
City of Washington, North Carolina

VIII. After the Order

The procurement function is not accomplished by simply placing an order with a supplier. Satisfactory delivery must also be made. To insure delivery will be made when required, follow-up is necessary. Follow-up or expediting delivery of an order is part of the purchasing process and can be more efficiently handled by the purchasing party.

The Purchasing Agent will, on a regular basis, review outstanding purchase orders to determine if vendors are delinquent in shipping the items requested. The Purchasing Agent will first check with the department initiating the purchase order and then contact these vendors concerning the delinquent delivery. The Purchasing Agent will contact vendors concerning invoice discrepancies and will get approval from the Finance Director and affected department head to correct any invoice amounts.

IX. Surplus Property

1. Departments should dispose of surplus property through the Finance Department, as described in N.C.G.S. 160A Article 12. A surplus property declaration request should accompany the surplus property to the Finance Department.
2. Surplus property will be offered to City departments before being sold by auction, electronic auction, or delivery to the State surplus facility.
3. Property, either individually or a similar group of items, with an estimated current value greater than \$30,000 must only be declared surplus by the City Council and disposed of in accordance with the provisions of Article 12 of G.S. Chapter 160A.
4. The City Council has authorized the City Manager to declare property as surplus if such property has an estimated current value less than \$30,000. The City Manager may dispose of surplus personal property by any means which is judged to be reasonably calculated to yield the highest attainable sales price.
5. The City Manager shall maintain records of all property sold or exchanged, which shall include a general description of the property sold, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

X. Minority/Women Business Enterprise (M/WBE) Participation

Minority Business and Women Business Enterprises (M/WBEs) are businesses owned by women and/or underrepresented members of minority groups as defined by the federal grantor, grantor agency, and State law. The City has established guidelines under section X of this policy to engage in good faith efforts, pursuant to N.C.G.S. 143-128.2, to provide Minority and Women Business Enterprises an equitable opportunity to participate and compete in contract procurement procedures. These guidelines apply to all contracts above bid solicitation threshold of the most restrictive rule.

To engage in outreach efforts, the City's Department Directors or their designees shall maintain and frequently update a registry of certified M/WBEs listed in acceptable public agency databases, such as the United States Census Bureau, North Carolina Department of Transportation (NCDOT) Minority Business Enterprise, North Carolina Department of Administration (NCDOA), North Carolina

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Historically Underutilized Businesses (NC HUB), Small Business Administration (SBA), United States Department of Commerce Minority Development Agency, and Disadvantaged Business Enterprises. M/WBEs recorded in the City's registry shall be included in bid solicitations. Where economically feasible, the City shall divide projects into smaller contracts to encourage M/WBE participation. The City shall also establish delivery schedules to accommodate M/WBE where feasible.

The City must comply and document compliance with all M/WBE solicitation requirements along with all other procurement requirements mandated by state law and federal programs. HUB certification of M/WBEs is not required for compliance with section X of this policy, however HUB certification of M/WBEs is required for credit toward the City's HUB participation goals. The City may use services of acceptable public agency registries and encourage M/WBEs to pursue HUB certification. The City must document and report compliance with HUB participation to NC HUB office and the appropriate grantor agency. For compliance with NC HUB requirements, bidders shall submit good faith efforts affidavit for all building construction projects costing: \$300,000 and above with local funds or \$100,000 and above with state funds. Contractors must document compliance with M/WBE solicitation requirements along with all other procurement requirements.

The procedures in this section shall not relieve the City of the State's requirements to award contracts to the lowest responsible bidder or the State's non-discrimination in contract award requirements.

XI. Contract Authority of Manager

1. The Manager shall execute all contracts on behalf of the City, except that (i) the Council may by resolution authorize other officials to execute specific documents and (ii) the Manager may, in writing, delegate to other employees the authority to execute specific documents or classes of documents.
2. The Manager may enter into contracts that commit the City to purchase goods and services (i) when the City Council has previously authorized the acquisition of such goods and services, or (ii) If the City Council has not previously authorized the acquisition of such goods or services, when the amount is less than \$5,000.
3. In emergencies, the Manager may enter into contractual agreements for any amount. Contractual agreements entered into during an emergency must be brought before the Council during a public meeting for review and approval at the earliest possible date. For the purposes of this subsection, an "emergency" is defined as "a sudden or unexpected occurrence or occurrences, which jeopardize the safety of the City's citizens, such as but not limited to a fire or an electrical outage."

XII. Contracts

1. Except as otherwise provided in Section II of this policy, all contracts need to contain the pre-audit certificate signed by the Finance Director and must include the account number to which the payment will be charged.
2. Contracts requiring approval of the Council should be forwarded to the City Manager at least ten