

# CITY OF GLEN COVE

## PROCUREMENT POLICY & PROCEDURES

Adopted: December 26, 2023

Effective: January 1, 2024





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## DEFINITIONS

NYS GML - New York State General Municipal Law

Purchase Order– A written authorization signed by the Purchasing Agent for a supplier to ship products at a specified price, which becomes a legally binding contract once accepted by the supplier.

Blanket Purchase Order– Written authorization for a vendor to fulfil multiple orders for the same commodities or services with a maximum dollar limit and time limit. A blanket purchase order (BPO) is an agreement between an organization and a supplier to deliver goods or services with a set price.

Goods Receipt– Confirmation of receipt of ordered goods/services by ordering Department.

Invoice– A commercial document that references a purchase order number, indicating the products, quantities and agreed prices for products or services the vendor has provided.

Purchase Contract– A legal agreement between the City and a vendor for goods and/or services.

Request for Proposal– A Request for Proposal (RFP) is the City's competitive solicitation for proposed services for technical or service-oriented projects.

Invitation to Bid– A Invitation for Bid (IFB) is the City's competitive solicitation for supplies, materials, equipment, or project-based specifications developed by the City.

Specifications– Detailed description of product or service requirements as defined by the City.

Vendor Form – form to be filled out by new and current vendors to obtain either new contact information or update information in the financial system

Quote Form – form to be filled out by the requisitioning department when multiple quotes are presented to Purchasing along with Purchase Requisition Form

Request for Adjustment of Purchase Order – form used to make changes to existing purchase orders. Once completed, send to Purchasing.

Piggybacking – using other government contracts. See Section D under “Policy and Exceptions to the Competitive Bidding Requirement”



## **PROCUREMENT POLICY & PROCEDURES**

### **I. PURPOSE**

This policy establishes the guidelines whereby the City of Glen Cove will obtain supplies, equipment and services in a timely manner and at the best value to the residents and taxpayers of the City. Further this policy will be carried out in a manner that maintains fairness to competitive vendors and abides by all applicable Federal, State, and local laws, and the rules and regulations governing public purchasing practices. Employees found to have willfully conducted purchases outside the approved authority may be held personally liable for the costs incurred.

This policy shall be re-authorized by the City Council annually, on the 1<sup>st</sup> Council Meeting of each year.

The Mayor will ensure that the Department Heads distribute the policy to appropriate employees, assure training by purchasing department, and obtain written receipts that both the employee and the Department Head has read and understood this policy therein.

### **II. AUTHORITY OF THE CITY OF GLEN COVE PURCHASING AGENT**

The City Purchasing Agent is a position within the Department of Finance, appointed from an eligible Civil Service list by the Mayor and with consent of the City Council. The City Purchasing Agent shall, in accordance with the Glen Cove Charter Article 11, Section C2-10:

- A. Directly procure or approve purchasing of all supplies, materials, equipment, and contractual services required by any department, office, board or commission of the city, pursuant to such rules and regulations as may be established by the City Council. All purchases made by the Purchasing Agent shall be pursuant to a signed requisition from the head of the department, office, board or commission whose appropriation is to be charged. All purchases shall be made in accordance with the provisions of the New York State General Municipal Law, the City of Glen Cove's Purchasing Policy, and any other state or local legislation.
- B. Establish and enforce, after consultation with the heads of all departments, standard specifications for all supplies, materials and equipment to be purchased by the City.
- C. Prescribe the process of requisitioning for such supplies, materials, and equipment.
- D. Ensure the inspection of deliveries of such supplies, materials and equipment, and cause tests to be made when necessary to determine the quality and conformance with specifications.
- E. Negotiate and submit to City Council for approval all inter-municipal purchasing agreements.
- F. Assure that contracts are subject to City Council approval, providing all relevant



detail on Bids/Quotes in a timely and complete fashion.

- G. Solicit by public bid or request for proposal, and recommend for award by the City Council, contracts to vendors that have met the required specifications and will provide the best value to the city.

### **III. POLICY AND EXCEPTIONS TO THE COMPETITIVE BIDDING REQUIREMENT**

The City of Glen Cove Purchasing Agent shall approve ALL purchases and issue contracts for supplies, materials, and equipment for the City and any City official, Department, Board, or Agency for which the City may be liable.

