



**City of North St. Paul
City Council
Workshop Meeting Agenda**

**October 19, 2021
5:00 PM**

The City Council Meeting will be conducted on **October 19, 2021** at 5:00 p.m. The meeting location is the City Council Chambers of City Hall, located at 2400 Margaret St., North St. Paul.

The City Council will also be meeting by interactive TV under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person. However, it is encouraged to participate in the meeting remotely. Instructions can be found below.

The **October 19, 2021** Zoom meeting can be accessed via:

<https://tinyurl.com/NSPCityCouncil>

(from a PC, Mac, tablet, iPhone or Android device)

or by phone at 1-929-205-6099, meeting ID 821 4097 2224, password 362656.

You can also watch the meeting on our YouTube channel here tinyurl.com/NSPYouTube

The City Council Zoom meeting will be 'open to the public' to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

I. Call to Order

II. Roll Call

Council Member Thorsen
Council Member Petersen
Council Member Wong
Council Member Cole
Mayor Furlong

III. Adopt Agenda

IV. Topic(s)

- A. Arts and Culture Commission Introduction
- B. City of North St. Paul COVID Operational Plan
- C. Purchasing Policy Updates and Annual Training Materials

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is November 2, 2021.



To

Honorable Mayor Furlong and City Council

Date

October 19, 2021

Agenda Placement # IV.A

Topic(s)

Subject

Arts and Culture Commission Introduction

Background/Facts

Recommendation:

Attachments

None

Respectfully submitted,



To

Honorable Mayor Furlong and City Council

Date

October 19, 2021

Agenda Placement # IV.B

Topic(s)

Subject

City of North St. Paul COVID Operational Plan

Background/Facts

On October 5, 2021, staff presented to City Council items regarding Covid-19 for consideration in developing a City of North St. Paul COVID Operational Plan. City Council directed staff to review the League of Minnesota Cities website and prepare a draft of a plan to be reviewed and discussed with the City Council.

Recommendation:

Staff requests that City Council provide feedback on the COVID Operational Plan.

Attachments

1. City of North St. Paul COVID Operational Plan - DRAFT 10.13.21

Respectfully submitted,
Daniel Winek, Finance Director

City of North St. Paul COVID Operational Plan

In order to ensure the safety of our community, elected officials and staff, I recommend the City Council consider adopting the following operational guidelines.

COVID Operational Policy

The City of North St. Paul is committed to providing a safe and healthy workplace for all our employees and residents. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Policies in response to the COVID-19 pandemic. All employees are responsible for adhering to these policies. The goal is to mitigate the potential transmission of COVID-19 in our workplace and community, and that requires full cooperation from our employees. These policies follow guidance developed by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health.

1. All employees should familiarize themselves with the common symptoms of COVID-19 and monitor for those. If any symptoms should develop, employees should stay home, notify their supervisor, and contact their health care provider to seek testing.
2. All employees are highly recommended to get vaccinated, employees will be allowed to use work time to get vaccinations.
3. All employees are highly recommended to wear a mask in public indoor settings in areas of [substantial or high transmission](#).
4. All employees should be welcomed to wear a mask regardless of level of transmission, particularly if individuals are at increased risk or have someone in their household who is at increased risk of severe disease or not fully vaccinated.
5. All employees are to stay at least six feet apart whenever possible, regardless of if masks are being worn. If physical distancing is not possible, employees should limit the time of the contact and avoid any physical contact.

If employees are ill or exhibiting COVID-19 symptoms, they should stay home and notify their supervisor immediately. Employees should self-isolate at home and consult with their doctor and/or the CDC symptom checker for recommended guidance.

Employees Fully Vaccinated Against COVID-19

1. You have been in close contact with someone who tested positive for COVID-19 – DO NOT FEEL SICK OR HAVE SYMPTOMS
 - a. You do not need to quarantine if **BOTH** of the following are true:
 - i. The COVID-19 exposure was at least 14 days after the vaccination series was fully completed.
 - ii. You do not currently have any symptoms of COVID-19.
 - b. You can continue working provided that you wear a mask in public, indoor settings for 14 days following exposure or until your test result is negative.

