PURCHASING

BUSINESS MANUAL

I'm glad I already have my purchase order in place!!!!!
PURCHASING BUSINESS MANUAL
City of Westfield, Massachusetts

Purchasing Policies & Procedures
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Introduction

This manual has been developed to serve as a guide and reference for all departments and agencies of the City of Westfield. The policies and procedures defined within are in accordance with State Statutes and City Ordinances and are intended to cover a broad range of issues and responsibilities pertinent to the buying process. To fully understand the purchasing function, it is vital that a number of key objectives of the Purchasing Department be stated:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the various departments, thereby attaining the maximum value for each public dollar spent.

- To follow the executive order issued by the Mayor to promote and utilize local business by giving them an opportunity to bid on all contracts for both goods and services and by promoting a healthy relationship between the City and all local vendors. Understanding that the law does not allow for a “preference” the Purchasing Department in conjunction with all Department Heads must make the extra effort to give all local businesses the chance to bid.

- To maintain the City’s reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the City.

- To encourage a mutually cooperative relationship with requesting departments recognizing that successful purchasing is a result of team planning and effort.

- To promote social and economic goals such as encouraging small, minority and women owned businesses to participate in bidding of City purchases.

The City of Westfield Purchasing Department is responsible for the performance, direction and enforcement of the methods and manner in which all City Departments procure supplies and services needed to carry out their individual missions. It exists as an internal service organization to provide procurement services, assistance, training, guidance and oversight to all City Departments to enhance their effectiveness, efficient operation and prudent use of resources. The Department determines purchasing policies and procedures applicable to all departments' outward procurement activities on behalf of the City.
General Information

The Purchasing Department is established and empowered by City Ordinance Chapter 15. Its activities and practices are governed by various applicable Massachusetts Laws; by the Ordinances and the Policies of the City of Westfield; and by the normal policies and practices of public procurement in Massachusetts.

The Department is responsible to act with authority within its jurisdiction as established by Ordinance. It also acts in an advisory capacity outside its jurisdiction.

The Director of Purchasing and/or his/her designee have the authority to review, evaluate and deny any requested purchase should it not comply with Massachusetts General Laws (MGL) or with any established City policy or procedure. If a purchase is denied, the Director of Purchasing and/or his/her designee will do so in writing to the Department Head, and will include the reason for denial, supporting documents (e.g., relevant laws, City policies, etc.), outlines for the appeal process, and present consequences for noncompliance to laws and polices.

The Director of Purchasing is designated Chief Procurement Officer of the City by Ordinance (Chapter 15-2). As Director of the Purchasing Department, he/she is responsible for the oversight, direction, management and performance of the procurement activities engaged in by and on behalf of the City Departments.

The Purchasing Department is a regulatory, operational department that ensures compliance with applicable procurement laws, City Ordinances, Council and Executive policies, and policies and procedures. The department has several objectives that can be arranged on an annual calendar as follows:

**Annually...**

- To identify, assess and coordinate the procurement of supplies and services common to multiple City Departments, to achieve the benefits of volume discounts and to avoid duplication of efforts.

**Quarterly...**

- To assess the state of procurement department policies, practices and instructions from departments and to apply warranted adjustments.
Monthly...

- To identify the procurement activities needed for the departments and to adjust for any conflicts that may arise including any need for improvement of timing of procuring items of need.

Weekly...

- To ensure that all procurements for which time is of the essence are achieved on schedule and as needed by all departments.

Daily...

- To process all same-day procurement activity forwarded by departments.
- To respond to questions and provide guidance to departments.
- To provide basic training to department staff as needed.
- To interact with and respond to vendor inquiries regarding upcoming and current procurements.

The Purchasing Department is committed to providing all City Departments, providers to the City and all others having dealings or contact with the Purchasing Department with the utmost courtesy and respect as described in the following policies:

Relationships with Departments:

1. The Purchasing Department staff will conduct business and ongoing relationships with departments in a courteous, helpful and professional manner and without bias for or against any.

2. The Purchasing Department staff will make all reasonable efforts to conduct business and to process department inputs and initiative promptly.

3. The Purchasing Department staff will acknowledge receipt of all department inquiries on the same day received and will make every reasonable attempt to provide same-day response. If a same-day response is not possible, the Purchasing Department staff will communicate a reasonable projected response timeframe.

4. The Purchasing Department staff will expedite legitimate and non-repetitive "RUSH" orders immediately, and shall have authority to challenge their legitimacy based on the requirements of this manual.

5. The Purchasing Department will make every reasonable effort to be available to support all departments facing "Emergency" circumstances outside normal business hours. The Purchasing Department will establish and support Emergency Procurement Procedures for those occasions when direct support can not be rendered.
6. All Departments must process all Invitations for Bids (IFBs), Request for Proposals (RFPs), Designer Selection Processes and any other processes culminating in the award of a contract by the City through the Purchasing Department.

Once a procurement request is submitted to Purchasing, the following conditions must be satisfied prior to further processing:

1. The funds must be identified by departments to achieve a procurement.

2. All departments must accurately apply expenditure account charge numbers. They may be obtained only from the City Auditing Department.

3. Procurement requests must be authorized either electronically or in writing by properly authorized department staff.

4. Procurement requests identified as lacking any of the above conditions will be rejected and returned to the originating departments for completion, correction or further consideration. MUNIS will send an email notifying Departments of the rejected requisition. In the note section of the requisition you will find the reason for the rejection. Please check there first before contacting Purchasing.

Relationships with Vendors:

There are a number of ethical considerations that must be strictly upheld between public employees and the City's vendors. Integrity and impartiality must be maintained in the conduct of employees. Conflicts of interest and favoritism must be strictly avoided. City employees, or members of their family, may not ask or accept any gift or favor from anyone seeking to do business with the City if it is offered in exchange for your agreeing to perform or not perform an official act. You may not ask or accept anything worth $50 or more from anyone with whom you have official dealings. Any approach of such nature should be refused and reported immediately to the Director of Purchasing. In addition, no official or employee of the City of Westfield may have a significant interest in any proposal or contract with which the City engages unless it meets certain criteria. If you have questions please see the Purchasing Department. (Reference State Ethics Law).

Ways the Purchasing Department is strengthening the relationship with Vendors/Departments:

The Purchasing Department is always looking for ways to strengthen the relationship with the many city vendors and city departments. Without this relationship, the process cannot work the way it should. We have updated our Purchasing Website with a lot of useful information for everyone. Included on the website are links to a variety of websites and documents, including the bidders list and a list of all current bids & RFPs, that departments and vendors can use in dealing with the Purchasing Department. Visit www.cityofwestfield.org and look for Purchasing under the “departments” tab.
Fraud and Waste Prevention:

The mantra of the City of Westfield must be "TRUST BUT VERIFY". Internal controls are a must, questioning someone does not mean we don't trust but our job is always to protect the interests of the public. We have a duty of loyalty, candor and care or best effort. We must always put the interest of the City of Westfield before our own, it is our duty to prevent and detect fraud.

Our principals MUST be:

1. Fair & Open
2. Best price or value
3. Get only what we need, not what the vendors think we need
4. Rules are put in place to protect not only the City but Employees

Everyone should watch out for possible red flags as to procurement fraud.

1. Close personal relationships with vendors
2. "Sole Source" procurements, or procurement where only one bidder shows up
3. Higher bids or quotes than normal from all vendors
4. Same bidders or vendors quoting over and over again with no new people in the mix
5. Bid rotations same bidders with different ones winning every year

Counter Measures to these possible problems

1. Look for new bidders
2. Compare bids from other cities and towns in our area
3. Always use the Non Collusion and Good Faith Statements in bids and quotes
4. Use group, blanket or cooperative agreements
5. Reach out and look up market data
6. Question non bidders "why did you not bid, what was the reason”
7. Take all tips and complaints seriously, do your due diligence to look into them
Everyone should watch out for other forms of procurement fraud such as Bribery (getting something for something-gratuity (fruit baskets, red socks tickets) or kickbacks (money) and the red flags to look for:

1. Increased costs
2. Close relationships
3. Staff defends vendors
4. Invoices continually under the bidding thresholds, offer to reduce so no bids
5. Circumvents controls
6. Vague documentation
7. Contract maximums exceeded
8. Sequential invoices
9. Lots of complaints

**Counter Measures to these problems**

1. Ask questions
2. Demand back up
3. Rotate buyers if available
4. Refuse payments without backup
5. Follow up on any red flag
6. Segregation of duties
7. Vendor audits
8. Follow the rules
9. Benchmarking

Other areas of procurement fraud that everyone should be aware of:

1. Double Billing
2. Overbilling
3. False claims
4. Phantom vendors
5. Mischarging
6. Bid Splitting
7. Personal Purchases
8. Unnecessary change orders
9. Product substitution
10. Co-mingling (passing cost on to you from other jobs)
11. Billing of more product then was actually on the job

We all **must** be aware of the above it again is our Duty to protect the money of the City of Westfield. If you feel that procurement fraud is going on please notify the office as soon as possible. We will even accept anonymous information if required.
Procurement Methods & Information on Laws

In Westfield, the Purchasing Department is the primary resource to be used by municipal employees for guidance, interpretation and assistance regarding procurements. The Purchasing Department is fully versed in the requirements and interpretations of the applicable laws, trained in their application and experienced with most aspects of municipal procurement. The Purchasing Department is responsible for the following general matters regarding procurements:

a) Provision of oversight, direction and guidance to departments needing to procure items.

b) Approval in advance by the Director of Purchasing of all procurement or methods employed by departments for procuring items.

The following Massachusetts laws govern local government procurement. They are supplemented by the Ordinances and Policies of the City.