The Purchasing Agent shall have discretionary authority to initiate the formal bidding process, whether or not a state or county bid exists. It is the responsibility of the Purchasing Agent to verify that the City Clerk has received a completed Statement of Vendor Qualifications Form from any successful bidder.

The Purchasing Agent shall prepare the notices to bidders, arrange for publication in the official newspaper of the City as prescribed by NYS GML 103, and assure that the affidavit of publication is filed with the City Clerk's office.

Competitive bidding is required in all situations as defined by threshold in this policy and where so designated under the provisions of the New York State General Municipal Law, including the "best value" provision as per NYS GML 103.

The Purchasing Agent will recommend awards of materials, equipment, and supplies to the lowest, responsible vendor or on the basis of best value where required by NYS GML 103.

The City Council, via resolution, will award purchase contracts (i.e. equipment, materials, services and supplies) to the lowest responsible bidder or on the basis of best value as required by NYS GML 103 and recommended by the Purchasing Agent.

All contracts for public works involving expenditures in excess of \$35,000 shall be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids as per NYS GML 103.

The City Council, via resolution, will award public works contracts to the lowest responsible bidder as required by NYS GML 103 and recommended by the Purchasing Agent.

The Purchasing Agent will conduct periodic reviews of the quantities of goods and services purchased by both commodity and vendor to determine if the volume of activity will likely exceed the limits beyond which formal competitive bidding must be conducted. This determination is the reasonably expected aggregate amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of purchase.

**The Mayor is the only authorized signatory power for contracting the City of Glen Cove.**



# Procurement Policy & Procedures

Resolutions should evidence the following:

1. Department – identifies needs, scope of service, and potential providers; assigns initial proposed SEQRA determination; and forwards request to the Purchasing Department.
2. Purchasing Agent – assures proper procedure has been followed and forwards proposed arrangement to Controller.
3. Controller – assures funds are available or designated and forwards to the City Attorney.
4. City Attorney – reviews as to form and legality.
5. City Council – approves by resolution and forwards to the Mayor.
6. Mayor – signs the contract and forwards it to the City Clerk (vendor must sign first).
7. City Clerk to forward a signed copy of the agreement to Department.

## A. Materials, Equipment, Supplies and Services

Procurement for materials, equipment, supplies or services (purchases or leases) must be adhered to by the following thresholds:

### **MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES**

<b><u>DOLLAR RANGE</u></b>	<b><u>QUOTES REQUIRED</u></b>	<b><u>METHOD</u></b>
Less than \$ 999.99	None	Purchase can be made without a purchase order
\$ 1,000 - \$ 9,999.99	Two (2)	Written Quotes + Quote Form + P.O. Requisition Form
\$ 10,000 - \$ 19,999.99	Three (3)	Written Quotes + Quote Form + P.O. Requisition Form
\$ 20,000 and above	Competitive Bid	Formal Sealed Bid

Pursuant to NYS General Municipal Law 104b, it is prohibited to break up purchases to stay under the established thresholds. Therefore, purchases will be analyzed over a rolling 12-month period on an aggregate basis by the Purchasing Agent to ensure thresholds are being adhered to.

## B. Public Works

Procurement for public works contracts must be adhered to by the following thresholds:



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<b>PUBLIC WORKS</b>		
<b><u>DOLLAR RANGE</u></b>	<b><u>QUOTES REQUIRED</u></b>	<b><u>METHOD</u></b>
Less than \$ 9,999.99	Two (2)	Written Quotes + Quote Form + P.O. Requisition Form (requires prevailing wage & certified payroll)
\$ 10,000 - \$ 34,999.99	Three (3)	Written Quotes + Quote Form + P.O. Requisition Form (requires prevailing wage & certified payroll)
\$ 35,000 and above	Competitive Bid	Formal Sealed Bid

All Public Works quotes submitted must include the Quote Form (see [page 19](#)) documenting quotes obtained. The City Council, via resolution, will award bids to the lowest responsible bidder(s) for all contracted Public Work projects and all Public Works projects of \$35,000 or above. The Purchasing Agent will provide an explanation of the recommendation for each award and make available to the City Council all written quotes to support the final decision-making processes.