- c. You should get tested three to five days after you were close to a person with COVID-19.
 - d. If you have tested positive for COVID-19 but do not have symptoms, you must still stay home and away from others for 10 days.
 - e. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19.
2. You feel sick or have symptoms
- a. Stay home.
 - b. Get tested immediately.
 - c. Stay home until all three of these things are true:
 - i. You feel better. Your cough, shortness of breath, or other symptoms are better.
and
 - ii. It has been 10 days since you first felt sick.
and
 - iii. You have had no fever for at least 24 hours, without using medicine that lowers fevers.

Employees Not Fully Vaccinated Against COVID-19

- 1. You have been in close contact with someone who tested positive for COVID-19
 - a. Stay home.
 - b. Get tested immediately.
 - If the test is negative, test again three to five days after the last time you were close to the person with COVID-19.
 - Stay home and away from others.
 - If both tests are negative you can return to work.
 - c. If you have tested positive for COVID-19 within the past three months and do not feel sick, you do **not** need to get tested after close contact with a person with COVID-19 and may continue working.
- 2. You feel sick or have symptoms
 - a. Stay home.
 - b. Get tested.
 - c. If you have symptoms of COVID-19, stay home until all three of these things are true:
 - You feel better. Your cough, shortness of breath, or other symptoms are better.
and
 - It has been 10 days since you first felt sick.
and

You have had no fever for at least 24 hours, without using medicine that lowers fevers

Employees should seek medical advice from their healthcare provider to address their specific health concerns.

Employees should be advised that this policy is subject to change as the CDC and MDH update their guidance. This guidance often changes as the scientific community learns more about COVID-19. Employees are encouraged to discuss any questions or concerns about this policy with their supervisor.

Workplace Exposure

The City of North St. Paul has a duty to provide a safe workplace under Federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, and the City is aware of the confirmed COVID-19 diagnosis, then the City should inform fellow employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, the City is required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of the notification process, the City of North St. Paul will attempt to determine which, if any, employees were exposed to COVID-19 through a review of the affected employee's work schedule and location(s) to determine with whom the employee may have interacted. Additionally, the City may request the employee to provide a list of others with whom they have had close contact with in work settings during the last 14 days if they are confirmed to have COVID-19.

Notification protocols are as follows:

- Notifications will occur under these circumstances:
 - Employee is symptomatic of COVID-19 and/or has been directed to self-quarantine by a health care provider
 - Employee has tested positive for or has been otherwise diagnosed with COVID-19 by a health care provider
 - Employee has been directed to self-quarantine due to someone in their household testing positive for or has been otherwise diagnosed with COVID-19 by a health care provider
- Notifications will not occur if:
 - Employee has been exposed to someone who has tested positive or been otherwise diagnosed with COVID-19 (outside of their household) and does not have symptoms
 - Employee has been exposed to a potential positive (not confirmed) case of COVID-19

Workplace Accommodations

North St. Paul will make a good faith effort to accommodate workers with underlying medical conditions, or who have household members with underlying health conditions. Each situation will need to be addressed individually, and will require approval by the Department Head and City Manager. Accommodations may be made to the extent they are reasonable and available, and could include:

- Remote schedule – this may not be available to all employees as not all positions are able to work remotely. Also, even if remote work is available, it may not be allowed if it creates issues in providing quality customer service or problems with public accessibility to services or facilities. If remote work is performed, the employee and their direct supervisor need to formulate a written plan to ensure productivity and accountability, and include measurable performance standards and check-in timeframes.
- If space and equipment allows, it may be possible for employees to report to work in a closed office/room/vehicle in order to isolate themselves from other employees and the public for most of the work day. This may include modifications to existing work spaces.
- In the event a form of isolation is not feasible, cleaning supplies and personal protective equipment (PPE) have been made available to all employees. They are available in shared supply areas, in City vehicles, and sanitation kits have been placed in meeting rooms. Cleaning supplies and shared PPE (disposable masks and gloves) are not to be taken home.

Pandemic Leave

North St. Paul has implemented leave policies that encourages workers staying at home when they are sick or when required by a health care provider to isolate or quarantine themselves.