C.7 §§, 38A1/2-O  Designer Selection Law

Chapter 30B  Local Government Procurement and Disposal of Supplies, Services, Real Property

C. 30 §§, 39M  Construction, Renovation & Repair of Public Works

C. 149 §§, 44A-M  Construction, Renovation and Repair of Public Buildings
Procurement Laws:

C.7 Designer Selection

Construction projects require the services of registered architects, engineers, and other professional consultants to plan the work that will be carried out by construction contractors. The term “designer” is used to refer to the individual or firms hired to do the architectural and engineering work for a project. The Designer Selection Law applies if the design service contract is estimated to cost $10,000 or more and if the construction cost for any building construction, reconstruction, alteration, remodeling, or repair work is estimated to exceed $100,000. Both rules must be met for this law to be triggered. To select designers for smaller building projects the Purchasing Department recommends soliciting qualifications and price information from at least three (3) design firms. Check with the Purchasing Department for a list of firms that are under contract.

For non-building or public works projects, the selection of designers is not subject to the Designer Selection Law; however, the Purchasing Department does recommend soliciting qualifications and price information from at least three (3) design firms.

“Design Services” include the following endeavors as they pertain to public building projects:

- Preparation of Master Plans
- Feasibility and other studies
- Surveys
- Soil Tests
- Cost estimates and programs
- Preparation of drawings
- Plans and specifications (including schematic drawings, and preliminary plans and specifications)
- Supervision or administration of a construction contract
- Construction management and scheduling

The basic steps for the designer selection process for municipal building projects are as follows:

1. Adopt written procedures (these procedures have been adopted by the City Council and are available for review in the Purchasing Department)
2. Develop the RFQ
3. Advertise the RFQ
4. Evaluate applicants and select at least 3 finalists
5. Rank the finalists, interview and negotiate price
6. Finalize the contract
7. Award and publicize the contract

Please remember that the Purchasing Department handles this process for all departments. This is just information for all of you so that you can understand the process a little better.
Chapter 30B  Equipment, Supplies and Services

MGL c30b governs the procurement and disposal of equipment, supplies and services by local governments. Purchase orders are required for the procurement of all supplies, equipment and services. The following are all areas of Ch30b and should follow the laws set forth. Further on in the manual we will go over instances that do not require a purchase order.

Acquisitions costing up to $9,999

Departments are required to employ Sound Business Practices as recommended by the Office of the Inspector General when making acquisitions of items estimated to cost no more than $9,999. Sound business practices include applying the purchaser’s best judgment to item need, utility, availability, value and price. All Departments should make it a practice to obtain quotes whenever possible from a variety of vendors.

When to Use Sound Business Practices

1. When cost is not expected to exceed $9,999 and then only for...

2. One time procurements

3. Occasional and incidental procurements

The Massachusetts Office of Inspector General cautions repetitive purchasing within the same calendar year. If Departments know they will be purchasing goods or services for more than $10,000 from the same vendor it is highly recommended that bids for annual price contracts be issued for the year. If you know you will need over $10,000 worth of items in one fiscal year, you cannot do multiple mini procurements to avoid bidding. Please keep in mind that the $10,000 rule includes shipping and handling charges. If shipping costs will bring your order over $9,999, you will need to obtain three (3) written quotes. All quotes must be submitted with a copy of your requisition to the Purchasing Department.

Acquisitions Costing between $10,000-$50,000

Departments are required to solicit at least three (3) written quotes when making acquisitions of items estimated to cost more than $10,000 but not more than $50,000. All departments have the option of obtaining the quotes themselves, going through the Purchasing Department who will solicit the written quotes, or asking for an official Invitation for Bid. In some cases, the Department will fare better with an official sealed bid. If shipping costs will bring this order over $24,999 you will need to follow the rules for a sealed bid. Please note that pricing on flyers and websites is considered a viable quote and may be used.

Exception to obtaining written quotes:

Sole Source Purchases: Competitive bidding requirements may be waived in circumstances when it is clearly determined that there is only one vendor capable of providing a particular good or service. You may make sole source procurements only under the amount of $50,000. Such
instances must be documented and forwarded to the Purchasing Department. Final
determination will be made by the Director of Purchasing. The following procurements are the
only sole source contracts that may exceed $50,000: Educational materials, library books, and
computer software maintenance.

State Contract, State Department Contracts, Other States Contracts, Cooperative Contracts and or
GSA Contracts: are contracts the state of Massachusetts, Federal Government or State Agency has
already bid out; all departments may visit the state website www.commbuys.com to review all of
the state contracts currently available. Keep in mind that although a vendor may have a State
Contract not all items the vendor sells may be on that particular State Contract. The Purchasing
Department will investigate and approve all State Contract purchases for accuracy. Please contact
Purchasing if you have any questions or if you would like training on this website.

All Using Department Contracts: are contracts that the Purchasing Department has put in
place for the benefit of all departments, examples are auto parts, oil, diesel fuel, etc.

If your Department feels your purchase falls within one of the above categories please contact the
Purchasing Office.

Please remember that no department has the authority to obtain goods and or services
without an authorized City of Westfield purchase order. A contract is required for all
purchases at and over $10,000. All contracts must have a start and end date, (they cannot
be open-ended), a description of the purchase, and a dollar amount.

Acquisitions costing more than $50,000

Departments are required to have the Purchasing Department do an official Invitation for Bid or
Request for Proposals. It is the requesting department’s responsibility to write the detailed
specifications. The Purchasing Office will work extensively with the Departments to come up
with detailed and usable specifications. The clearer the specifications the more responses you will
receive allowing for lower costs to the City. Complete and concise specifications help prevent the
majority of bid protests. Although you may have vendors help you draft specifications, it is not a
good idea to use those solely. Try not to use brand names as it limits competition. However if a
brand name is the best possible description you must use the “or equal” clause to allow for
competition. In all cases you are allowed to request samples of all products and the burden lies on
the vendor to prove the “or equal” clause.

Within your scope of services or specifications you are allowed to include quality requirements
such as; but are not limited to:

1. Years of experience
2. Vendor has done work previously with a municipality
3. Warranty or industry standards

You must determine actual or estimated quantities and how the award is to be determined. You
may require sampling of the product to determine if it will meet your needs. If the sampling does
not meet your qualifications (which were stated) you can reject the low bidder. You may include
performance deadlines in your specifications. All vendors would be required to put in writing their obligation of these deadlines.

It is the policy of the Purchasing Department to issue awards to the lowest responsive and responsible bidder, in accordance with the specifications. In determining such, consideration will be given to the following criteria:

a) The ability, capacity and skill of the bidder to provide the goods or services required as stipulated in the specifications on the Invitation for Bid.

b) The capacity of the bidder to provide the services promptly or within required time periods without delay or interference.

c) The quality of performance on previous contracts or services

_A vendor cannot deliver any products or perform any work until there is a fully executed contract and purchase order. This cannot be stressed enough. Departments are prohibited from giving the PO to any vendor before a contract has been finalized._

In the event of identical and responsible low bids, preference will be given to Westfield vendors. The next qualifying determinant will be Massachusetts vendors over out of state vendors. As a last resort method of determining an award, a coin toss will take place between vendors in the Purchasing Department with at least two witnesses.

If a department wishes to cancel a bid before or after an opening, a written notice stating the reasoning must be submitted to the Purchasing Department.

Any bidder wishing to protest must be referred immediately to the Purchasing Department. Bidders will be informed to submit their contentions in writing, detailing the reasons for the protest. The Purchasing Department along with the Legal Department will determine the basis for protest and respond in writing.

Bidder protests generally involve contention that an award was made which was not based upon the criteria or specifications set forth in the Bid/RFP. For such reasons, it is imperative that all bids received be examined objectively and without favoritism. This responsibility extends to both the Purchasing Staff and the requesting Department, which evaluates each bid for recommendation to award. Please note that although you may use the RFP process, it is not recommended for the majority of items or services you want to purchase. All Departments must document in writing the reason behind using an RFP. Proposals are not opened publicly and they take longer to award. RFP awards are based on the most advantageous proposal and are not price based.

Exceptions to soliciting an official Invitation for Bid (see previous section for descriptions)

  State Contracts/State Agency Contracts/ Other States Contracts/Cooperative Contracts
  GSA (Federal) Contracts
  Existing All Using Department Contracts
Disposal of Surplus Materials

City property (i.e. vehicles, machinery, equipment, supplies and materials) should be declared surplus when the property is of no further use to the department for any of the following reasons:

a) It is no longer capable of serving its intended purpose due to wear, outdated technology, lack of replacement parts, or safety concerns.

b) The cost of operation and maintenance exceeds the rental or hired cost of readily available like property.

c) It is not needed due to replacement, a change in department mission or a scaling back of operation.

Materials considered to be surplus or obsolete must be reported to the Purchasing Department. The Purchasing department will determine whether the surplus material can be transferred to another department that may need the item. Notification is made to all Departments of surplus material available, with the wanted goods transferred to the first responding Department. In the event that no response is received, bids will be issued to surplus the items with the award based upon the highest responsive and responsible bid obtained.

Purchasing may, with the approval of the Mayor and the City Council, donate surplus property to local charities, regional charities, and or non-profits for use in serving the population of Westfield, as long as they are a 501c-designated organization.

Under no circumstances shall any City owned property be disposed of by any other means. All surplus material must be cleared through the Purchasing Department in the manner described above.