## **C. Professional Services and the RFP Process**

Professional Services are defined as those that require special/technical skills, training and/or expertise. These services include, but are not limited to, architectural/engineering design services, surveyors, accounting services, consultants, and legal services. The nature of these services does not readily lend itself to competitive procurement procedures and, therefore, may follow the RFP process and at the discretion of the Procurement Agent and the Controller.

When the Purchasing Agent determines that services fall outside the realm of competitive bidding, the Request for Proposal process may be used in place of competitive bidding. The use of RFP demonstrates the City's intent to rely on a competitive process "to assure the prudent and economical use of public funds in the best interest of the taxpayers" as required by NYS GML 104b.

The Request for Proposal method of procurement provides prospective vendors with information about the City and promotes competition among vendors to provide the City with realistic proposals tailored to its needs. It provides the City with the proposer's qualifications and experience for purposes of evaluation so that price is not the sole criteria for selection.

All Request for Proposals will be posted on BidNet and the City of Glen Cove's website. Completed proposals will be submitted only through BidNet. The Request for Proposal shall state the importance of price and other evaluation factors. Discussions with responsible offerors and revisions to proposal may be conducted by the Purchasing Agent in conjunction with the Director of the requisitioning Department for the purpose of clarification,





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understanding, and conformance to, solicitation requirements with respondents who are being considered for possible award.

The Purchasing Agent will be responsible for submitting a recommendation for professional services to the City Council. The recommendation must provide the scope of services required and a narrative as to why the proposal is in the best interest to the City of Glen Cove. Professional Services contracts are awarded by City Council resolution.

### **D. Government Contracts or “Piggybacking”**

Any contract to purchase apparatus, materials, equipment and supplies or to contract for services related to the installation, maintenance, or repair of such items, may be made through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The underlying contract must be let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. Purchases made in accordance with this section are not subject to competitive bidding requirements, as authorized by General Municipal Law Section 103.

Purchases made through any contracts that allow for political subdivisions to purchase from them, as well as NYS Contracts, are also exempt from competitive bidding, so long as the contract was awarded in a manner consistent with NYS Law.

It is not necessary to obtain multiple quotations when purchases are made from Federal (GSA), State, County contracts or the Approved list of National Cooperatives (see page 17)

Under certain conditions, local townships and villages may be exempt from the formal bid process as well, as long as the following provision is stated in their solicitation: “*The successful bidder agrees that all political subdivisions of New York State and other entities authorized by law to make such purchases may participate in any award under this bid. These entities shall accept full responsibility for any payments due the successful bidder for their purchases hereunder.*” Procurement of public works contracts (Article 8 of the NYS Labor Law) is prohibited from this exception.

The Departments of the City may purchase materials, supplies, or equipment through piggybacking onto the New York State Office of General Services contracts as they apply to government agencies and municipalities. Department Directors must explore the use of State, County, and other localities' contracts before requesting the initiation of a City bid for the same or similar service or commodity. Department Directors may request the Purchasing Agent to issue a City bid if there is reason to believe that better pricing can be obtained or that such actions are in the best interest of the City of Glen Cove.

Municipalities can only participate in the Federal GSA contracts Schedules 70 (Information Technology), 84 (Police Equipment), Disaster purchasing and the 1122 program (law enforcement equipment)



## E. Preferred Sources

Commodities produced, manufactured, or assembled from approved charitable non-profit agencies for the blind, severely disabled, qualified special employment programs for mentally ill persons and qualified veteran's workshops are considered to be "Preferred Sources" under New York State Finance Law 162 and are exempt from competitive bidding requirements. Below are the NYS Approved Preferred Sources:

- ❖ Corcraft
- ❖ New York State Industries for the Disabled, Inc. (NYSID)
- ❖ NYS Preferred Source Program for New Yorkers who are Blind (NYSPSP)

## F. Sole-Source Procurement

A contract may be awarded without competitive bidding when the Purchasing Agent determines, through written documentation from the vendor, which must be verified by the respective Department Head, that there is only one "Sole Source" for the required commodity or service.

To qualify as a Sole Source, the vendor shall demonstrate:

1. Lack of other products providing equivalent or similar benefits;
2. No potential competition from other dealers or distributors;
3. Specific benefit to the City available only through this provider source.

