



**RESOLUTION 2020-1039**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
AMENDING THE FINANCIAL OPERATIONS GUIDE AND SUPERSEDING ALL  
RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT WITH THE  
PROVISIONS OF THIS RESOLUTION, INCLUDING RESOLUTION 2011-844 AND  
2013-890.**

**WHEREAS**, the Mayor and Common Council has approved and adopted the Town of Camp Verde Procedures and Operations Guide (POG) on April 20, 2011 which includes the Town of Camp Verde Financial Operations Guide that was amending by 2013-890 and amended on February 18, 2015 by motion.

**WHEREAS**, it is necessary to amend and/or change the POG from time to time in order to retain consistency with current policies, and statues:

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the following attached changes to the Financial Operations Guide (FOG)

**ADOPTED AND APPROVED** by a majority vote of the Mayor and Common Council at the Regular Council Meeting on March 4, 2020.

**PASSED AND ADOPTED:**

Charles German, Mayor

Attest:

Cindy Pemberton, Town Clerk

Approved as to form:

William Sims

2020-1039  
Amending Financial Operations Guide

PROCUREMENT

**PROCUREMENT**

PURPOSE: To establish standard policies and procedures for the procurement of goods and services for the Town of Camp Verde to ensure that all goods and services received are properly authorized.

POLICIES/PROCEDURES:

I. APPROVAL LEVELS

A. Specified Budgeted Purchases

1. Department Head approval required for all purchases.
2. Finance Director approval required for purchases over \$20,000.
3. Town Manager and Finance Director approval required for purchases over \$30,000.
4. Council approval required with Town Manager or Finance Director recommendation for purchases over \$50,000.

B. Non-Budgeted Purchases or Specified Budget Line Changes

1. Town Manager approval for non-budgeted purchases or specified budget line changes under \$5,000.
2. Council approval with Town Manager recommendation for non-budgeted purchases or specified budget line changes over \$5,000.

C. Contingency Budget Use

1. Town Manager approval for use of Contingency line items up to \$15,000.
2. Council approval with Town Manager recommendation for use of Contingency line items over \$15,000 with the exception of normal employee termination payouts.

D. CONTRACTS & AGREEMENTS

1. CONTRACTS AND AGREEMENTS ENTERED INTO BY THE TOWN MUST BE REVIEWED BY THE RISK MANAGEMENT DEPARTMENT AND MUST BE APPROVED AND SIGNED BY THE TOWN MANAGER.
2. CONTRACTS OR AGREEMENTS OVER \$50,000 NEED COUNCIL APPROVAL AND THE MAYOR'S SIGNATURE.
3. AMENDMENTS WITHIN THE LINE ITEM BUDGET ~~BUT OVER THE ORIGINAL CONTRACTED AMOUNT~~ MUST GET COUNCIL APPROVAL AND THE MAYOR'S SIGNATURE WHEN THE AMENDMENT IS MORE THAT 10% OVER A CONTRACTED AMOUNT OVER \$500,000 AND 15% OVER A CONTRACTED AMOUNT UNDER \$500,000.
4. COUNCIL SHALL BE NOTIFIED OF ANY CONTRACT OVERAGES WITHIN 3 WORKING DAYS.

5. ANY CHANGE ORDERS ~~INCREASING THE COSTS MORE THAN \$50,000~~ THAT IS AN EXPENDITURE OF \$50,000 OR MORE SHALL BE APPROVED BY COUNCIL AT THE NEXT MEETING, IF THE COST OF THE CHANGE ORDER WILL INCREASE BASED ON TIME DELAY OF A COUNCIL MEETING THEN THE TOWN MANAGER AND CONSULTATION WITH THE MAYOR IS AUTHORIZED TO APPROVE. THIS ITEM WILL THEN BE PLACED ON THE NEXT COUNCIL MEETING FOR REVIEW.

## II. APPROVAL PROCESS

### A. Support Requirements

1. Department Director sign-off for all purchases.
2. 3 comparative quotes (see item B. Quotes below) required for construction/materials related purchases over \$10,000 up to \$50,000 and for all non-Bid purchases over \$50,000.
3. Bid Process (see item C Bids below) required for construction/materials related purchases over \$50,000.
4. Bids and comparative quotes are not required when purchasing from a vendor on the State Procurement List.
5. Purchase Orders/Requisitions (see item D. Purchase Orders / Requisitions below) must be completed for purchases/contracts over \$20,000.