C.30§, 39M  Construction, Renovation & Repair of Public Works

This chapter governs all contracts for construction, reconstruction, alteration, remodeling, or a repair estimated to cost more than $10,000 that does not include work on a building. These contracts generally fall into the category of public works projects, or “horizontal construction” projects. Public works projects include not only the construction and repair of roads, bridges, water mains, sewers, and the like but also work on improvement to public land such as public parks, outdoor swimming pools and parking lots. Although the required procedures are not as complex as with building projects, competition is strong and unsuccessful bidders often challenge awards on procedural grounds. Please keep in mind that all public works procurements require the vendor to pay prevailing wages and to submit certified payrolls to the Purchasing Department.

MGL c. 30, §39M also governs the purchase of construction materials (without charges of labor, the departments would do the installation) estimated to cost more than $10,000 for either public works or public building projects. For example, a $30,000 purchase of guardrails or a $30,000 purchase of wall partitions would apply. Please remember, always include the Purchasing Department with these types of procurements.
The bid rules and regulations are different for these types of procurements, they do not follow the rules set forth previously for c30B. If the cost of the project is going to be below $9,999 you can receive written quotes or contract with a vendor of your choice.

If the estimated cost of the public works construction contract or the construction materials contract is at least $10,000 but not more than $50,000, you must prepare a solicitation that includes a scope-of-work statement defining the work to be performed and providing potential responders with sufficient information regarding your jurisdiction's objectives and requirements, as well as the time period within which the work will be completed. We recommend that the scope-of-work statement contain requirements for project-related experience and references, if appropriate. For any contract that includes construction materials, the scope-of-work statement must comply with the materials specifications requirements discussed in Chapter IV.

You must post the solicitation on your jurisdiction's website, on COMMBUYS, in the Central Register, and in a conspicuous place in or near your jurisdiction's primary office. You also must solicit at least three written responses from contractors who customarily perform the required work. You should not solicit these responses until the solicitation is advertised. Your solicitation should include the labor harmony and OSHA training certifications discussed in the previous chapter and the prevailing wage rate sheet for the project.

You are not required to advertise and post the solicitation in the manner described above if you obtain at least two written responses from a vendor list established from a statewide contract procured through OSD and the lowest of these written responses is acceptable to your jurisdiction. Under this option, you are still required to solicit at least one additional written response from a contractor who customarily performs the work.

If the procurement is going to be over $50,000 you must do a sealed bid with all of the above including bonding etc.

The best thing to remember is to involve the Purchasing Office on any project that falls within this category.

Engineering services that are for public works projects do not fall within the bid laws mentioned. The Inspector Generals office allows for the procurement of these services without bidding. This office does recommend some sort of competitive procurement for these services.

C. 149§§, 44A-M Construction, Renovation and Repair of Public Buildings

This chapter governs all contracts for the construction, reconstruction, installation, demolition, maintenance, or repair of a building. If a structure has walls and a roof and enclosed space that is to be used for some purpose, it is a building. Size is irrelevant, as is the fact that it may be part of a larger non-building project. If a building is included in the project, and if the total contract cost is greater than $25,000, the contract must be bid under MGL c149, unless it falls within the following exceptions:

1. If a sewer or water supply project includes buildings whose sole function is to house pumps and related equipment, the project is bid under MGL c30. §39M.
2. Modular buildings are procured using a request for proposals process outlined in MGL c149.

Because of the complexity of bidding requirements, the City normally contracts with architects or consulting engineers who manage the entire bidding process for building projects. They prepare the plans, specifications and bid documents, then advertise, receive, open and evaluate bids, and recommend contract awards for action by the City.

The following will give you a quick overview as to the complexity of C.149. Examples of some areas that fall within C.149 are:

<table>
<thead>
<tr>
<th>Installing Carpet</th>
<th>Electrical Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Fixtures</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Door Locks</td>
<td>Heating and AC work</td>
</tr>
<tr>
<td>Windows</td>
<td>Overhead Doors</td>
</tr>
<tr>
<td>Painting</td>
<td></td>
</tr>
</tbody>
</table>

If the job is going to be less than $10,000 you must use sound business practices. You must pay prevailing wages for all building procurements. Please make sure all vendors are aware of this when you are receiving quotes for jobs needed. The Purchasing Department has the wage rates if you require them for the vendors.

If the job is going to be between $10,000 and $50,000 a public notice must be posted on the bulletin board and in the Central Register and CommBuys for at least two weeks and we must solicit written responses, the successful bidder must pay prevailing wages.

If the job is going to be between $50,000 and $150,000 the rules of C.30 §39M are followed, which means, sealed bid, central register notice, newspaper ad, bulletin board posted, 50% payment bond, 5% bid bond and the bidder must pay prevailing wages.

If the job is $150,000 or more, everything noted above applies except bidders must submit a 100% performance and payment bond, and must have DCAM certification for both general and filed subs.

If the job is over $10,000,000 the prequalification process must be followed.

Departments are not authorized to contract for work subject to C30§39m without approval of the City Engineer and the Director of Purchasing. The City Engineer is responsible to ensure that such projects are properly processed. The City Engineer will offer guidance and may assume or participate in project oversight.

Please note that change orders are allowed as long as they are within the current scope of services. If the scope is outside the original contract, then the new job must be bid. This applies to all contract types. However all Departments may not approve a change order without permission from the Purchasing Department and proof of funding for that change order.
The following table shows which procurement laws apply to the different types of public construction work.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Value</th>
<th>Applicable Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction/Repair</td>
<td>$1.00 to $50,000</td>
<td>C149</td>
</tr>
<tr>
<td></td>
<td>$50,000 - $150,000</td>
<td>C30 §39M</td>
</tr>
<tr>
<td></td>
<td>$150,000 and over</td>
<td>C149</td>
</tr>
<tr>
<td>Public Works Construction/Repair</td>
<td>$10,000 to $50,000</td>
<td>Chapter 30B §5 or C30 §39M</td>
</tr>
<tr>
<td>Public Works Construction/Repair</td>
<td>Over $50,000</td>
<td>C30 §39M</td>
</tr>
</tbody>
</table>

**See the attached sheets from the Inspector Generals Office in the forms section of this manual.**

**Procurement during Emergencies:**

Occasionally, a situation occurs where a threat to health or safety of persons or property necessitates the immediate purchase of a required commodity or service. In these instances, provisions are set forth to allow purchases directly from vendors without using formal purchasing procedures. There are three different definitions of what an emergency is according to the Massachusetts General Laws, so please read the following carefully.

Most procurement requirements remain in effect during emergencies to the extent that they do not impede efforts to protect persons and property.

When a Department Head/Supervisor determines that any given situation is in fact an emergency, certain procedures must be followed. The situation may warrant bypassing normal procurement procedures and formal advertising may be waived after consideration from the Purchasing Department. Written documentation of the circumstances and employee actions must be submitted to the Purchasing Department immediately. The state office of the Inspector General and DCAM must be notified of the emergency. The Purchasing Department will prepare the documentation to request a waiver. All emergency procurements must be approved by the Mayor.

True emergencies are RARE, and Departments must take responsibility to anticipate situations before they develop into emergencies. In addition, emergency measures allow only for the procurement of supplies or services necessary to meet the immediate needs or temporary resolution of a problem situation.

**C149 Emergencies (Building):**

You may dispense with normal bidding procedures for work needed to preserve the health or safety of people or property, or to alleviate an imminent security threat. Prior approval from DCAM is necessary. You may not artificially create an emergency simply by putting off normal maintenance or repair work to buildings.
C30 § 39M Emergencies (Public Works):

You may dispense with normal bidding procedures only in cases of “extreme emergency caused by enemy attack, sabotage, other such hostile actions or resulting from an imminent security threat, explosion, fire, flood, earthquake, hurricane, tornado or other such catastrophe”. Only work necessary for the temporary repair and restoration to service of any and all public work in order to preserve health and safety of persons and property may be performed. Approval from DCAM is necessary. You may not artificially create an emergency simply by putting off normal maintenance or repair work to public works.

C30b Emergencies (General Supplies/Services):

If the time required to comply fully with Chapter 30B requirements would endanger the health or safety of people or their property due to an unforeseen emergency, you may procure the needed item or service. You however, must comply with c30B to the extent possible.

The Director of Purchasing may be contacted at any time during emergencies and will assist in whatever way needed to expedite procurement efforts. If the Director cannot be reached then the needed authority rests with the Department.

Please note that if a natural disaster is declared and FEMA or MEMA is going to take over it is imperative that we follow the rules set forth so that we do not jeopardize our reimbursements for the disaster.

The Director of Purchasing is:

Tammy Tefft  413-572-6254 (office)
t.tefft@cityofwestfield.org  413-572-1708 (fax)
<table>
<thead>
<tr>
<th><strong>Contract Value</strong></th>
<th>Building Related repairs/construction c149</th>
<th>Public Works/non building Const MGL c30 39m</th>
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Making Purchases

The purchasing process is detailed in content, yet simple in principle. It is performed in part using the MUNIS system. Above all else, a purchase should not be made without a purchase order in place. All departments should utilize the procurement process as stated in this manual to ensure that every purchase meets MGL and conforms to the ordinances set forth by the City of Westfield. Please keep in mind this manual is not a MUNIS training tool. This manual is to help departments with the purchasing function. However to assist we have included in the appendix section some basic MUNIS Purchasing training aids.

Purchasing Procedures

1. A Department enters a requisition with a suggested vendor and an approximate cost into MUNIS.

2. The Department head approves the requisition and forwards the request to Purchasing.

3. Purchasing receives the requisition and does one of two things:
   - Approves requisition with vendor, description and price
   - Rejects requisition for needed information, including quotes, wrong codes or lack of pertinent information.

4. If the Purchasing Director or his/her designee approves the requisition it is then converted to a purchase order.

5. The Purchasing Director runs a proof and confirms batch of purchase orders. Proof batch is printed and verified by Auditing as to the funding sources.

