

**REPEALED BY A.O. 149
ON 2/18/22**

ADMINISTRATIVE ORDER NO. 136

Administrative Order No. 132, adopted September 27, 2017, is hereby repealed.

Pursuant to the authority granted to the City Administrator in BMCC, Section 2-300, I hereby establish the following procedures regarding:

“Purchasing for the City of Billings”

PURPOSE

This Administrative Order provides guidance to department directors, managers, supervisors and employees regarding the City's Purchasing Procedures.

PERSONNEL

In order to provide an efficient purchasing program built on excellence and expertise, it is important that all personnel (Citywide) function as a team with cooperation as the essential element. Those individuals whose duties require them to become a part of the purchasing cycle must be completely acquainted with the Procedures and have a clear definition and understanding of its purposes, insofar as it applies to the procurement of materials, supplies, equipment and professional services at the lowest possible cost consistent with the quality needed for the operation of municipal departments.

The City of Billings requires departments, divisions, units and City personnel to cooperate fully in their adherence to Procedures as adopted by the City Administrator.

Personnel Behavior according to Purchasing Procedures:

1. Personnel will govern themselves in a manner that is consistent with the Code of Ethics, City Codes and Resolutions.
2. The Purchasing Procedures are created to promote and cultivate at all personnel levels within the City goodwill and good business relationships with vendors in order to establish equity and protect the public interest in such a way that enhances the City's reputation for impartiality, courtesy, ethical deportment, service, and economy.
3. The Purchasing Procedures assure that all purchases receive the benefit of competition to the maximum extent practicable, through the use of quotes, formal sealed Invitations for Bids, Requests for Proposals, and other recognized and professionally acceptable methods of procurement that accrues positive benefit to the City.

These Procedures establish efficient guidelines and instructions to aid each department of the City in monitoring its own compliance and commitment to authorizing, approving and processing expenditures.

PROCEDURES

The Procedures apply to all City departments and divisions and to ALL types of expenditures.

It is the policy of the City to obtain maximum value for each tax dollar expended in the purchase of goods and services, and to establish systematic, consistent and fiscally responsible accountability and control over all City purchases.

The City Finance Department is responsible for maintaining overall control and implementation of the Procedures.

Public procurement functions essentially share primary fundamental goals such as obtaining maximum value for each tax dollar expended and establishing systematic, consistent and fiscally responsible accountability and control over all purchases.

These Procedures apply to all activities, including the City's State and Federally-funded programs or grants and other entities under the authority of the City Administrator and/or City Council. They include, but are not limited to the acquisition of:

- Equipment
- Merchandise
- Materials
- Professional services
- Other services
- Construction contracts

These Procedures are in compliance with all Federal and State laws as they may apply.

These Procedures will be used in conjunction with the policies in place for the Capital Improvement Plan (CIP), the Equipment Replacement Plan (ERP), and the Technology Replacement Plan (TRP).

Those who fail to comply with these Procedures may be subject to disciplinary action.

Dated this 1st day of November, 2018.


-ss- Bruce McCandless
City Administrator



CITY OF BILLINGS

PURCHASING

PROCEDURES

November 2018

**All forms, template documents, etc. are located on the Server
at \\lt-w3k07\all users\Purchasing**



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A. ROLES OF PURCHASING

- A.1 DEPARTMENTAL STAFF is responsible for drafting specifications with assistance from the Purchasing Agent, for all items where the City is required to provide an opportunity for competition, including construction and professional services.
- A.2 THE PURCHASING AGENT is responsible for the review and proper processing of all procurement acquisitions made by the City. Additionally, the Purchasing Agent will:
 - A.2.1 As needed, purchase or assist in the purchases of all materials, supplies and services needed by any user Department;
 - A.2.2 Discourage uniform bidding (prearranged bid rigging) and endeavor to obtain as full and open competition as possible on all purchases and sales;
 - A.2.3 Standardize and achieve volume procurement using collective buying, City warehousing, lead purchaser or other concepts, which produce the lowest price possible to the City for the quality of goods or services required;
 - A.2.4 Prescribe and maintain such forms as he/she shall find reasonable and necessary;
 - A.2.5 Explore possibilities of buying in bulk so as to take full advantage of discounts;
 - A.2.6 Join with other governmental units and agencies in cooperative purchasing plans when the best interests of the City would be served;
 - A.2.7 Advise and assist the Finance Director and Administrative Services in the formulations and recommendations of policies and procedures in connection with the purchasing activities of the City;
 - A.2.8 Manage and maintain the Purchasing Card program;



