

Summary of changes made based on Finance Commission feedback during the October 18th, 2021, meeting.

Page 2 Para 4

- The City Attorney or other Attorneys used does not have any financial authority but are responsible for review of items directed to them by the department director, Risk manager or City Manager. These legal reviews –ofcould be contacts, Purchase Orders (PO), Blanket Purchase Orders (BPO), Purchasing Contract Agreements (PCA) or Contract Purchase Orders (CPO) and or all other Professional Services as defined in this document.

Page 4 Para 9

- The physical receiving of tangible goods shall be approved by the authorizing department at the time of delivery. Dual-Approval of the receivers' supervisor is required and retention of packing slips mandatory.

Page 7 Para 4

Risk Manager's approval is required at the initiation of the PCA and annually thereafter if the scope or cost of the initial agreement is modified by over 5% in amount.

Page 9 Para 8

The person requesting the purchase is to prepare written correspondence justifying and describing the reason for the sole source purchase and must have the approval of the department director. This documentation must be submitted to the risk manager and Finance along with the requisition for approval.

Page 4 Para 11 – New bullet for preference to Los Altos businesses.

- When no restrictions exist and all things equal, local Los Altos vendors should be preferred.

Page 20 – Glossary additions

Cooperative Purchasing Agreement (CPA): The purchase of goods, materials, or services which is entered into by one or more local government entities. The expected impact is to increase volume and/or competition which will result in greater savings.

Purchase Contact Agreement (PCA): A purchase agreement is a legally binding contract between a buyer and seller. These agreements usually relate to the buying and selling of goods instead of services, and they can cover transactions for just about any type of product.

Sole Source Purchase: One where there is only a single vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids.

Page 16 Para 1

Legal Fees – No changes made. City manager will provide feedback to the commission.

Land Purchases do we have a policy, or do we want to add that here? This was a question from Richmond.

The purchase of land is not a regular and frequent event that would be covered under the intention of a Purchasing policy and is therefore to be addressed on a case-by-case basis, by the City Council. The Finance Commission can request weighing in on any planned land purchases in the future.