6. The proof is approved or rejected. Proof is sent back to purchasing to post or reject back to departments. No department may give out the PO number until you receive the receiving copy of the PO.

7. Purchase orders are then posted and printed out.
   - Signed purchase order is mailed to the company along with any attachments.
   - Purchasing copy stays in Purchasing
   - Receiving copy goes back to departments.

8. Department receives goods with the packing slip; attaches packing slip to receiving copy for Department records.
9. Purchasing receives invoices for all goods and services received by the City.

10. All invoices are sent to the departments to verify receipt of order or services.

11. Invoices, along with a copy of the purchase order, are then sent to Purchasing to be approved. If a Department is making a final payment, the signed receiving copy of the purchase order accompanies the invoice to Purchasing; this tells the Purchasing Office that a final payment is being made and the receiving copy of the purchase order is exchanged for the purchasing copy. If you are not making a final payment, a copy of the purchase order should accompany the invoice. Please remember to give the most updated copy of your purchase order. Please remember Purchasing is checking these invoices and will send them back if there are questions or deviation from contracts. It is your responsibility to make sure vendors are charging you correctly; you are highly encouraged to check all invoices against your contracts.

12. Once approved the invoice goes back to the Departments.

13. Departments input the invoices on an electronic (excel) schedule of bills payable or inputs their schedule in MUNIS for payment and obtains the proper signatures. In most cases that would be the Department Head or the Board/Commission in charge of that department.

14. Once the schedule is approved it is sent to Auditing to be processed for payment.

15. Auditing checks all invoices. If there is any question, schedules will be pulled and sent back to the departments. Please try to check your invoices against your contracts it is your responsibility to make sure you are getting a charged correctly.

16. Checks are cut and mailed to the vendors by the Treasurers Office.

Out of Pocket Purchases

**Petty Cash**

Use of petty cash is generally **not permitted**. The City Auditor authorizes the use of petty cash on a case-by-case basis.

**Reimbursed Cash Purchases**

City employees may on occasion and as circumstances dictate, with authorization or direction from their Department Heads and the Director of Purchasing, procure items on behalf of the City using personal funds. When properly authorized or so directed, employees will generally be entitled to reimbursement, subject to further approval by their department head and the City Auditor, please note that tax is not reimbursable.

In most cases, all purchases should be made with a vendor who takes the City of Westfield’s purchase orders. When in doubt contact the Purchasing Office for guidance.
Requisitions

Requisitions begin the purchase order process. They are the means by which departments “place an order” with the Purchasing Department. They provide all the information needed to create a purchase order.

Purchase orders will not be issued without a requisition. You will use a requisition for the following:
1. When procuring all goods and services from providers.
2. When encumbering funds for any purpose. (Please remember that if you are given funds from Council you must encumber that money in the fiscal year they were given otherwise the funding is lost.)

Information for requisitions is entered via computer at the department’s office using the MUNIS REQUISITION screen and is transmitted electronically to the Purchasing Department. Authorizations are applied electronically using a password. Requisitions may be modified or cancelled by the originating department at any time prior to the submittal to Purchasing. Once Purchasing has approved a Purchase Order, it may be modified or cancelled as described below. Please note: Purchase orders can not be modified in a way that puts them out of compliance with law or code. If circumstances involved with an acquisition would likely cause this result, consult Purchasing for guidance.

Rush Orders

Normally, Purchasing will process requisitions in the order received. A RUSH order is one that is taken out of queue and processed immediately upon receipt by Purchasing. This accommodation is made when a department is faced with a critical need that cannot be classified as an emergency. It is better to label a requisition “RUSH” than to bypass the Purchase Order process all together, Purchasing will make every effort possible (and in most cases within 5 to 10 minutes of the call) to accommodate the rush orders, just give us a call so that we can give you a PO.

Purchase Orders

A purchase order is a legal contract between the City and another party to provide goods or services. It is based on sound legal procurement practices and good faith dealing. It is enforceable in court when the good faith behind its creation can be established.

Purchase orders are important internal documents as well. Their use ensures that items are being acquired in compliance with law and code and are legitimate for City use, that funds are properly available for the purchase and are reserved in department’s budgets for that purpose, and that a complete and accurate record of purchases is established.

Purchase orders are required for all acquisitions. Contracts for acquisition of items must have a purchase order assigned. All purchase orders are issued by the Purchasing Department upon proper authorization. Departments may not issue POs on their own authority without involving the Purchasing Department nor represent to suppliers that they are authorized to commit the City to an acquisition except as indicated in Procurement Emergencies (see page 16).
Types and Applications

Standard
Standard Purchase Orders are the normal product of the requisitioning process. They are issued to acquire specific items from authorized sources. Standard POs are typically used for non-recurring acquisitions.

Blanket
A Blanket Purchase Order is one that is issued for recurring purchases from the same Provider that applies to the same general or specific department need and spans an extended period of time. Blanket POs are often used to encumber budget funds for a given purpose to ensure that the purpose is adequately funded for the necessary timeframe. They typically set a “not to exceed” amount that serves as a benchmark or warning flag for both parties.

Examples:
A department might requisition a Blanket PO for heating fuel, electricity or telephone services for an entire year, instructing the Provider to bill against a specific PO number.

A blanket purchase order can also be used for a specific building or road construction project and in smaller time and/or dollar increments to prompt evaluation of progress as the need arises to requisition new blanket POs.

Confirming
A confirming purchase order is one that “confirms” an acquisition that has already occurred. Confirming POs are the result of unanticipated acquisitions that occur on weekends or overnight. Emergency and extraordinary circumstances are also common generators of confirming purchase orders. All Departments are required to generate a requisition as soon after the fact as possible. The Purchasing Office is willing to generate purchase orders as quickly as needed, please contact the office for assistance with these orders.

Purchasing reserves the right to reject confirming orders if details were not given as to why the proper process was not followed, please note that the City is not liable to pay a vendor if the purchase was not done legally. Departments must keep these to a minimum and with proper planning with blanket orders you should not need to do confirming orders. Employees that violate this will be responsible to pay for the items themselves

Modifications and Cancellations (Purchase Order Maintenance)

Always consult the Purchasing Office when canceling or changing a purchase order, see form in the back of this manual. Please include the most current purchase order when you submit your purchase order maintenance.

Purchase orders may be modified at any time. Modifications may address any aspect of a purchase order, such as quantity, unit price, ship to address, “not to exceed” limits, or special instructions. Purchase orders may be increased or decreased at anytime as needed. Please know that if the purchase order references a contract, in some cases the contract will need to be
modified by a change order please see the Purchasing Department for these situations. In the context of modifications, a purchase order is a guarantee to the provider that the items or services being supplied will be paid. Therefore, it is important to process modifications through Purchasing; if needed a modified purchase order to replace the original will be issued. Communication with the Provider is crucial. Purchasing should be advised and consulted if a disagreement arises between a provider and a department.

Purchase orders can be canceled by Purchasing at any time per instruction from originating departments. Purchasing may also authorize the department to contact the provider directly to cancel a purchase order. “Good Faith” on part of the City is key in such actions. Frivolous cancellations indicate “Bad Faith” and may have legal consequences. POs related to service work may also be canceled, but the City will be liable for the cost of any satisfactory work performed prior to the date of cancellation. Purchase orders may be closed if necessary. If all goods have been received or services performed and there is still a balance left on the purchase order, departments may choose to close the purchase order. All POs to be closed are processed through Purchasing when not closed through the accounts payable process.

Contracts
*When Required*

The City of Westfield Charter requires a written contract for all acquisitions. A purchase order will serve as the contract for acquisitions up to $9,999. For all acquisitions $10,000 and over, an official City of Westfield contract along with a purchase order is needed.

*Content*

The standard form of a contract was established and produced by the Law Department and the Purchasing Office. All contracts must include the following:

- Complete identification and contact information of the client department.
- Complete identification and contact information of the Provider.
- A reference to the procurement document and its related successful quote, bid or proposal.
- A summary description of the Item/Service being acquired and its price
- Start and end dates.
- Any special terms and conditions that vary from the standard inclusions. The Legal Department will be required to review all changes to a standard City of Westfield contract. Please allow for additional time with the review of any different terms.
Issuing and Processing

The Purchasing Office will create all contract documents needed. All contracts have to be approved as to form by the Law Department prior to issuance. The Purchasing Office will coordinate all efforts with any Vendor if they have a specific contract that they would like us to sign. Please note the City of Westfield will not do this on a regular basis, and in most instances will require vendors to sign our contracts.

