



**AGENDA
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 14, 2019 AT 5:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

3. Pledge of Allegiance

4. Work Session. No legal action to be taken.

Page
n/a

4.1. Monopole – T-Mobile. General Direction on whether to move forward with lease and development application on possible cell phone pole on Town properties in the downtown. [Staff Resource: Russ Martin]

n/a

4.2. Discussion and consideration of assisting the Town of Clarkdale to complete construction project, that is funded through NACOG, by moving our funding date back 1-year, along with Sedona, Cottonwood and Yavapai County. [Staff Resource: Ron Long]

n/a

4.3. Review and possible direction on 2019/2020 Capital Improvement projects, priorities and timeframes. [Staff Resource: Ron Long and Russ Martin]

3

4.4. Review and direction for possible changes related to procurement and budget policies associated with Capital Improvement projects. [Staff Resource: Ron Long and Russ Martin]

5. Adjournment

Posted by: _____ Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

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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 or designee.
2. Contracts or Agreements over \$50,000 need Council approval and the Mayor's signature.
3. Awarded Bids (following procedure in II C) shall be allowed to exceed the total contract award by no more than 15% or \$250,000, whichever is less if within budgeted project amount without additional Council approval.

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 and a bid time schedule sent to Town Council.
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. 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.
4. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
5. 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.
6. All bids shall be date and time stamped upon receipt.
7. 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.
8. All bidders shall be notified in writing of the award or rejection of any and all bids.
9. Proposals shall be requested and evaluated pursuant to procedures consistent with the State Procurement Code (A.R.S. § 41-2534, as may be amended).
10. Original bid documents are maintained on file in the Town Clerk's Office in accordance with the Town of Camp Verde Records Management Manual.
11. 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.

D. 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.

E. Change Orders

1. Contract changes (change orders or the like) need Council approval for any individual one above \$50,000 or 15% of the original contract award price, whichever is less.
2. Change Orders shall be recorded on a form acceptable to the Town such that it is easy to discern the reason for the change and the cost associated.

F. 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, through 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.