- Last year, for COVID-19 related absences, an emergency leave program was established for all eligible employees. Under this program, all regular full-time employees are eligible for an 80-hour bank of leave time (prorated for regular part-time employees) for sick use. This leave is a separate type of leave, above and beyond normal accrued leave. This leave cannot be carried over to the next calendar year and will not be paid out if an employee terminates employment before the leave is utilized. Employees may utilize any remaining balance.
- Employees may also utilize normal accrued leave banks if necessary. If an employee does not have enough leave time for a COVID-19 related absence, they will be allowed to run into a negative leave balance and still be paid at their regular wage. Employees will not be allowed to take additional leave time until their negative balance has been earned back through the normal accrual process except as may be required by state or federal law. This one-time exception only applies to COVID-19 related absences.
- Regular employees also have FMLA options, as well as short and long-term disability coverage. For options on these types of leave, please contact Human Resources. (ext.72420).

**To**

Honorable Mayor Furlong and City Council

Date

October 19, 2021

Agenda Placement # IV.C

Topic(s)

Subject

Purchasing Policy Updates and Annual Training Materials

Background/Facts

On June 1, 2021, staff presented purchasing policy updates to the City Council in a workshop. Staff recommended changes in the policy to address the recommendations by the City's independent auditors, Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) to include the following in our Purchasing Policy:

- All increases to the contract price, whether through change orders or otherwise, be approved by the City Council; and
- When the City Council approves an increase to a contract price, also consider requiring additional contractor's bonds, and votes to require or waive such bonds.

In addition, City Council, City Attorney, auditors, and staff made additional recommendations to address the following:

- Align with state and federal purchasing law.
- Increase controls and accountability.
- Emphasize only authorized City personnel could make purchases on City accounts.

Finally, staff recommends that department heads be required to attend training on the purchasing policy.

Recommendation:

Staff requests that City Council provide feedback on updates to the Purchasing Policy and Annual Training materials.

Attachments

1. Draft - Purchasing Policy - Revisions 10.13.21
2. Purchasing Training 2021 - Draft

Respectfully submitted,
Daniel Winek, Finance Director



NORTH ST. PAUL

extraordinary.

PURCHASING POLICY

City of North St. Paul

Adopted on August 4, 2020

Amended on ~~June~~ October, 2021

Purpose

In order to have consistency and uniformity in the purchasing practices of the City, it is essential for those authorized to purchase goods or services to have a clear understanding of the purchasing policy and ~~the its~~ requirements ~~thereof~~.

The following information is intended to serve as a guide for purchasing practices.

This purchasing policy was created to:

- Clarify and reconcile the complex requirements of state ~~and federal~~ purchasing law, ~~various~~ departmental procedures, and the ~~fFinance~~ ~~dDepartment~~ processes.
- Provide a comprehensive resource book for staff to be effective and efficient when making purchases.
- Standardize purchasing and payment methods to expedite the purchasing process.
- Assure the City Council and City Manager that adequate controls over purchasing are well established and adhered to.

The standards in this policy are minimum standards to ensure fiscal responsibility. Departments may set more restrictive procedures to meet their own budgetary accountability.

Quick Reference Guide

Value of Purchase	Quotations Needed	Payment Request Options	Approvals Needed Prior to Purchasing	
Less than \$2,000	Pursue an open mMarket best price purchase	Credit Card Charge Account Check Request	Department Finance City Manager City Council	X
\$2,000-\$9,999	Pursue an open mMarket best price purchase	Check Request	Department Finance City Manager City Council	X
\$10,000- \$19,999 <u>\$25,000</u>	Two wWritten qQuotes or RFPs, when possible, Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X
\$205,001 <u>\$10</u> - \$174,999	Two wWritten qQuotes or RFPs, when possible, Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X X
Greater than \$175,000	Sealed Bids	Check Request	Department Finance City Manager City Council	X X X X

Notes:

- If a cooperative purchasing agreement is in place, quotations are not needed.
- All purchases must be approved as part of the annual budget or within the Capital Improvement Program. The level of budgetary controls is more restrictive than this policy are is established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available.
- Departments are responsible for collection and retention of all bids, quotes, and cooperative purchasing agreements used in the purchasing process.
- As a Plan B City, State Statute 421.691 designates the manager shall be the chief purchasing agent of the City. ~~All purchases for the city and all contracts shall be made or let by the manager when the amount of the purchase or contract does not exceed \$20,000 unless a lower limit is provided by the city council; but all claims purchases resulting therefrom no matter the amount are subject to shall be~~ audited and approved by the Council as provided in Minn. Stat. §section 412.271. ~~All other purchases shall be made and all other contracts let by the and contracts totaling more than \$25,000 must be authorized by council after the recommendation of the manager has first been obtained.~~
- Purchasing procedures for federal grants are outlined in Appendix C.
- ~~All subsequent increases to the contract price (change orders, amendments) are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally over \$175,000, increases to contract price must be brought to City Council for consideration and approval, the sealed bid process does not need to be repeated.~~
- For any purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally less than \$10,000 but then later is increased above \$10,000 but below \$25,000 the City must solicit at least two quotes for the remaining work, when possible.
- Subsequent increases to the contract price (change orders, amendments) are to be for only allowed for items consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the contractor or employee must include detailed reasoning for their inclusion, and the approval level, per the Quick Reference Guide on page 2, and must consider obtaining additional quotes, sealed bids, or request for proposals RFPs for these increases.

Public Purpose Expenditures

City funds must not be used for expenditures that have not been authorized in the adopted budget.

All expenditures must be made by City employees and made by City employees using City funds must be for a public purpose. An expenditure is made for a public purpose if it meets all of the following criteria:

- It will benefit the community as a body;
- It is directly related to functions of government; and
- It does not have as its primary objective the benefit of a private interest.

Guidelines Regarding Certain Employee Expenditures

To ensure City funds are only used for public purposes in regard to certain employee expenditures,

City employees must observe the following guidelines:

- Expenses Related to Work Assignments
 - The City may pay reasonable expenses directly related to the performance of an official City activity including expenses for travel, lodging, meals, and ~~appropriate~~ incidental expenses that are directly related to the performance of an employee's official job duties for the City.
- Employee Safety Programs
 - The City may pay reasonable expenses directly related to the operation of an employee safety program when the program is required by law or the benefit of the program is clearly demonstrated and a written outline of the program is approved by the City Council.
- Employee Training and Development Programs
 - The City may pay reasonable registration, tuition, and travel expenses for a conference, seminar, workshop, or similar employee training (internal or external) or development opportunity when it is directly related to the performance of the employee's official job duties for the City.
 - All training and travel, budgeted or unbudgeted, must be pre-approved by a department head or the City Manager.
- Employee Wellness and Recognition Programs
 - The City may pay reasonable expenses related to employee wellness and recognition programs, including non-monetary service awards to recognize employee performance and length of service. Any such program shall be outlined in writing and approved by the City Council. A program primarily of a social nature, however, does not qualify. Further, the City shall not pay for spouses or third parties to attend any wellness or recognition event.
- Meals and Refreshments
 - The City may pay reasonable meal and refreshment expenses when the meals or refreshments are provided as part of one of the following:
 - ~~As part of~~ a structured agenda of a conference, workshop, seminar or meeting when the employee is authorized by the City to attend and the topic relates to the official business of the City;
 - ~~As part of~~ a City sponsored meeting, conference, or workshop when the employee is required by the City to attend and the majority of the participants are not City employees;
 - ~~As part of~~ a City-sponsored event where registration fees are charged and the majority of the participants are not City employees;
 - ~~During~~ an official meeting of the City Council or any official meetings of City Council committees, task forces, work group, or advisory committees, provided the provision of meals or refreshments is necessary to sustain the flow of the meeting and to assist the participation of the attendees; or
 - ~~As part of a formal City or department-wide staff meeting that consists primarily of City employees~~ when the meals or refreshments are an integral part of the formal meeting or training and are necessary to sustain the flow of the meeting, to retain the captive audience, and to assist the participation of those employees and attendees, but only if the meeting is a City or department-wide staff meeting for all City or department employees, as applicable.

Prohibited Expenditures

Following is a list of specifically prohibited expenditures. Note this is not a complete listing.

Alcoholic Beverages
Personal Purchases
Pictures, Artwork, Décor
Gifts of any kind
Holiday Decorations
Decorations for office
Flowers

Dues to Social Clubs
Greeting/Sympathy cards
Employee Parties (including holiday parties)¹
Refreshments for Routine Meetings²
Entertainment
Contributions or Donations
Lobbying

Cooperative Purchasing

The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units through joint powers agreements. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all the parties that participate in the agreement. Rather than specify a number of items, the advertising participant will advertise for a range of quantities estimated for the entire group. Each participating unit can make the final decision on whether to purchase the items from the successful bidder.