- A.2.9 Assist Departments and Divisions in the coordination, solicitation and award of all quotes, bids, RFPs and otherwise;
- A.2.10 Maintain a list of all vendors who have expressed an interest in selling to the City of Billings. It will be the responsibility of the Departmental author to assure all interested parties will be contacted;
- A.2.11 Review purchase orders and invoices for compliance with the City of Billings Purchasing Procedures;

B. PURCHASING PROCEDURES

B.1 PROCEDURES: the following procedures outline the Purchasing process and define the involvement of Purchasing.

- B.1.1 The preferred method for purchases less than \$100 is petty cash or purchasing card, but invoices may be processed, if necessary.
- B.1.2 Purchases of \$100 to \$9,999.99 do not require price quotes or bids and the Purchasing Agent need not be involved. These purchases may be made through:
 - Purchasing Card (up to \$2,500)
 - Purchase Order or Invoice
- B.1.3 Purchases from \$10,000 to \$79,999.99 require three (3) written quotes. The lowest responsible bidder will be selected. Depending on the complexity of the project or quote requested, the Purchasing Agent may be involved. The responsible Department shall complete and sign a Quote Form, attach the written quotes and forward the quote packet to the Purchasing Agent for approval. The quote packet will then be attached to the contract, invoice or Purchase Order. Catalog prices are acceptable when local vendors cannot be found.



NOTE: The lowest quote does not have to be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided sub-standard goods. Documentation must be presented to and reviewed by the Purchasing Agent and Legal Department to determine whether or not a supplier will be excluded from competition. The City Administrator must approve this stated special circumstance upon signing of the contract.

B.1.4 Contracts for miscellaneous professional and consultant services, as well as software, etc. for greater than \$24,999.99 require a Request for Proposal (RFP), the involvement of the Purchasing Agent is optional and legal advertising is mandatory. A selection committee is also required.

Exception: pursuant to MCA Title 18, Chapter 8, contracts for architectural, engineering and land surveying services for projects for which the fees are estimated not to exceed \$50,000 may contract for those professional services by direct negotiation.

B.1.5 Purchases for any automobile, truck, other vehicle, road machinery, other machinery, apparatus, appliances, equipment, materials or supplies, or for construction, repair or maintenance in excess of \$79,999.99, requires a competitive, sealed bid process (State Law MCA Title 7, Chapter 5). Purchasing Agent involvement is optional and a legal advertisement is mandatory. There are two additional guidelines that may apply to sealed bids:

B.2 PERFORMANCE, PAYMENT AND/OR LABOR AND MATERIALS

BONDS - The bidder may be required to furnish an approved Performance Bond, Labor and Materials Bond, or Payment Bond in the amount of one hundred percent (100%) of the contract amount, conditioned to the effect that the contractor shall faithfully perform the terms and conditions of the contract and shall indemnify the City from the negligent acts of the contractor, his or her agents or servants in their performances of the terms and conditions of the contract, and shall pay all proper claims of subcontractors and suppliers. Construction contracts generally require additional bonds, but all other contracts shall be discussed with the Purchasing Agent to determine if necessary.



B.3 INSURANCE - If the contract requires work to be completed for the City by a contractor, the City of Billings must require that the successful contractor maintain in full force and effect a Workers' Compensation Insurance Policy on its employees and Comprehensive General Liability Insurance Policy naming the City of Billings as an additional insured in specified predetermined amounts, to provide protection to the parties to the agreement. Automobile liability insurance may also be required. The Purchasing Agent will advise the issuing Department regarding insurance needs.

NOTES:

- All insurance requirements and any additional bonds must be stated in all advertisements so contractors may adjust their quote or bid accordingly.
- The City Administrator may, in writing, allow for lesser amounts of insurance coverage or grant an exception.

B.4 INVITATION FOR BID (IFB) PROCESS

B.4.1 According to State law, MCA Title 18, Chapter 4, an Invitation for Bid must be issued and shall include a purchase description and conditions applicable to the procurement.

As per State law, MCA Title 7, Chapter 5, sealed bids are used for purchases for any automobile, truck, other vehicle, road machinery, other machinery, apparatus, appliances, equipment, materials or supplies, or for construction, repair or maintenance in excess of \$79,999.99.