Supporting written documentation of Sole Source procurement shall be maintained by the Purchasing Agent as a matter of public record and shall list each supplier name and the item provided. A vendor classified as a "Sole Source" provider will be required to provide the City with written documentation every year to prove that their Sole Source status has not changed.

## G. Emergency Orders

Emergency orders may only be given in cases where a genuine public emergency or necessity for immediate action exists. Emergency circumstances may only be declared by the Mayor. In accordance with NYS General Municipal Law 103, such powers "are used in emergencies arising out of an accident or other unforeseen occurrence whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision, require immediate action which cannot await competitive bidding."

The Department Director must document the need for emergency action in a memo submitted to the Purchasing Agent, with a copy to the Mayor. The Purchasing Agent shall



allow the order but then submit to the Council as soon as possible for approval after the purchase is made.

In those situations where the City Council refuses to retroactively approve the Mayor's emergency expense, the Mayor's decision shall stand.

## **IV. COMPETITIVE BIDDING REQUIREMENTS & PROCESS**

Competitive bidding is required in all situations where so designated under the provisions of the General Municipal Law, including the "best value" provision (GML § 103).

At all times, the Purchasing Agent must comply with New York States' Wicks' Law (including but not limited to General Municipal Law Section 101 and Labor Law Section 222).

Notwithstanding the monetary thresholds established by the Wicks' Law for competitive bidding on public works projects, the Purchasing Agent and Department Head may, at their sole discretion, require contractors and subcontractors to include documentation with their bid proposals evidencing the existence of an apprenticeship agreement, approved by the New York State Commissioner of Labor, prior to entering into any public works contract with the City in Glen Cove in excess of \$500,000 for prime contractors and \$250,000 for subcontractors.

The Department Director must submit to the Purchasing Agent a detailed request according to the Purchasing Policy. Funding must be available and encumbered to begin the bid process and Capital project descriptions must match Capital project requests.

The Purchasing Agent will publicize bid requests in a local newspaper making best efforts to assure inclusion of minority- and women-owned businesses. Legal notice will also be posted on the City's website in the "BIDS AND RFP OPPORTUNITIES" section, as well as on BidNet.

### **A. Bid Specifications**

The Purchasing Agent will identify specifications for supplies, commodities or services through information furnished by the requesting Department on all requisitions, and advertise for bids, when legally required, based on the specifications prepared. The requesting Department will have final approval of the specifications and send the Purchasing Agent their approval in writing prior to bid solicitation. Specifications will not be written in such a manner as to effectively favor one bidder. Specifications shall be written to allow any product, commodity, or service that is reasonably equivalent to satisfy the bid requirements.

Requests for items requiring specifications, if necessary, must contain the following:

- A. Physical, chemical, or electrical composition of the item.
- B. Dimensions, tolerance, and performance expected of the item.
- C. Quantity or estimated quantity required.



- D. If a trade-in/upgrade is involved, time and locations of where such items may be examined by bidders.
- E. Time and place of delivery.

No employee or representative of the City may offer verbal clarification or communication of any kind relating to any bid specification. All questions regarding bid specifications must be submitted in writing to the Purchasing Agent and must be received no later than 5 business days prior to the opening date to receive a response. Responses will be made in the form of addenda and distributed to all parties of interest.

No employee, consultant, or representative of the City is permitted to reveal to any prospective bidder for any solicitation, the names or competitive information of any other prospective bidder or party of interest until such solicitation has been opened and made public.

## **B. Bid Opening and Award**

The procedure for bid openings and awards is as follows:

1. The opening of bids will occur at a place in City Hall as designated by the Purchasing Agent. All interested parties may attend.
2. Bids will be opened at the time specified in the legal notice and no bids will be received or accepted after such time.
3. The sealed Bids shall be opened one by one and the information read aloud as follows:
  - a. Name of bidder
  - b. Amount of bid price on each item in which a separate award is permissible.
4. The total amount of the bid and/or alternate bid. The Purchasing Agent shall record each bid result on a bid tabulation sheet and shall certify that it reflects the bids as read.
5. If an item for purchase offered by the lowest responsible bidder does not exactly meet all of the bid requirements as advertised, the Purchasing Agent shall still award the bid to such lowest responsible bidder if in his/her opinion and after consultation with the ordering Department, the deviations are so minor in nature that such low bid may be considered "in substantial compliance" with the specifications. Such deviations must not place the bidder in a superior or preferential competitive position to make the low bid. Such decisions by the Purchasing Agent shall be clearly documented and supported.
6. The Purchasing Agent reserves the right to reject any and all bids but will not reject any bid without a documented reason, which must be noted in the official records of the Purchasing Department.