### B. Quotes

1. Quotes or current pricing information from reasonable competitors. Information must be printed and attached to the purchase request. Pricing comparisons should be based on best available price information with only reasonable competitor prices used.
2. Where 3 quotes cannot be obtained, a vendor's refusal to quote or simply the lack of vendors must be documented.
3. The Town reserves the right to select a higher quote if circumstances can be documented that the more expensive choice is in the Town's best interest.

### C. Bids

1. Obtain a project/bid number from the Town Clerk's Office.
2. Publication of a notice of solicitation. Per A.R.S. § 41-2533, an invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the procurement. The notice may include publication one or more times in a newspaper of general circulation within a reasonable time before bid opening. The publication shall be not less than two weeks before bid opening and shall be circulated within the affected governmental jurisdiction. Notice shall also be sent to the League of Arizona Cities and Towns, plan rooms and all vendors who have requested to be placed on the bid list.
3. Notice of same must be given to Town Council.
4. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted. The time of bid opening should be not more than 15 minutes after the deadline to submit bids.
5. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.

6. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
7. All bids shall be date and time stamped upon receipt.
8. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted at Town Hall for public inspection.
9. All bidders shall be notified in writing of the award or rejection of any and all bids.
10. Proposals shall be requested and evaluated pursuant to procedures consistent with the State Procurement Code (A.R.S. § 41-2534, as may be amended).
11. Original bid documents are maintained on file in the Town Clerk's Office in accordance with the Town of Camp Verde Records Management Manual.
12. Unless the bids are rejected, the following shall be considered in determining the lowest responsible bidder:
  - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
  - b. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
  - c. The quality of performance of previous contracts.
  - d. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
  - e. The financial resources and ability of the bidder to perform the contract.
  - f. The quality, availability, and adaptability of the supplies or service.
  - g. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.

**B. Purchase Orders / Requisitions**

1. The computerized requisition process must be used for any purchases or projects that in total accumulate to more than \$20,000 for each individual vendor or contract (excluding normal recurring operating expenditures such as utility expenses, rental payments, payroll taxes, etc.).
2. Requisitions will be completed by each department for projects, contracts or purchases as soon as agreements or contracts are accepted or the intent to move forward with the project/purchase has been initiated.
3. Purchase Orders will be initiated at the department level and are used to draw down monies on each individual requisition.

**C. Other Items**

1. Performance and Payment Bonds. The Finance Director shall have the authority to require a performance bond, in such amount as the Finance Director may deem sufficient for contracts other than contracts for construction, and the Finance Director shall require performance and payment bonds for contracts for construction as required by law (in excess of \$20,000). In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.
2. Exclusive Service. In the event that there is only one person or entity capable of providing a particular commodity or service, the requirement of the Town Code concerning bidding procedures shall not be applicable. However, for auditing purposes, sole-source proof shall be maintained.
3. Professional and Technical Services

- a. The provisions of the Town Code shall not apply to professional or technical services.
  - b. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the Town unless possessing a current license in good standing.
  - c. Upon engagement, the Town shall enter into a written agreement or memorandum of understanding for the performance of the services for which engaged, setting forth the scope of services and the unit or total price therefore.
4. Job Order Contract. Under ARS 6-34-601, the Finance Director may authorize the solicitation for Request of Qualifications (RFQ) and/or Request for Proposals (RFP), for the selection of a qualified firm/individual with whom the Town may enter into a Job Order Contract (JOC). The method of solicitation and selection may include the consideration of contractors approved under the Mohave Contract. Multiple contracts for Job-Order-Contracting construction services may be awarded to separate persons or firms on a final list with whom the Town may negotiate fair and reasonable contract terms. Multiple year contracts will be executed for three years, performance reviews and fixed or unit prices may be updated annually.
  5. Cooperative Purchasing. The Town Code shall not apply to purchases made by, though or with the State of Arizona or its political subdivisions. The Town may make purchases or award contracts for services without a formal bidding or proposal process whenever other governmental units have done so for the same item or service, if, in the opinion of the Finance Director, a separate bidding process is not likely to result in a significantly lower price for such items or services.
  6. Grants. The provisions set forth in the Town Code or the Town of Camp Verde Financial Operations Guide may be superseded by bidding, proposal, or qualification requirements in federal and state grants.
  7. Purchases from Mayor or Council Members. Pursuant to ARS § 38-503(C), as may be amended, the Town, through its common Council, may purchase supplies, materials, and equipment not to exceed three hundred dollars in cost in any single transaction or a total of one thousand dollars annually, or as may be adjusted by law from the Mayor or any member of the common Council without using competitive public bidding procedures according to an annually adopted Town policy.

III.