The City will give adequate public notice of the Invitation for Bids in a reasonable time before the date of the opening of the bid. A legal advertisement (i.e. publication in newspaper) must appear two (2) consecutive weeks prior to the bid opening.

NOTE: When Federal money is involved in the bid, then the legal advertisement must appear for three (3) consecutive weeks prior to the bid opening.

B.4.2 Sealed Bids are received in the office of the City Clerk and are opened publicly at 2:00 PM on Tuesdays in the City Hall



Conference Room. A Departmental representative and the Purchasing Agent shall be present to record bids on a Bid Tabulation Sheet. Each bidder and any member of the public has the right to attend, and to examine and inspect all bids after they are opened. The user Department, with the assistance of the Purchasing Agent and/or the Legal Department, if necessary, shall evaluate and jointly agree on a recommendation of award.

B.4.3 Each bid should include BID SECURITY equal to 10% of the bid amount, which may be made via Certified Check, Cashier's Check, or Bid Bond payable to the City. The bid security will be retained by the City Clerk until the successful bidder enters into a contract with the City. Unsuccessful bidders shall be entitled to the return of the submitted security (other than a bid bond) after a formal award has been made. A successful bidder, upon failure on his part to enter into a contract within the time specified after notification of the bid award, shall forfeit any surety deposited with the City of Billings.

B.4.4 The name of each bidder and amount of each bid and other relevant information is recorded.

B.4.5 Bids are unconditionally accepted, except bids without bid security, when required. All other irregularities shall be examined after the bid opening with assistance from the Legal Department.

B.4.6 If a bid award is made, it is with promptness by written notice to the lowest bidder who has met all the requirements and specifications set in the Invitation for Bid. Also, the bid award recommendation is submitted for transmittal to the City Council for their approval. The recommendation must include a list of all bidders, bid amounts and an explanation.

B.4.7 Rejection of Bid - All bids received in response to an advertisement may be rejected. The Purchasing Agent, if involved in the bid, and user Department, together, may recommend rejection of all bids for an item, group of items or the entire scope if such action is determined to be necessary and in the best interests of the City. An example of when such action would be appropriate is incomplete or incorrect specifications.



B.4.8 A contract is executed upon an award of bid including the terms and conditions and specifications set forth in the Invitation for Bid.

B.4.9 All bid materials will become the property of the City Clerk, for filing, future reference and maintenance for historical purposes and updating as needed for new procurements.

B.4.10 In the event two (2) or more bidders offer identical bids, all factors considered, new bids may be invited or award made by the drawing of lots, witnessed by the Purchasing Agent and the applicable bidders.

B.4.11 Any bidder protests of award recommendations and/or bid specifications must be filed with the Purchasing Agent within seven (7) days of bid opening.
Upon receiving a written protest, the Purchasing Agent, with assistance from the Legal Department, determines if the protest has sufficient merit and if so, schedules an informal hearing with the protesting bidder and the user Department.
At this hearing, all parties discuss the basis of the protest and attempt to resolve the dispute based on fact. If the protesting party is not in agreement with the results of the informal hearing, they may appeal to the City Administrator. Ultimately, final decisions rest with the City Council.

B.4.12 An Invitation for Bid (IFB) shall include the following:

- Bid submission requirements
- Purchase description/scope of services
- Contract terms and conditions
- Non-collusion statement
- Prevailing wage rate language, if necessary
- An acknowledgement of addendum section
- DBE Statement for Airport and MET Transit Departments



B.5 REQUEST FOR PROPOSAL (RFP) PROCESS

B.5.1 According to State law, MCA Title 18, Chapter 8, Requests for Proposals are utilized for most services, especially professional consulting, and all complex projects (i.e.; office supplies supplier consolidation, software packages) over \$24,999.99 and must be accompanied by a legal advertisement.

Exception: pursuant to MCA Title 18, Chapter 8, contracts for architectural, engineering and land surveying services for projects for which the fees are estimated not to exceed \$50,000 may contract for those professional services by direct negotiation.

B.5.2 The Purchasing Agent should be involved (or at least advise) in the RFP creation and solicitation for professional services (except engineering), facilities, and any other complex projects.