Authorization Required

No contract is valid before all authorized City officials properly execute it. For the City, such persons include:

- The highest authority of the department, such as a Department Head or Board/Commission.
- The City Engineer for contracts pertaining to public work projects.
- The Chief Procurement Officer/Director of Purchasing/Purchasing Agent.
- The City Auditor
- The City Solicitor
- The Mayor

When City of Westfield Purchase Order's may not needed

(Please note that if you would like to encumber the money you may work with purchasing to establish a purchase order)

In State Travel - Reimbursement
Out of State travel - Reimbursement
Claims
Court Judgments
Labor Relations/Collective Bargaining
Postage
Intergovernmental Charges
Medical and Dental
Veterans Benefits
Telephone
Personal Effects
Licenses
Reimbursements (other than supplies)

**All of the above DO NOT apply at the end of the year. Always follow the end of year process set forth by the Purchasing and Auditing Departments.
Commonly Used Codes: The object codes are to be used as a guideline. If you have questions please, do not hesitate to contact the Purchasing Department or Auditing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</table>
| 520000  | Purchase of Services  
Energy, utilities, repairs and maintenance, rental and leases, custodial services, professional and technical, conference registrations for in-state transportation, telephone, postage, printing, mailing, and delivery services, lecturer or instructors. |
| 540000  | Supplies  
an item is a supply if it meets one or more of the following conditions: it is consumed in use, it loses its original shape or appearance with use, it is expendable, it is inexpensive, (ex: office supplies, repair & maintenance, custodial, vehicle and educational, etc) or it loses its identity by fabricating or incorporating it into a different item (ex. plow). |
| 560000  | Intergovernmental  
payments to other government entities |
| 571000  | In State Travel  
costs for meals, hotels, and transportation for travel within the commonwealth. |
| 572000  | Out of State Travel  
(all costs incurred for travel out of the commonwealth, including meals, hotels, transportation and registration) |
| 578000  | General Expenses  
(Dues, Subscriptions, and memberships, insurance premiums) |
| 585000  | Additional Capital  
(this is for expenditures for furniture, machinery and fixtures, rule of thumb if you cannot pick it up and walk around with the item it should go with this code) |
| 585500  | Additional Small Equipment  
equipment that can easily be picked up and moved around regardless of cost |
| 587000  | Replacement Equipment  
(expenditures for replacement of equipment already owned: example lawn mower replacing one that does not work.) |
| 589000  | Capital Project  
(any type of major renovation to the office or garage) |
| 589000  | Other Capital  
(land, buildings, plant or improvements) |
Verifying Receipt of Good/Services

The responsibility to certify that Items/Services have been “Received in Good Order” resides with the Department Heads. Such responsibility may be delegated verbally or in writing and may exist at various levels of the workforce.

When the Purchasing Office issues purchase orders, the department will receive a copy of the purchase order back. Please remember the receiving copy has to be signed by the department at all times.

Receiving Supplies

Inspection is key to receiving. All shipping containers should be opened before acceptance to verify that what was ordered has been delivered and is in undamaged condition. Inspection left until later, after the deliverer has departed, often results in extensive effort by the departments and purchasing to return or exchange the items.

Deliveries will normally be accompanied by a packing slip or an invoice, which when signed by an authorized representative of the City serves as the provider’s record that what was shipped was accepted by the customer as being in “good order”. Departments should designate a limited number of employees to receive deliveries. Proper actions on their part will help to ensure department productivity and can avoid countless efforts by others in straightening out mishandled receiving. Packing slips and receiving pages of POs either match or do not match.

1. When they match:

The packing slip and the PO will match if the delivery contains all items listed in the PO. This is normally the case. With some frequency, the situations described below also occur.
2. When they do not match:

Departments should respond according to the following guidelines. If there is any concern or uncertainty as to which reaction applies, contact the Purchasing Office at 413-572-6254 for guidance.

<table>
<thead>
<tr>
<th>Condition Presented</th>
<th>Probable Reasons</th>
<th>City Reaction</th>
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<tbody>
<tr>
<td>1. Some or all of the items in the delivery differ from those listed on the purchase order.</td>
<td>Shipping containers were mislabeled. Items were packed in the wrong containers.</td>
<td>Do not accept the delivery and instruct the delivery person to take the rejected portion back. Advise the provider of the error and ask that it be corrected. Ask for a correct delivery to be made on a RUSH basis at no additional charge to the City.</td>
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<tr>
<td>2. Not all the items listed on the purchase order were included in the delivery.</td>
<td>The provider may have been out of stock. If so the packing slip should indicate that certain items are on “Back Order”. If there are no “Back Order” notations, look for the number of packages/boxes listed on the packing slip. If the number is fewer than have been delivered, the other(s) may still be on the truck or they may have gotten separated during shipping.</td>
<td>Contact the provider to obtain a projected delivery date for the back-ordered items. If “Back Order” is not the reason for a partial delivery, and additional containers cannot be located by the delivery person, then alert the provider of the situation and ask for prompt resolution. Also ask to be informed of the resolution as soon as the provider has one.</td>
</tr>
<tr>
<td>3. Some or all of the items are damaged.</td>
<td>Improper handling during order filling or shipping.</td>
<td>Do not accept the delivery. Note the nature of the extent of the damage on the PO receiving copy. Work with the provider at receiving new items on a RUSH status at no additional charge to the City.</td>
</tr>
</tbody>
</table>
It is not uncommon to find that something ordered is not suited to its intended purpose. Delayed inspections may discover damage or non-ordered items with no readily available means for their return. When this happens, originating departments must process all returns. Exchanges of accepted delivered items are occasionally warranted. As with returns, originating departments must process exchanges. To be considered an exchange, a transaction must be for nearly identical item(s) at a comparable price. This should all be noted on the receiving copy when it is sent for payment.

**Receiving Services**

**General Services**

Services are different from supplies in that the quality of the service and the fact that it has been adequately rendered is often a matter of judgment and occasionally debate. Typically included in this category is consulting, processing, security, custodial and other services, in general, work performed by anyone other than a City employee for a fee.

Invoices for services should be closely scrutinized by departments to verify that the service(s) was in fact performed and done so at a quality level consistent with contracts issued for the work.

Because of the potential for error and even fraud, departments that have contracted for services should brief their supervisors on the work required of the contractor so they can monitor progress and attest to the outcome. Such oversight will be valuable at the time of the invoicing.

**Service Calls**

In general, all service calls should be monitored by a department supervisor to verify that the work is done without undue delay, in a professional manner, without damage or violation to City property and to ensure that the task was effectively executed (i.e. it accomplished what was needed). Reputable service persons will seek a signature upon reporting the results of their work to an authorized person before leaving the premises.

**Design Services**

Design services in the context of Massachusetts local government refers to those professional services rendered in designing renovations, substantial repair and construction. A special process is set out in Massachusetts law for securing design services, (see page 9) the result of which is required to be documented in a written contract. All contracts for Design Services must include a description of the benchmarks or milestones which will trigger payments.

Care and responsibility must be applied when scrutinizing the occurrence of these events. Their passage can be difficult to determine and often include multiple factors and unforeseen efforts. Because of the potential for error and even fraud, departments that have engaged design services should assign a capable employee to regularly monitor progress toward the intended result. This person will become a valued resource at the time of invoicing.
Building Construction and Repair

With very few exceptions, architectural and engineering professionals play a major role in building construction, renovation and repair. In certain instances qualified City staff may instead perform these services. They are normally engaged as the City’s agent during construction. Their role is that of supervisor over the contractors doing the work and as guarantor to the City that the work was performed, that it was carried out as specified, and that the work performed was of good quality. They also act on behalf of and in conjunction with the City in making necessary decisions during the course of construction.

Many jobs, due to the cost, will require a “clerk of the works” and or a “project manager”. They are normally present full time on the job site. They closely scrutinize the progress and performance of work, including materials used, application and installation methods, compliance with specifications and disputes between the architect and a contractor, or even among contractors. One of their key functions is to make sure that what was specified in the bidding process is in fact built as specified, and to bring any material change to the City for prior approval.

Construction invoices are typically based on the percentage of work completed that is linked to a specific amount to be paid when the milestone is reached. The milestones are based on a combination of time since the last payment and the amount of progress made toward completed elements of work that have an identifiable cost. A simple example would be a monthly invoicing schedule that in its first month calls for 100% of the payment related to building the foundation of a structure. Although such an accomplishment involves many aspects of work, its completion can be readily discerned. Its total cost may represent only 10% of the overall contract for construction and would be so billed.

Invoicing and verification of charges in construction can easily become very complex because of this, the City’s agent, whether architect, engineer or construction manager must be the clearinghouse for invoices. No invoice should be authorized for payment without the agent’s pre-approval. From there, and with the agent’s recommendation to pay a specified amount, the department head can process the invoice through the appropriate governing body and forward it to Auditing for payment.

Public Works Construction and Repair

The administrative methods used for construction of public works vary. In complex and larger projects, such as water and sewer works, methods similar to those used in building construction are employed. For relatively routine work such as street paving, in-house supervisors normally perform the role of agent for the City. In either case, the person(s) supervising the work must be informed as to its nature and extent, the specifications to which must be completed, and should have a sound knowledge of the methods, materials and outcomes of such work. As with building construction, invoicing and verification of charges in public works construction can easily become very complex. No invoice should be approved for payment without the pre-approval of the City’s on-site supervisor.

In NO instance should the City pay for any services not rendered. WE have the legal right to reject invoices if they are not correct or to ask for additional information. DO NOT GIVE UP OUR RIGHTS.
Making Payment

The City Charter empowers the various overseeing boards and commissions to authorize payments to providers. Prompt, accurate and complete payment are performance standards the City embraces, since their achievement fosters good business relationships, good service from providers, and can nurture the economic health of the community. Boards, commissions and department heads are responsible to uphold these standards. Care should be made at all times to pay these bills timely. The Purchasing Department has found a direct correlation between vendors waiting for payment and higher bid pricing. We have also found vendors will stop doing business with other departments due to lack of payment.

Procedure of Payments

The invoice payment process is depicted below.

1. Invoice is sent to the department.
2. The originating department matches the invoice to the receiving copy of the purchase order and submits to Purchasing for approval of bill. Please do not send schedules to Auditing with invoices that have not been approved first.
3. Purchasing checks invoice against purchase order and approves, sends invoice and purchase order back to department.
4. Departments list payments on a schedule, attach the invoices with appropriate purchase order and proceed to obtain the appropriate signatures, whether a board/commission or department head.
5. Schedule is sent to Auditing to be processed.
6. Treasurer issues checks.
7. Payment is sent to the appropriate vendor.
8. A stamped copy of the schedule is sent back to originating department.