7. The Purchasing Agent and the requisitioning Department head are to submit a formalized bid tabulation sheet and a summary review of submitted bids to the City Council for review at the first scheduled opportunity after a recommendation is finalized. City Council has the responsibility to pass or deny a resolution to accept awarding of the bid to the vendor.

## V. PROCEDURES AND POLICIES

### A. Purchase Order Requisitions

It is the responsibility of the requisitioning Department to provide adequate specification details to the Purchasing Agent.

The Purchase Requisition Form (see [page 18](#) of this Policy) must be properly filled out with all quotes and all fields attached and completed. Failure to do so will result in the paperwork being returned to the requisitioning department and will ultimately delay the order.

- a. A quote form must be completed and attached to the Purchase Order Requisition Form and must list all quotes received.
- b. All quotes received from vendors must be attached to the quote form.

The Purchasing Agent will make all purchases in accordance with the City's Purchasing Policy.

### B. Quotes and Quote Form

Written formal quotations are preferred in all cases, however, telephone quotes will be allowed to expedite the process pursuant to the limits set forth in the Purchasing Policy Section and as described in Section III, A and B.

All requisitions that require 2 or more quotes **must** include the Quote Form ([see page 19](#)) documenting quotes obtained.

The purchasing agent should assure that all quotes and his/her efforts to obtain such quotes in accordance with the numbers required by policy are well documented. Verbal quotes shall be documented in telephone logs that contain the date, vendor name, telephone number, name and title of person spoken to, and the amount of the quote.

Quotations from prospective bidders who are unable to supply the required goods or service and offer a "No-Quote" response to a request are counted toward compliance with this requirement as described below:

In certain instances, an unresponsive quote may be substituted for one required quote. For



non-responsive quotes, telephone logs should document the date, vendor name, telephone number and, if applicable, the name and title of the person spoken to or for whom the message was left. Non-responsive written quotes should be documented on the Quote Form (page 19) when submitted to Purchasing, including all relevant information as described for verbal quotes.

Exceptions to procuring the required number of bids as established in this policy should be limited, as defined and approved by the Purchasing Agent. Public interest is best served through the competitive process and all best efforts should be expended to obtain the required number of quotes.

## **C. Blanket Purchase Orders**

Blanket purchase orders are purchase orders that are issued based upon a long-term agreement/contract for a supplier to deliver goods and services with a set price on a recurring basis over a specified time period.

Such vendors must have an existing contract with the City or have contracts with Federal (GSA), State (OGS), Counties, other municipalities/political subdivisions or approved National Cooperatives.

Blanket purchase orders for items that are not for recurrent commodities and services on a set basis are not acceptable and may be denied for payment.

Blanket purchase orders may include, but not be limited to, the following types of expenses:

- Utilities: Light, power, telephone, water, and fuel oil.
- Rentals: Contracts/Bids, copy equipment, communication radios, security alarms.

The Purchase Order Requisition form (page 18) shall include the entity letting the contract, contract number, expiration date of the contract and a copy of the contract with the price schedule when requesting a blanket purchase order. Each department shall make an effort to perform their own research in obtaining proper bids and contracts for the items that they require with direction from the Purchasing Agent, if needed.

The Purchasing Agent (or designee) is responsible for issuing all City purchase orders based on requisitions submitted by departments. Funding must be identified and available in the budget to create a purchase order. Only purchase order generated by the Purchasing Agent are to be issued to a vendor.

## **D. Confirming Purchase Orders**

“Confirming Orders” (orders placed for goods and/or services prior to the creation of a requisition/purchase order and prior to approval by the Purchasing Agent) are not an acceptable practice and will result in non-payment of services.