B.5.3 Staff will send out all RFP's, create a selection committee, receive all RFP responses and distribute accordingly to the committee. The issuing Department representative may choose to accept electronic proposals, but must indicate such in the initial RFP. The Intent to Respond Form assists staff in issuing any addenda, which must be acknowledged.

B.5.4 A Request for Proposals shall include the following

- Purchase or Needs description
- Scope of Work/Services
- Evaluation Criteria
- Contract Terms and Conditions
- Proposal Submission Requirements
- Non-Collusion Form
- Intent to Respond Form
- An acknowledgement of addendum section
- DBE statement for Airport and MET Transit Departments



B.6 LEGAL ADVERTISEMENT REQUIREMENTS

- B.6.1 A legal advertisement is required for all Invitations for Bids and Requests for Proposals.
- B.6.2 The City Clerk coordinates ALL legal advertising for the City's equipment purchases, service procurement and meeting notices.
- B.6.3 Legal advertising is done on a weekly basis. As of the adoption date of these procedures, the City's legal publication is Yellowstone Valley News and publication date is each Friday.
- B.6.4 Ad copy and specifications are due to the City Clerk by Noon on Tuesday during the first week of publication.
- B.6.5 Legal ads and specifications must also be submitted electronically (email) to the City Clerk to facilitate website posting.
- B.6.6 Legal ads generally must be published once per week for two consecutive weeks, with at least SIX (6) days separating the publications. This rule applies unless there is a specific advertising/notice requirement unique to the circumstances. For example, if the project or purchase will be utilizing Federal funds, there may be specific advertising requirements over and above the basic requirements named above.
- B.6.7 Legal ads must contain the following information, at a minimum:
 - The name of the project
 - Submittal information including:
 - Bids: Deadline day, date, time and place for bid submittal and day, date, time and place for bid opening.
 - Requests for Proposals: deadline day, date and time for proposal submittal.
 - The name, physical address and phone number of a person to contact for additional information.



- Information on the day, date, time and place of a pre-bid meeting (if one is being held) and whether attendance is mandatory. (it is recommended that, if a pre-bid meeting is held, attendance should be mandatory).
- The dates of publication.
- Standard bidding or RFP language as contained in the template documents on the City's server.

B.6.8 The advertising and opening dates should be coordinated in advance with the City Clerk's office.

B.7 SOLE SOURCE PROCUREMENT

B.7.1 State law, MCA Title 18, Chapter 4, states that a contract may be awarded for a supply or service without competition when there is only one source for the supply or service item. This bidding exception may only apply when the Department Director or designee determines in writing that there is only one source for the required supply or service item.

B.7.2 The Purchasing Agent must receive an explanation in writing attached to the Purchase Order that only one practical source exists.

B.7.3 Examples of sole source items:

- Patented items
- Copyrighted materials
- Secret processes
- Utilities - items for compatibility/standardization
- Specialized proprietary equipment



C. PURCHASING METHODS

C.1 PETTY CASH

Some Departments maintain a petty cash fund that is used for small dollar amount purchases. An Administrative Order adopts the City of Billings Petty Cash Policy.

C.2 PURCHASING CARDS

The Purchasing Agent manages the City's Purchasing Card Program. Purchasing cards will be issued to Departments that request them. The cards are used much the same as a credit card and are assigned to a specific person with a specific limit. The types of purchases are limited as well. An Administrative Order adopts the City of Billings Purchasing Card Policy, which is also provided to each cardholder.

C.3 ENCUMBRANCES/ORDERS

Purchase orders are used to create an order or encumbrance. These are used to confirm an order and identifies the vendor, the purchasing Department, price, quantity, and account number(s) to be charged.

Encumbrances are used to earmark and allows tracking of funds for contracts, especially where multiple payments will be made to the vendor, and the contract and payments may cross fiscal years.

C. 4 INVOICES

Nearly all payments are made through the invoicing process. The invoice identifies the vendor, the purchasing Department, price, quantity, and account number(s) to be charged.



D. SPECIAL PURCHASING DETAILS AND INFORMATION

D.1 COOPERATIVE PURCHASING

The State of Montana maintains a list of term contracts in which a source or sources of supply are established for a specific period of time at a predetermined price. City staff may utilize any of the term contracts listed by the State of Montana agencies as a cooperative purchaser. The list is maintained at <https://www.naspovaluerpoint.org/participants/participant-results/?state=Montana> or <http://svc.mt.gov/gsd/apps/termcontractdefault.aspx>. City staff may utilize term contracts listed by the State without further competition.