Emergency Purchases

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. Emergency purchases are those made by department heads where an immediate purchase is [necessary-essential](#) to correct a situation, which would adversely affect the life, health, or safety of the citizens.

Whenever possible the current purchasing policies and procedures should be followed even when an emergency is declared, but as described above if the emergency requires speedy action essential to the health, safety, and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with Minnesota Statute §12.37.

Every effort shall be made to contact the City Manager whether the emergency occurs during or after normal working hours. On the next business day, such emergency shall be documented with the City Manager ~~&~~[and](#) Finance Director.

In the event of a prolonged emergency, Minnesota Statute §12.29 gives the Mayor the authority to declare a local emergency for up to three days, which period may be extended by the City Council. During such an emergency, if authorized by City Council, the City is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines, including compliance with Minnesota Statute §471.345, Uniform Municipal Contracting Law.

[Either after the emergency or periodically during the emergency, the City Manager will submit a written report detailing the emergency and the nature of emergency purchases that were not compliant with the typical purchasing process to be approved by the City Council.](#)

¹ This item does not prohibit employee recognition and wellness programming.

² This item does not prohibit refreshments otherwise allowed under the “Meals and Refreshments” section on page 5 of this policy.

Preapproved Purchases

The City Council has pre-approved payment for items such as utility accounts and payroll transfers that occur in the normal course of business even though they may exceed \$20,000. These are contractual accounts for services that are approved as part of the budget process. The exceptions that fall under this situation include:

- Utility Bills (fuel, natural gas, telephone)
- Metropolitan Council Environmental Services
- Fringe benefits and other payroll related items
- Investments
- Liability insurance
- Refuse hauler and tipping fees
- Automotive gasoline and diesel fuel
- Professional services under contract approval by the City Council
- Copier Leases
- Mandated licenses, permits, and fees to the State and Federal Government
- Electric wholesaler
- Fiber Optic wholesaler
- Debt Service Payments as listed in the Debt Service Schedule in bond documents

Decentralized Purchasing

The City of North St. Paul has a “decentralized” purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including State Bid vehicles and other similar state or cooperative purchasing agreements. All other purchases should follow the rules below:

- Determine the need for commodities or services.
- Research the cost of the purchase and determine proper purchasing alternative.
- Determine the appropriate account coding and whether there are sufficient funds available in that budget line item.
- Follow the quick reference matrix to determine preapproval process. If bids [or](#) quotes are required, ensure these are included with the preapproval process.
- Make sure all approvals are obtained prior to purchasing.
- Upon receipt of the invoice, make sure all goods or services have been received and are in satisfactory condition prior to paying the invoice.
- Code and approve the invoice for processing.
- Accounts payable listing is approved by City Council.
- Payment is made by the Finance Department.

Local Vendors

City employees will make every effort to purchase goods and services from local vendors and award purchases to those vendors when cost effective. This can be accomplished by insuring that local and state vendors who have goods or services available are included in the competitive shopping process that will precede most purchases.

Ethics / Relations with Vendors

The City of North St. Paul holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and encourage open and free competition among prospective suppliers. In keeping with these values, employees should must avoid the following practices when making purchases on behalf of the City:

- Circumventing competitive bidding requirements – Examples include but are not limited to:
 - Splitting purchases so that they can be made through several small purchases
 - Using the emergency procedure process when no true emergency exists
 - Using a “sole source” exemption when competition is available
- Denying one or more vendors the opportunity to bid on a contract – Examples include but are not limited to:
 - Using unnecessarily overly-restrictive specifications
 - Pre-qualifying bidders on a discriminatory basis
 - Removing companies from a bidders list without just cause
 - Requiring unnecessarily high bonding
- Giving favored vendors an unfair advantage – Examples include but are not limited to:
 - Providing vendors with information regarding their competition's offers in advance of a bid opening
 - Making information available to favored vendors and not to others
 - Giving un-favored vendors inaccurate or misleading information
- Accepting gifts from vendors
 - Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided.
- ~~Receiving any remuneration (including i.e. any kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for the City recommending, purchasing, leasing, ordering, or arranging (or recommending any of those) a service or purchase of goods.~~
 - ~~City employees should avoid using City vendors for personal purchases. If not avoidable, consider disclosing the personal purchases to ensure no conflict of interest arises.~~

Training & Travel

- ~~All training and travel, budgeted or unbudgeted, must be pre-approved by the City manager.~~

Charge Accounts

The City may open charge accounts with vendors regularly used. Charges on charge accounts are limited to purchases under \$2,000 per the Quick Reference Guide on page 2. The use of charge accounts by City employees for City business is an authorized payment method, and is not a method of creating debt, therefore all balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the charge account.