All purchases transacted between the City of Glen Cove and any/all vendors must be authorized in advance by the Purchasing Agent. Orders for goods and services should only be placed after a requisition has been encumbered. Items may not be added to a purchase



order after it has been encumbered without the documented prior approval of the Purchasing Agent. If additional items are needed after a purchase order is processed, the Purchasing Office should be contacted for direction. **PURCHASE ORDERS WILL NOT BE ISSUED AFTER A PURCHASE IS MADE OR SERVICE HAS BEEN RENDERED.**

## **E. Resolution of Purchase Order Change Orders**

The Purchasing Agent may increase a purchase order by up to 10% of its original amount to cover the incidental charges such as freight, at their discretion.

Purchase Order change orders that exceed \$3,000.00 or 10% of the initial price of the bid/contract, whichever is less, shall not require approval by the City Council. Change orders that are above this amount shall require prior City Council approval before they may be assumed. In either case, the Department Head must ensure that there is additional money allotted to the order.

## **F. Increase/Decrease to Purchase Orders**

The **Request for Adjustment of Purchase Order form** should be used for any and all purchase order increases, decreases and/or changes. The requesting Department must attach an approved resolution to the **Request for Adjustment of a Purchase Order form (page )** and provide justification for the changes requested.

## **G. Trainings & Conferences**

Prior City Council approval must be obtained for all training and conferences by filling out the attached Training Request Form **(page 21)**. Expenses should include lodging and travel.

To obtain proper reimbursable rates for travel please refer to the following link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

When seeking reimbursement for any above costs, please use the **Travel Reimbursement Report** when submitting a voucher to Accounts Payable.

## **H. Goods Receipt**

Packing slips must be signed and dated by the employee accepting delivery for the department and submitted with the claims voucher when processing to Accounts Payable.

## **I. Information Technology (IT) Purchases**

All purchases of audio and visual products as well as computer software and hardware (monitors, keyboard, mouse, cables, etc.) must be completed through the IT Department Head. Claim vouchers that come for payment without authorization by IT will not be paid.

## **J. New Accounts**

All new charge/house accounts must be opened by the Purchasing Agent and approved by the Controller prior to implementation.





## VI. ACCOUNTS PAYABLE AND VOUCHER PROCEDURES

In order to process vendor payment, the Controller's office/Finance Department must receive the following documents from the ordering Department:

### 1. New Vendors

All new vendors require a W-9 form which can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The vendor form is also required to be completed and must only be filled out the vendor. Send completed forms to Purchasing **prior** to submitting a claims voucher.

### 2. Update to vendor details

If the vendor should need to make changes to their remit address or any other form of information, a Vendor form (page 24 of this policy) should be submitted with the request. Send completed form to Purchasing.

### 3. Packing Slips

Packing slips must be signed and dated by the employee accepting the delivery for the department and submitted with the claims voucher when processing to Accounts Payable.

### 4. Payment of Invoices

In order to process vendor payment, the Controller's office must receive the following documents from the ordering Department:

- ❖ **Invoice** – Original invoices must reference the associated purchase order number. The ordering Department must mark "Final Invoice" on the last invoice to be paid.
- ❖ **"Department Copy" of Purchase Order** – A copy, usually the department copy, of the purchase order issued by the Purchasing Department.
- ❖ **Shipping/packing slip** – signed by Department designee confirming receipt of goods as ordered.

## VII. CONFLICT OF INTEREST

Purchasing activities are to be conducted in a manner that is in accordance with the law, the best interests of the local government, avoids favoritism, wastefulness, extravagance, fraud and corruption and fosters honest competition to obtain the greatest economic benefit for every tax dollar expended. No City employee or official having responsibility for a procurement transaction shall participate in that transaction on behalf of the City when the employee or official knows, or should know, that:





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- A. The employee is contemporaneously employed by a bidder, offeror, or contractor involved in the procurement transaction; or
- B. The employee, employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or
- C. The employee, employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction; or
- D. The employee, employee's partner, or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment with a bidder, offeror, or contractor.

The acceptance of gifts or gratuities, financial or otherwise, from any supplier of materials or services to the City is strictly prohibited. Acceptance of such gifts or gratuities may result in disciplinary action.