D.2 PREVAILING WAGE RATES (DAVIS BACON ACT)

As per State law, MCA Title 18, Chapter 2, for construction projects of \$25,000 or more, there must be a statement in the bid documents calling for the contractor to pay the prevailing wage rate as established by the State of Montana, as well as a statement and copy of wage rates included in the contract documents.

If Federal funds are involved, there may be additional requirements for prevailing wage rates.

D.3 STATE GROSS RECEIPTS TAX

One percent (1%) contractors' tax must be deducted from all payments on construction contracts totaling \$5,000 or more and the collected tax is paid to the State of Montana.

D.4 REAL PROPERTY ACQUISITION AND APPRAISALS

The City Council adopted a policy resolution (Res. 93-16740) that establishes procedures, as well as criteria for appraisals, when the City purchases real property (land).

D.5 USED EQUIPMENT PROCUREMENT



All used equipment which would have a value, if new, of \$5,000 or more must be included in the Equipment Replacement Plan or Technology Replacement Plan, or be specifically approved by the City Administrator.

All purchases for used vehicles with a value of \$10,000 or more are substantiated by at least two (2) quotes of other comparable vehicles to include mileage, condition, and auxiliary equipment of each vehicle quoted.

D.6 EMERGENCY PURCHASES

Emergency authority is to be used "in cases of extreme and immediate necessity where materials, services or equipment are needed for a situation where the health, safety or welfare of the public is endangered or the City is exposed to serious cost consequences if immediate corrective or preventive action is not taken".

If an emergency does occur, the Purchasing Agent will provide support for expediting and determining the best purchasing method.

All emergency purchase orders will be signed by the Department Director or designee and will have a brief explanation of the emergency attached.

Emergency purchases exceeding \$79,999.99 require the City Council by resolution to declare the emergency and record it in the minutes of the council meeting. The requirements for sealed bids can be waived, and the purchase made in the fastest possible manner. (MCA Title 7, Chapter 5)

E. SURPLUS PROPERTY PROCUREMENT AND DISPOSAL

E.1 SURPLUS PROPERTY PROCUREMENT

In reference to MCA Title 18, Chapter 5, the State of Montana coordinates and hosts a Surplus Property and Recycling Program.

The City is an organization permitted to dispose of and procure items through the program, and the Purchasing Agent maintains a list of staff members who are authorized to acquire property through the State's program.

<http://gsd.mt.gov/Surplus-Property-and-Recycling/Surplus-Property-Program>



E.2 SURPLUS PROPERTY DISPOSAL

The Purchasing Agent is designated as Surplus Sales Officer. He/she is responsible for disposing of all surplus personal property, and obsolete and scrap material of any type that belongs to the City of Billings in a manner and on terms that are in the best interest of the City, provided that the procedure and the terms are in accordance with State statute and in compliance with existing City policies.

Disposal of all property will be documented on a Personal **PROPERTY DISPOSAL FORM**, located at \\lt-w12k07\all users\Purchasing\Surplus Property Disposal.

Surplus, worn-out or obsolete material and equipment may be disposed of in any of the following ways:

- By selling or donating to other City Departments through surplus property.
- Through the State of Montana's Surplus Property and Recycling Program
- By cannibalizing or scrapping for parts.
- By trading in on new equipment.
- By advertising for sale and selling at auction, or by advertising and obtaining sealed bids and selling to the highest responsible bidder.
- By receiving three written quotes, and selling to the highest responsible quoting party.
- Junking or recycling.
- By special Council approval.

The Purchasing Agent, with the assistance of Department representatives, shall approve the disposal process of all surplus property. Approved disposal forms, with appropriate documentation attached, shall be retained by the Purchasing Agent for the City's official files.

All proceeds from the sale of these items will be deposited with the Department that last had possession of the items and copies of documentation shall be filed with the disposal form with the Purchasing Agent.



