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## CITY OF EL PASO DE ROBLES

### PURCHASING POLICY

In order to assure that the fiscal resources of the City of Paso Robles are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith as Exhibit "A") and shall conform with Chapter 6.04 of the City of Paso Robles Municipal Code and with the City's adopted Fiscal Policy.

In carrying out the Purchasing Policy of the City, special consideration shall be given in the following instances:

#### Local Vendor Preference

It shall also be the policy of the City to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes (1%), shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

#### Cooperative Purchasing

It shall also be the policy of the City to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies in order to receive the benefits of lower pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the City as a sole purchaser.

#### Limited Availability

Occasionally, the required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be of only one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the City's purchasing authority or his designee may waive the minimum requirement for quotes, bids or proposals.

#### Emergency Conditions

An emergency is defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety, or welfare. In such cases, the City's purchasing authority may waive formal purchasing requirements but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

#### Other Agency Procurement Contracts

Minimum purchasing requirements are waived when the City may participate in a purchase contract of another public agency wherein they undertook a competitive purchasing process that was similar to the City's own purchasing process. Their purchasing process must have occurred within the last twelve months in order to qualify the City for participation unless the purchasing contract was clearly multi-year in nature.

#### Internal Controls

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of City merchant cards, gasoline credit cards and travel & educational expenditures.