Payment of invoices is initiated at the department level in the following manner:

A. Exact Matches

When an invoice is received, it is attached to the receiving copy of the purchase order and forwarded to Purchasing for approval, and then on to Auditing for payment.
B. Inexact Matches

When an invoice and its related purchase order do not match, the invoice should be handled as follows:

1) Partial Invoices

Partial invoices are those that account for only a portion of the items listed on the purchase order. They should routinely be forwarded for payment without delay. DO NOT HOLD partial invoices. Process them along with all other payments for the current period.

Attach copies of the following to the invoice and forward it first to Purchasing for approval and then on to Auditing for payment.

- A copy of the receiving page(s) of the purchase order that lists the invoiced items. Circle the invoiced items. Clearly mark the purchase order copy “partial”, initial and date it.

Repeat the process as many times as needed to cover all items on the purchase order, attaching the signed and dated original receiving page of the purchase order to the final invoice, with it clearly marked “final”. If delivery of items listed on the purchase order remains incomplete at this point, your “final” notation will instruct Auditing to close out the purchase order. If the remaining items need to be purchased at a later date, a new requisition will be required.

C. POs that refer to a contract

When a PO refers to a contract and incorporates its terms, follow the procedures above. Do not attach a copy of the contract. It will already be on file in both Purchasing and Auditing as part of the documentation required, but you should always check the invoice prices against the contract. It is your responsibility to make sure the vendors are charging you correctly. If a dispute comes up the Purchasing Department will become involved to resolve the situation.

D. Tracking transactions

All Departments are responsible for tracking all payment transactions through this process. Vendors with questions on payment will be referred to the originating department.
E. Payment Schedule

Invoices submitted by noon on Friday should normally be paid by checks issued no later than Friday of the following week. Check MUNIS for payment confirmation.

F. Closing Purchase Orders

All POs must be closed when their purpose has been accomplished. If they are not closed, the funds they encumbered remain unavailable to the originating department. POs may be closed, through the Purchasing Department with a purchase order maintenance form, using the MUNIS system. Originating departments may close a purchase order at any time, provided all payments against them have been made. Please work with Purchasing to close purchase orders. Please remember that your receiving copy of the purchase order must be signed when you are either making a final payment or closing the purchase order.
Miscellaneous Information

The purpose of this manual is to help all departments with their day to day interactions with the Purchasing Department. Although the manual deals extensively with the actual process of purchasing, we should look at the other areas that involve Purchasing.

1. Phone Rules
2. Inventory Controls & how they relate to Insurance

At any time if more information is needed please contact the Purchasing Department directly.

Phone Rules

Although the city realizes that there will be times when you will need to make and or receive personal phone calls, we should note that this should be kept to a minimum for both landline and cell phones.

Landline Phones

There will be times when you are asked to explain phone calls and or faxes that you have made. Please understand we are not singling out any one person nor are we being intrusive to your department’s business. However, the Director of Purchasing in conjunction with the Auditor have been instructed through MGL to ask for explanation on any unusual charges for the phones. These unusual charges include:

✓ Calls over 30 minutes in length, or cost is higher than .50
✓ Collect Calls-city policy does not permit collect calls
✓ Calls made outside the normal business hours
✓ Calls made on night or weekends
✓ Unusual Calls (such as multitude of calls made to a non-business number)
✓ Calls made to another country
✓ Three Way Calls
✓ Long Distance Calls

Any Department asked to explain a call should do so within three days of the request as the bills are held up for payment until this inquiry is responded to. Department personnel will be asked to reimburse the city for any personal call that falls within the above categories. This reimbursement must be made right away.
Repairs and Replacement of phones

Each Department is responsible for calling for repairs of their phones. If your phone is not working, as it should, please contact the computer center.

If it is determined that you have faulty equipment you must procure your equipment with a proper City of Westfield purchase order.

Cell Phone Calls

The cell phone is considered a significant tool that helps to expedite and enhance the quality of communication between city personnel. Cell phones are owned by the City of Westfield and should under no circumstance be abused for personal use. Your usage should be restricted to city business, however, we understand that there are times that personal calls need to be made or taken, we just ask that people be aware of their usage, as we all share minutes.

The Director of Purchasing is responsible for reviewing all cell phone usage detail reports and will investigate any unusual activity with the phones, such as usage after regular business hours, weekends and unexplained increases in minute usage. Unexpected costs on these phones will be the responsibility of the department personnel, such as:

PCS Data Charges (Web Based Services):
The city will not pay for PCS data charges. PCS data charges come from usage in some way or another from web based services. If you feel that you must use this function in order to perform your job, it must be approved by your department head and Purchasing.

Text Messages:
All phone records, including text messages are public record. Personal and explicit text messaging is strictly prohibited. Excessive text messaging will be questioned.

The City of Westfield employees will conduct themselves in a lawful manner at all times while using the City of Westfield's cell phones. Although talking on a cell phone while driving is not yet against the law, we strongly discourage this practice.

The Purchasing Department must be notified immediately when a cell phone is lost. Replacement costs of the cell phones that are lost or stolen through negligence on the part of the user will be the responsibility of the user. The employee is responsible for returning all equipment in the event of a reassignment/transfer, resignation or termination. The employee will be responsible for the cost of the cell phone and equipment if not returned.

All add to or changes in services should come through the Purchasing Department. No employee will be allowed to add on to the current cell phone plan.

Any question in this policy should be brought to the attention of the Director of Purchasing.
Inventory Controls & How This Relates to Insurance

The Purchasing Department is responsible for maintaining a full list of city owned equipment. This includes both vehicles and other equipment that may not be insured. In order for us to maintain an accurate list, the Purchasing Department must be notified of any change pertaining to your equipment. Once a year, the Purchasing Department will ask departments to go through the list of insured equipment and verify the accuracy of the list so the City is not paying for insurance it does not need. Any questions on this should be directed to the Director of Purchasing.
FEMA Procurement Rules

This section was developed to assist the City of Westfield personnel in procurement rules and regulations in time of emergency situations. Failure to follow these rules may result in non-funding of our emergency contracts. Please note that the City of Westfield MUST follow all State and Local Laws in addition to the Federal Laws. The more stringent Law governs.

The City of Westfield is required to follow the guidelines set forth in 2 CFR §§ 200.318-.326 and in doing so must adopt the policies outlined.

§ 200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary
actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(l) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and
(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§ 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an
appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

§ 200.320 Methods of procurement to be followed.
The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases ($3500). Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§ 200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. "Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is $150,000 or less, but this threshold is periodically adjusted for inflation. (Also see definition of 200.67 Micro-purchase.)" If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid,
conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:
   (i) A complete, adequate, and realistic specification or purchase description is available;
   (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
   (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:
   (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
   (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
   (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
   (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
   (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
   (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
   (2) Proposals must be solicited from an adequate number of qualified sources;
   (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
   (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
   (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby
competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
§ 200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E - Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
Comments & Appendix

This Manual was developed as a guide and tool for all Departments to utilize. This document is a work in progress and all Departments will receive updates as they become available. The Purchasing Department is committed to providing all City Departments, providers of the City and all others having dealings or contact with the City of Westfield with the utmost courtesy and respect. The Purchasing staff is here to assist every Department with your Purchasing needs and questions.

As a helpful guide, we have included the following forms for your use. Please feel free to copy all forms as you need them or visit the purchasing web site, www.cityofwestfield.org, to download them electronically. Please use these as they are the updated forms.

- Contract Authorization Form (this is filled out in the beginning of every fiscal year, or as needed as Commissions or Boards change)
- Purchase Order Maintenance Form (New Form)
- W-9 & Vendor Addition Forms
- Bidding Cheat Sheets from the Inspector General’s Office
- Purchasing MUNIS Training & Process
Appendix A Forms
HEAD OF DEPARTMENT CONTRACT SIGNATURE AUTHORIZATION FORM
CITY OF WESTFIELD - PURCHASING OFFICE
(Instructions for completing this form are provided on the back of this page)
PLEASE SUBMIT COMPLETED FORM TO: Purchasing

Budget Fiscal Year: 2018        Department Name: ________________________________
Department Contact Person: ____________________________

The following individuals are authorized to sign the transactions specified on this form on behalf of the Department Head or Secretary:

<table>
<thead>
<tr>
<th>DESIGNEE NAME</th>
<th>FUNCTIONAL TITLE</th>
<th>RANGE OF AUTHORITY</th>
<th>DESIGNEE ORIGINAL SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

We hereby authorize and direct the foregoing named designee(s) for and on behalf of the department to negotiate, enter into, execute and deliver any and all agreements or contracts within the above stated range of authority required by the department in the performance of its duties within the ordinary course of the department's business. We hereby certify that the above delegation of contract signature that such delegation does not and cannot relieve the head of the department from any obligations or responsibilities imposed by law, rule, or ordinance.

Head of Department Signature
Print or Type Full Name

Date

Head of Department Signature
Print or Type Full Name

Date

Head of Department Signature
Print or Type Full Name

Date

Head of Department Signature
Print or Type Full Name

Date

Head of Department Signature
Print or Type Full Name

Date

Head of Department Signature
Print or Type Full Name

Date
PURCHASE ORDER CHANGE FORM

Please submit to Purchasing for approval. A stamped approved copy will be returned to Department.

Date: ______________________

Department: ______________________

PO # ______________________  Vendor ______________________

CHECK APPROPRIATE LINE(S) AND ATTACH COPY OF PO

Increase by ** ______________________  Line # __________

Add Line ______________________  Description: ______________________

Decrease by ** $ __________  Line # __________

Cancel ______________________  If contract change order include copy

Close ______________________

reopen PO ______________________  Amt to be encumbered $ __________

Vendor Name ______________________  If original sent to the wrong vendor, please notify them.

change to) ______________________

Reason for Increase/Decrese ______________________

Department Head Signature ______________________

processed by ______________________

Purchasing Director Signature ______________________

If PO is set up for unit pricing you must increase or decrease accordingly.

