray@eastpointcity.org)