F. DELEGATIONS OF AUTHORITY - APPROVALS

F.1 APPROVALS OF INVOICES AND PURCHASE ORDERS

Purchase Orders and Invoices must be approved, as follows, in the following order:

\$0 - \$999.99

→ Department Designee → Purchasing Agent

\$1,000 to \$9,999.99

→ Department Designee → Purchasing Agent → Finance Director

\$10,000 and above

→ Department Designee → Purchasing Agent → Finance Director → City Administrator

G. SUPPLIER AGREEMENT/CONTRACT PROCESS

G.1 Generally, whether it is for goods or services, suppliers will be engaged through a written document. This can either be a purchase order or contract. **Contracts are required for all goods over \$9,999.99 and services over \$4,999.99.**

G.2 Purchase Orders or Invoices – Purchase Orders and Invoices are created by each respective City Department and approved through the Delegation of Approval Authority levels.

G.3 CONTRACTS

Contracts include any and all documents that may bind the City, legally or financially. This may include proposals, maintenance agreements, rental agreements or otherwise.

G.3.1 COUNCIL APPROVED CONTRACTS



The Department representative should send a draft contract to the Purchasing Agent and/or Legal Department to review before having the contractor sign. The contractor then signs the legally reviewed and approved three (3) copies of the contract and sends the contracts back to the Department representative. The Department representative then sends the contracts to the Purchasing Agent with a contract routing form and other appropriate documents attached. Purchasing will forward to the Legal Department for final review and approval. The Legal Department will send the contract to the City Clerk for the Mayor to sign which is the final signature. The City Clerk attests the Mayor's signature. One original copy of the contract is retained by the City Clerk and the remaining signed original contracts are returned to the Department representative – one for Department files and one to send to the contractor. Use the Contract Routing Form for every contract.

Signature Flow:

Vendor → Department → Purchasing → Legal → Mayor → City Clerk

G.3.2 CONTRACTS NOT REQUIRING COUNCIL APPROVAL

The Department representative should send a draft contract to the Purchasing Agent and/or Legal Department to review before having the contractor sign. The contractor then signs the legally reviewed and approved three (3) copies of the contract and sends the contracts back to the Department representative. The Department representative then sends the contracts to the Purchasing Agent with a contract routing form and other appropriate documents attached. Purchasing will forward to the Legal Department for final review and approval. The Legal Department will send the contract to the City Clerk for the City Administrator to sign which is the final signature. One original copy of the contract is then retained by the City Clerk and the remaining original signed contracts are returned to the Department representative – one for Department files and one to send to the contractor. Use the contract routing form for every contract.



Signature Flow:

Vendor → Department → Purchasing → Legal → City Administrator
→ City Clerk

In no instance shall anyone except the Mayor or City Administrator (or person designated in writing by either the Mayor or City Administrator) sign a contractual document on behalf of the City.

H. SIGNING AUTHORITY – CHANGE ORDERS & AMENDMENTS

Within ten (10) working days after the acceptance of a bid, unless the parties to the contract may extend the period for execution, the bidder and the City shall make, execute and deliver to each other in triplicate an amendment or change order in accordance with the bid.

The City Administrator is authorized to execute amendments or change orders to all contracts executed by the mayor if the changes do not exceed his/her signing authority, which may not exceed the threshold amount for competitive bids set forth in MCA §7-5-4302.

Furthermore, the City Administrator is authorized to execute amendments or change orders to all contracts executed by the mayor if the changes are:

- 1) Within the scope of the project or purchase, provided that increases in the scope of street improvement projects to add improvements requested and paid for by adjacent property owners are permissible;
- 2) Executed in writing; and,
- 3) The increase in contract amount does not exceed:
 - a. His/her signing authority; or,
 - b. Ten (10) percent of the contract price; or,



- c. Five hundred thousand dollars (\$500,000.00); or,
- d. The original budgeted contingency, whichever is less.

The total amount of all change orders or amendments on any given project will be cumulatively combined.

Where the size of the contract makes it probable that City Administrator change order authority will be quickly exhausted, the City Council may, upon recommendation of the City Administrator, extend the aggregate limits of afforded to the City Administrator in an amount set by Council for a specific project.



I. QUICK REFERENCE CHART

Procurement Amount	Petty Cash	Purchasing Card	Purchase Order/Invoice	Written Quotes	Sealed Bids	RFP
\$0 - \$99.99	X	X	X			
\$100 - \$2499.99		X	X			
\$2,500 - \$9,999.99			X			
\$10,000 - \$79,999.99				X		
> \$24,999.99 (consultant, software, professional services)						X
> \$49,999.99 (architect, engineer & land survey)						X
> \$79,999.99 (automobile, trucks, construction, equipment, materials)					X	



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