If the PO is set up as 4 items @ $25 each, you need to increase or decrease in multiples of $25.

FORMS WILL BE RETURNED IF THEY ARE NOT COMPLETELY FILLED OUT.
CITY OF WESTFIELD

Dept making request: ____________________

VENDOR ADDITION REQUEST

Please print or type all responses legibly in black or blue ink
A completed W9 must accompany this form. A sample invoice must accompany this form.

VENDOR NUMBER _______ (City use only)

NAME
(as it would appear on check) ____________________________________________

D/B/A
______________________________________________________________

Address Line 1
______________________________________________________________

Address Line 2
______________________________________________________________

City, State, Zip
______________________________________________________________

Main Phone #
______________________________________________________________

Main Contact Name
______________________________________________________________

Fax Number
______________________________________________________________

Email Address
______________________________________________________________

Federal Employer Identification Number __ __ __ __ __ __ __ __ __ __ __ __ __
(and/or)
Social Security Number __ __ __ __ __ __ __ __ __ __ __

Corporation (circle one) YES NO ** C-Corp Must Receive 1099-M

Vendor Type (check one)
Architectural Svcs ____ Insurance Svcs ____ Office Supplies ____
Boiler Svcs ____ Legal Svcs ____ Security Svcs ____
Construction Svcs ____ Medical Svcs ____ Refund ____
Consultant ____ Plumbing ____ Employee ____
Electrical Svcs ____ Printing Svcs ____ (specify City or School employee)
HVAC ____ Publishing ____

MASS STATE AWARD CONTRACTOR (circle one) YES NO
Contract number & year applicable
____________________________________________________________________
____________________________________________________________________

APPLICABLE LICENSES OR CERTIFICATIONS (electrical, plumbing, HVAC, SOMWBA, Etc)
Attach copy of any applicable licenses or certifications ____________________________________________
____________________________________________________________________
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)
   - Exempt payee code (if any)
   - Exemption from FATCA reporting costs (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

Part II - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must check item 2 above if you have not been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of Information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-T (proceeds from real estate transactions)
- Form 1006-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1098-C (canceled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
October 2016

Dear Local Official:

The Office of the Inspector General (Office) created the following charts for local officials to use as a quick guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws. Your local rules may establish stricter or additional requirements that you must follow. Contact your chief procurement officer or legal counsel for advice on your local rules and procurement procedures.

The Office updated the charts with changes that are effective November 7, 2016, pursuant to the passage of Chapter 218 of the Acts of 2016, An Act Modernizing Municipal Finance and Government. The charts highlight particular compliance requirements depending on the cost or the nature of your procurement. For example, the charts highlight, where applicable, the requirement for a ten-hour course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA). The charts are meant to provide a general overview of the principal public procurement statutes, and are not a substitute for reviewing the statute or obtaining the advice of legal counsel.

The charts include:

- M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)
- M.G.L. c. 7C, §§ 44-57 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS: Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Any suggestions for the charts or questions concerning Chapter 30B (M.G.L. c. 30B) may be directed to this Office by calling (617) 722-8838. Questions concerning M.G.L. c. 149, M.G.L. c. 30, § 39M, and M.G.L. c. 7C may be directed to the Office of the Attorney General by calling (617) 963-2371 or your legal counsel.
Additional information is available from the following sources:

- Prevailing wage rate sheets may be requested online at http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/ or by calling the Department of Labor Standards at (617) 626-6953.

- Central Register advertisements may be submitted to the Secretary of the State’s Office online at http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm. The submission deadline is 4:00 p.m. on Thursday for publication the following Wednesday.

- Goods and Services Bulletin advertisements may be submitted the Secretary of the State’s Office online at http://www.sec.state.ma.us/sprpublicforms/GSSubmissionform.aspx. The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.

- COMMBUY5S postings may be completed at www.commbuys.com.

My Office is committed to helping procurement officials comply with the state’s procurement laws and make responsible purchasing decisions. Please do not hesitate to contact our Chapter 30B hotline if we can be of further assistance. Thank you.

Sincerely,

[Signature]

Glenn A. Cunha
Inspector General
## M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

<table>
<thead>
<tr>
<th>Estimated Contract Amount</th>
<th>Under $10,000</th>
<th>$10,000 to $50,000</th>
<th>Over $50,000 to $150,000</th>
<th>Over $150,000</th>
<th>Over $1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Procedure</strong></td>
<td>Sound business practices (as defined in M.G.L. c. 30B, § 2).&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.</td>
<td>Sealed bids (using M.G.L. c. 30, § 39M).</td>
<td>Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).</td>
<td>Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).</td>
</tr>
<tr>
<td><strong>Notice/Advertising Requirements</strong></td>
<td>None.</td>
<td>Post a notice at least two weeks before responses are due on 1) your jurisdiction’s website; 2) COMMBUY; 3) in the <strong>Central Register</strong>; and 4) in a conspicuous place near your office.&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <strong>Central Register</strong>; 3) in a newspaper; and 4) on COMMBUY.&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <strong>Central Register</strong>; 3) in a newspaper; and 4) on COMMBUY.&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the <strong>Central Register</strong>; and (3) on COMMBUY.&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>DCAMM Certification</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>Yes. General bidders if more than $150,000 and filed sub-bidders if more than $25,000.</td>
<td>Yes. General bidders if more than $150,000 and filed sub-bidders if more than $25,000.</td>
</tr>
<tr>
<td><strong>OSHA Training</strong></td>
<td>No.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>Prequalification</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>Optional.&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>Filed Sub-bids</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>Yes, if more than $25,000.</td>
<td>Yes, if more than $25,000.</td>
</tr>
<tr>
<td><strong>Bid Deposit</strong></td>
<td>No.</td>
<td>No.</td>
<td>5% of the value of the total bid.</td>
<td>5% of the value of the total bid or sub-bid.</td>
<td>5% of the value of the total bid or sub-bid.</td>
</tr>
<tr>
<td><strong>Payment Bond</strong></td>
<td>No.</td>
<td>50% payment bond if contract is &gt;$25,000.&lt;sup&gt;7&lt;/sup&gt;</td>
<td>50% payment bond.</td>
<td>100% payment bond.</td>
<td>100% payment bond.</td>
</tr>
<tr>
<td><strong>Performance Bond</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>100% performance bond.</td>
<td>100% performance bond.</td>
</tr>
<tr>
<td><strong>Prevailing Wage</strong></td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>OSD or Blanket Contract Option</strong></td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>No.</td>
</tr>
</tbody>
</table>

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<sup>1</sup> M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

<sup>2</sup> M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.


<sup>5</sup> The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUY listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over $150,000 apply.

<sup>6</sup> If you decide to use the optional prequalification process for projects over $150,000, follow the procedures listed in the “Over $10,000,000” column.

<sup>7</sup> M.G.L. c. 149, § 29.
# M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)

<table>
<thead>
<tr>
<th>Estimated Contract Amount</th>
<th>Under $10,000</th>
<th>$10,000 to $50,000</th>
<th>Over $50,000</th>
<th>$50,000 or less</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sound business practices (as defined in M.G.L. c. 30B, § 2).&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Sealed bids.</td>
<td>Sealed bids.</td>
</tr>
<tr>
<td>Notice/Advertising Requirements</td>
<td>None.</td>
<td>Post a notice at least two weeks before responses are due on 1) your jurisdiction’s website; 2) COMMBUY; 3) in the Central Register; and 4) in a conspicuous place near your office.&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the Central Register; 3) in a newspaper; and 4) on COMMBUY.&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Post a notice at least two weeks before bids are due 1) in your jurisdiction’s office, and publish 2) in a newspaper; 3) on COMMBUY; and 4) in the Central Register.&lt;sup&gt;6&lt;/sup&gt;</td>
</tr>
<tr>
<td>OSHA Training</td>
<td>No.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td>Prequalification</td>
<td>No.</td>
<td>No.</td>
<td>Yes.</td>
<td>No.</td>
</tr>
<tr>
<td>Bid Deposit</td>
<td>No.</td>
<td>No.</td>
<td>5% of the value of the total bid.</td>
<td>No.</td>
</tr>
<tr>
<td>Payment Bond</td>
<td>No.</td>
<td>50% payment bond if contract is more than $25,000.&lt;sup&gt;7&lt;/sup&gt;</td>
<td>50% payment bond.</td>
<td>50% payment bond if contract is more than $25,000.&lt;sup&gt;8&lt;/sup&gt;</td>
</tr>
<tr>
<td>Performance Bond</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td>Prevailing Wage</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td>OSD or Blanket Contract Option</td>
<td>Yes.</td>
<td>Yes.</td>
<td>No.</td>
<td>No.</td>
</tr>
</tbody>
</table>

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<sup>1</sup> Authorized by M.G.L. c. 30, § 39M(d).

<sup>2</sup> M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”


<sup>5</sup> M.G.L. c. 149, § 44F.

<sup>6</sup> M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.

<sup>7</sup> Although M.G.L. c. 30, § 39M, does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Department of Transportation is required for contracts of $50,000 or more (1) if the awarding authority receives State Aid funds under M.G.L. c. 90, § 34, or (2) the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c. 90, § 34.