## **APPROVED NATIONAL COOPERATIVES**

### NATIONAL COOPERATIVES CURRENTLY IN USE:

1. Sourcewell (formerly NJPA and NCPA)
2. Omnia Partners (formerly National IPA and TCN)
3. Houston -Galveston Area Council (H-GACBuy)
4. Long Island Water Conference Purchasing Cooperative
5. BuyBoard National Purchasing Cooperative
6. Savvik Buying Group
7. MMCAP Infuse
8. The Interlocal Purchasing System (TIPS)

The addition of participation in other cooperatives must be done through the Purchasing Agent following approval by City Council, via resolution.



## **REFERENCED FORMS AND REPORTS**

The following forms are samples only – actual forms can be obtained by clicking the following link:


**<https://glencoveny.sharepoint.com/sites/Purchasing>**



# Procurement Policy & Procedures

## 1. PURCHASE REQUISITION FORM

DIRECTIONS: FORM TO BE COMPLETED FOR ALL REQUESTS FOR PURCHASES



PRINT CLEAR FORM EMAIL

# CITY OF GLEN COVE

## PURCHASE REQUISITION FORM

DATE:  P.O. NUMBER:

FROM DEPT: <div style="height: 40px; background-color: #e0e0ff;"></div>	FUND LINE NAME: <div style="height: 40px; background-color: #e0e0ff;"></div>	SHIP TO: <div style="height: 40px; background-color: #e0e0ff;"></div>
	FUND LINE NUMBER: <div style="border: 2px solid red; height: 20px; width: 100%;"></div>	ATTENTION OF: <div style="height: 20px; background-color: #e0e0ff;"></div>

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

SIGNATURE OF EMPLOYEE COMPLETING FORM <div style="border: 1px solid red; height: 30px; width: 100%;"></div>	RECOMMENDED VENDOR: <div style="height: 40px; background-color: #e0e0ff;"></div>	ESTIMATED TOTAL COST: \$ 0.00
DEPARTMENT HEAD SIGNATURE <div style="border: 1px solid red; height: 30px; width: 100%;"></div>	CITY VENDOR # <div style="border: 2px solid red; height: 20px; width: 100%;"></div>	ACTUAL COST: \$ 0.00

**REFER TO THE PURCHASING POLICY FOR PURCHASE THRESHOLDS. IF REQUIRED, A QUOTE FORM AND QUOTES MUST BE ACCOMPANIED WITH THIS FORM. FAILURE TO DO THIS WILL RESULT IN NO PO# BEING GENERATED, NO EXCEPTIONS!**



# Procurement Policy & Procedures

## 2. QUOTE FORM

DIRECTIONS: TO BE COMPLETED WHEN USING MORE THAN ONE (1) QUOTE:



CITY OF  
GLEN COVE

### QUOTE FORM

Supplies, Materials ("Purchase") Contracts:							
Items \$0 - \$899		Items \$1,000 - \$8,999		Items \$10,000 - \$19,999			
1 Written Quote - No PO required		2 Written Quotes + Quote Form + PO required		3 Written Quotes + Quote Form + PO required			
The City of Glen Cove is not responsible for payment of any goods or services that are not authorized by the Purchasing Agent.							
Name: _____		Date: _____		Department: _____			
	VENDOR NAME AND ADDRESS	TELEPHONE NUMBERS	VENDOR REP NAME	ITEM	QUANTITY	PRICE OF EACH ITEM	TOTAL PRICE
Quote 1							\$ 0.00
		Phone					\$ 0.00
		Fax	EMAIL ADDRESS				\$ 0.00
							\$ 0.00
Quote 2							\$ 0.00
		Phone					\$ 0.00
		Fax	EMAIL ADDRESS				\$ 0.00
							\$ 0.00
Quote 3							\$ 0.00
		Phone					\$ 0.00
		Fax	EMAIL ADDRESS				\$ 0.00
							\$ 0.00

Submit Quote Form with Purchase Requisition Form

Approval of Purchasing Agent



# Procurement Policy & Procedures

## 3. TRAINING REQUEST FORM

DIRECTIONS: TO BE COMPLETED FOR ALL TRAINING REQUESTS AND SUBMITTED TO CITY CLERK FOR ADDITION TO CITY COUNCIL AGENDA. TO BE APPROVED BY CITY COUNCIL

Pamela D. Panzenbeck  
Mayor



Phone: (516) 676-2000  
Fax: (516) 676-0508  
www.glencoveny.gov

## CITY OF GLEN COVE

City Hall, 9 Glen Street, Glen Cove, NY 11542

### TRAINING REQUEST FORM

DATE: \_\_\_\_\_

CLASS(ES)/ CONFERENCE REQUESTED	
DATE(S) OF CLASS(ES)/ CONFERENCE	
LOCATION OF CLASS(ES)/ CONFERENCE	

	EMPLOYEE NAME	DEPARTMENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

#### EXPENSES ASSOCIATED WITH CLASS(ES)/CONFERENCE:

COST OF CLASS(ES)/CONFERENCE	
AIRFARE	
CAR SERVICE	
GAS	
HOTEL	
MEALS	
MILEAGE	
PARKING	
RENTAL CAR (SEE PURCHASING AGENT)	
TOLLS	
TOTAL ESTIMATED COST:	
FUND LINE:	

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

\*MUST OBTAIN CITY COUNCIL APPROVAL BEFORE TRAINING CLASS/CONFERENCE. THIS PROCESS COULD TAKE AT LEAST 4-6 WEEKS AND SHOULD BE SENT TO THE CITY CLERK.





## 5. REQUEST FOR ADJUSTMENT OF PURCHASE ORDER

DIRECTIONS: TO BE COMPLETED FOR EVERY INSTANCE OF AN INCREASE, DECREASE OR CHANGE TO AN EXISTING PURCHASE ORDER



CITY OF  
**GLEN COVE**

### Request for Adjustment of Purchase Order

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Increase                  Decrease                  Change

Purchase Order #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Amount of Change: \_\_\_\_\_

Resolution # and Date (if applicable): \_\_\_\_\_

Description/Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Approval Signature

\_\_\_\_\_

Purchasing Agent Approval Signature

\_\_\_\_\_

Created February 2019






# Procurement Policy & Procedures

## 6. VENDOR FORM

**\*\*TO BE COMPLETED BY VENDOR ONLY\*\***

 <p><b>CITY OF GLEN COVE</b> 9 Glen Street Glen Cove, NY 11542 Telephone: (516) 676-2000 Fax: (516) 759-8791 <a href="mailto:purchasing@glencoveny.gov">purchasing@glencoveny.gov</a></p>		<h2>Vendor Form</h2> <p>Vendor # <input type="text"/></p> <p>Date: <input type="text"/> Initial: <input type="text"/></p>	
<p><input type="checkbox"/> <b>NEW</b>      <input type="checkbox"/> <b>UPDATE</b></p> <p><small>PLEASE TYPE OR PRINT CLEARLY</small></p>			
<b>Purchase Order Information:</b> <p>Vendor Name: <input type="text"/></p> <p>DBA: <input type="text"/></p>		<p><b>MUST HAVE COMPLETED W-9 ON FILE OR ATTACHED</b></p> <p>Vendor Federal TAX ID/ Social Security #: <input type="text"/></p> <p>Vendor DUNS #: <input type="text"/></p>	
<p>Vendor Address: <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>		<b>Accounts Payable Information:</b> <p>Vendor Remit Address (if different from Vendor Address): <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>	
<p>Phone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Website: <input type="text"/></p>		<p>Contact Name: <input type="text"/></p> <p>Title: <input type="text"/></p>	
<b>Purchase Order Dispatch Preference:</b> <p><input type="checkbox"/> Mail <input type="text"/></p> <p><input type="checkbox"/> Fax: <input type="text"/></p> <p><input type="checkbox"/> Email <input type="text"/></p>		<b>Type of Business:</b> <p><input type="checkbox"/> Goods <input type="text"/></p> <p><input type="checkbox"/> Services <input type="text"/></p> <p><input type="checkbox"/> Other <input type="text"/></p>	
<b>Form Completed by:</b> <p>Name/Title: <input type="text"/></p> <p>Phone Number: <input type="text"/> Date: <input type="text"/></p>			
<p>When a new vendor needs to be entered into our system, complete this form in its entirety and return to the Purchasing Office at <a href="mailto:purchasing@glencoveny.gov">purchasing@glencoveny.gov</a>. INCOMPLETE FORM WILL RESULT IN NON-PAYMENT.</p>			