<sup>8</sup> M.G.L. c. 149, § 29.
**M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)**

<table>
<thead>
<tr>
<th>Estimated Contract Amount</th>
<th>Under $10,000</th>
<th>$10,000 to $50,000</th>
<th>Over $50,000</th>
<th>Any Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Procedure</strong></td>
<td>M.G.L. c. 30, § 39M</td>
<td>Sound business practices (as defined in M.G.L. c. 30B, § 2).²</td>
<td>Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.</td>
<td>Sealed bids.</td>
</tr>
<tr>
<td><strong>Notice/Advertising Requirements</strong></td>
<td>None.</td>
<td>Post a notice at least two weeks before responses are due on 1) your jurisdiction’s website; 2) COMMBUYS; 3) in the Central Register; and 4) in a conspicuous place near your office.¹</td>
<td>Post a notice 1) in your jurisdiction’s office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the Central Register; 3) in a newspaper; and 4) on COMMBUYS.⁴</td>
<td>Post a notice at least two weeks before bids are due 1) in your jurisdiction’s office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the Central Register.⁵</td>
</tr>
<tr>
<td><strong>OSHA Training</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Prequalification</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Bid Deposit</strong></td>
<td>No.</td>
<td>No.</td>
<td>5% of the value of the total bid.</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Payment Bond</strong></td>
<td>No.</td>
<td>50% payment bond if contract is more than $25,000.⁶</td>
<td>50% payment bond.</td>
<td>50% payment bond if contract is more than $25,000.⁷</td>
</tr>
<tr>
<td><strong>Performance Bond</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Prevailing Wage</strong></td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td><strong>OSD Option</strong></td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>Blanket Contract Option</strong></td>
<td>Yes.</td>
<td>Yes.</td>
<td>No.</td>
<td>No.</td>
</tr>
</tbody>
</table>

---

¹ Authorized by M.G.L. c. 30, § 39M(d).
² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."
⁴ M.G.L. c. 149, § 441.
⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.
⁶ M.G.L. c. 149, § 29.
⁷ M.G.L. c. 149, § 29.
### M.G.L. c. 7C, §§ 44-57 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS:
Cites, Towns, Regional School Districts and Horace Mann Charter Schools

<table>
<thead>
<tr>
<th>Estimated Construction Cost (ECC)/Estimated Design Fee (EDF)</th>
<th>ECC $100,000 or less or EDF less than $10,000</th>
<th>ECC more than $100,000 and EDF $10,000 or more (both ECC and EDF thresholds must be met before the designer selection procedure is required).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Procedure</strong></td>
<td>None. Recommend soliciting qualifications and prices from at least three designers.</td>
<td>Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.</td>
</tr>
<tr>
<td><strong>Advertising Required</strong></td>
<td>No.</td>
<td>Advertise in the Central Register and your local newspaper at least two weeks before the deadline for filing applications.</td>
</tr>
<tr>
<td><strong>Designer Selection Board</strong></td>
<td>No.</td>
<td>No – adopt selection procedure in writing.</td>
</tr>
<tr>
<td><strong>Designer Application</strong></td>
<td>No.</td>
<td>Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>No.</td>
<td>10% of the total cost of the project or $1 million, whichever is less.</td>
</tr>
<tr>
<td><strong>Prevailing Wage</strong></td>
<td>No.</td>
<td>No.</td>
</tr>
</tbody>
</table>

---

1 See The Designer Selection Board’s *Guidelines for City and Town Building Projects*, dated September 2015.

2 Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is $10,000 or more and the construction project is estimated to cost $100,000 or more.


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4 Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

---

5 M.G.L. c. 7C, § 51.
### M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

<table>
<thead>
<tr>
<th>Estimated Contract Amount</th>
<th>Under $10,000</th>
<th>$10,000 to $50,000</th>
<th>Over $50,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Procedure</strong></td>
<td>Sound business practices.¹</td>
<td>Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service.²</td>
<td>Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).</td>
</tr>
<tr>
<td><strong>Notice/Advertising Requirements</strong></td>
<td>None.</td>
<td>None.</td>
<td>Post a notice 1) in your jurisdiction’s office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed $100,000, at least two weeks before bids or proposals are due, publish in the Goods and Services Bulletin.</td>
</tr>
<tr>
<td><strong>Award contract to:</strong></td>
<td>Responsible person offering the best price.</td>
<td>Responsible person offering the needed quality of supply or service at the lowest price quotation.</td>
<td>Under § 5, the responsible* and responsive bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.</td>
</tr>
<tr>
<td><strong>Written Contract Required</strong></td>
<td>No. Keep written records as a best practice.</td>
<td>Yes.</td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>Maximum Contract Term</strong></td>
<td>Three years, unless majority vote authorizes longer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OSD Option</strong></td>
<td>Yes.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”


³ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.”

⁴ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as “a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals.”

⁵ M.G.L. c. 30B, § 17(a), states “All contracts in the amount of $10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract.”

⁶ M.G.L. c. 30B, § 12(b), states “Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option.”
Purchasing MUNIS Training Guide-

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Requisition Entry

How to enter a requisition:

1. Go to Tyler Menu/Departmental Function/
   a. Requisition Entry

   b. Hit the add button

   c. Your department code will prefill
d. Tab down through till you get to Vendor-

![Vendor Details]

- This is where you would push to search for a vendor if you do not know the vendor number (select the three ... dots for field help)

   ![Vendor Search]

   **Start typing in any name combination but remember ALL CAPS**

   ![Vendor Search]

   Make sure you hit accept

A list will pop up and you choose the vendor
Choose the one you need by double clicking it.

It will then prefill the information.

f. Continue to tab through the fields and hit accept
g. You will then be directed to start entering your items/description etc.
Please note that if you do not know your codes you can click on the > and a field will open.
It will bring you back to the main screen

Hit release, and then close the screen.

**Attaching documents** (applies to attaching in any MUNIS screen)

If you want to attach any document to the req you will need to:

Click attached

Hit add
Select browse, and find your document

Click OK

Type a description and click accept
Yeah!!! You just entered a requisition. Now it is your supervisors turn to approve.

**Requisition Approval**

2. Go to Tyler Menu/Departmental Functions
   a. Choose Requisition Approval

   ![Image of Tyler Menu](image)

   Hit select

   ![Image of Requisition List](image)

   Hit view requisition

   ![Image of Requisition View](image)

   It will bring you into the requisition for you to look at, hit return when you are finished and then...
You click the pull down menu and hit the word approve or reject

Hit accept.

And then process.

You are all done with this process; it is now my turn to convert it to a PO.

**Looking up a PO once Processed**

How do I look up a PO?

1. Go to Tyler Menu/Departmental Functions
   a. Choose Purchase Order Inquiry
b. Hit search.

c. Type in any information you have:
   i. Req #
   ii. Dept #
   iii. Vendor #
   iv. Fiscal year

d. Then hit accept or enter.

e. Option will open up, you can scroll through.
You are able to double click on any of the line items to open up the PO for further information.
How do I know if an invoice was paid, on a certain PO?

1. You can search a PO (see above), then click the link for invoice.

This will open up all invoices paid against the PO.

Vendor Invoice Lists

How can I look up full invoice lists by vendor?

Tyler Menu/Departmental Functions/Vendor Invoice List
Hit Search, and now you can search on any field, i.e., type in vendor number, hit accept.

Hit browse and the records will show up.
GL Account Inquiry

How do I know how much money I have in my account?

1. Go to Tyler Menu/Departmental Functions choose GL Account Inquiry

   a. Hit search

      i. Type in your org (11380000) (you use yours) and object code if you want specific or leave it blank if you want all,
ii. Type in your org (11380000) (you use yours) and object code if you want specific or leave it blank if you want all,

b. You then can scroll through to find your account

c. You always want to click on current year tab, that way you get your exact budget number
d. To see detail on any of these you click, the folder and it will open for detail:
Vendor Inquiry Reports

How do I find out if a vendor is in our system?

1. Go to Tyler Menu/Departmental Functions choose Vendor Inquiry/Reports

2. Hit Search then type in (ALL CAPS) in the Company Name Field:
   a. Vendor Name or any portion of it (you can use a * as a search option on either side)
      i. Example: *MASON*, and it will bring up everything with that word, then Accept
b. Results show up, you can either browse:

c. Or scroll through manually
Standard PO Reports

Lots of great tools under the Tyler Menu/Departmental Functions, take time to look around and explore.

Remember all searches have to be done in ALL CAPS, you can use the * as a wild card, I recommend that you do it before and after the search, example *MASON* or *1138*.

Play around go check out the Standard PO Reports, gives you different ways to look at your expenditures:

When in doubt just call Purchasing at 572-6254.
Common Used Object Codes and their meaning:

In an effort to streamline the purchase order process, the Purchasing Department along with Auditing has come up with a list of account numbers most often used.

520000-Purchase of Services (energy, utilities, repairs and maintenance, rental and leases, custodial services, professional and technical, conference registrations for instate, transportation, telephone, postage, printing, mailing, and delivery services, lecturer or instructors).

540000-Supplies (an item is a supply if it meets one or more of the following conditions: it is consumed in use, it loses its original shape or appearance with use, it is expendable, it is inexpensive, (ex: office supplies, repair & maintenance, custodial, vehicle and educational, etc) or it loses its identity by fabricating or incorporation it into a different item (ex. plow).

560000-Intergovernmental (payments to other government entities)

5710000-In State Travel (costs for meals, hotels, and transportation for travel within the commonwealth.

5720000-Out of State Travel (all costs incurred for travel out of the commonwealth, including meals, hotels, transportation and registration)

5780000-General Expenses (Dues, Subscriptions, and memberships, insurance premiums)

5850000-Additional Capital (this is for expenditures for furniture, machinery and fixtures, rule of thumb if you cannot pick it up and walk around with the item it should go with this code)

5855000-Additional Small Equipment (equipment that can easily be picked up and moved around regardless of cost)

5870000-Replacement Equipment (expenditures for replacement of equipment already owned: example lawn mower replacing one that does not work.)

580000-Capital Project (any type of major renovation to the office or garage)

5890000-Other Capital Outlay (land, buildings, plant or improvements)