The City will provide individual Vendors with ~~are required to keep~~ a list of approved city employees who may use for charge accounts. These approved lists are to be updated by department heads for any changes in employment and reviewed annually. Only City employees are allowed to use City charge accounts.

Credit Cards

- See Appendix A and Attachments A.1, A.2B, & A.3, and A.4 G

State of Minnesota Bid, Quote, and Contract Laws

- See Appendix B

Federal Grant Procurement Requirements

- See Appendix C

Single/Sole Source Justification Form

- **See Appendix D**

Professional / Technical Contract Single Source Procurement

- See ~~Attachment Exhibit~~ **Appendix ED**

Appendix A:

Credit Cards

The City has the authority to make purchases using credit cards under Minnesota Statute §471.382. The use of credit cards (~~purchasing cards~~) by staff for City business ~~is an authorized payment method, and is~~ not a method of creating debt, therefore all credit card balances shall be paid off on a monthly basis without delinquency fees or finance charges. Failure to avoid finance fees will require the discontinued use of the ~~respective credit account~~ credit card. ~~These~~ guidelines ~~are~~ intended ~~to protect the City and the employee that an employee neither gain nor lose financially from the use of credit cards~~. All employees entrusted with a credit card shall be responsible for complying with these directives.

Authorized Employees

The ~~City Manager~~ Finance Director ~~has delegated himself as the~~ is the Chief Financial Officer of the City in the eyes of ~~City CFO with the bank. So, the Manager~~ Finance Director and is the only individual with the authority to assign, remove, or modify users and account balances for the City credit card program. ~~All cards authorized to e~~ Employees authorized to use a credit card must sign an Credit Card User Agreement, Attachment A.1, -affidavit noting card policy, procedures for use, and card holder responsibility. To request a credit card, the Credit Card Request Form, Attachment A.2, must be completed and sent to the Finance Director. The ~~City Manager~~ Finance Director will maintain a listing of accounts, limits, and personnel authorized to purchase with the respective credit cards. Credit cards ~~must will~~ be kept in a secure location ~~by employees~~ when not in use. Only City employees are authorized to use City purchasing cards. Attachment A.3G, Credit Card Purchase Request Form, must be filled out for each purchase made on a purchasing card.

The only person entitled to use a purchasing card is the person whose name appears on the face of the card. If the situation arises that the cardholder must lend the purchasing card to another City employee, a form must be filled out for each transaction including signed approval by the cardholder and signed acknowledgement of purchasing policy by the employee lent who used the card. See Attachment A.3G for a copy of n example of this form Credit Card Purchase Request Form. Do not lend the Purchasing Card to another person. Providing the card to anyone other than the cardholder is prohibited.

Suppliers

The ~~Purchasing credit c~~Card is a Visa Card product. Any supplier or merchant who accepts Visa Card can accept the ~~Purchasing C~~credit card.

Lost or Stolen Cards

Cardholder employees must kkeep the ~~Purchasing C~~credit card in a secure location. ~~It~~ When in use the card needs must only be accessible only to the cardholder. If the ~~Purchasing C~~credit card is lost or stolen the cardholding employee must, notify Customer Service immediately at the 24-hour telephone number (1-866-552-8855), and call the ~~City Manager~~ Finance Director. The card will be closed and monitored. A new card will be issued if necessary.

Authorized Purchases

Credit cards must not be used for expenditures that have not been authorized in the adopted budget. Since use of the ~~purchasing~~ credit card is restricted to purchases for the City, no ~~personal non-city~~

use is permitted and all purchases must be for a public purpose. State Statute provides that if officers and employees make purchases for the City that are not authorized by the City Council, they become personally liable for the amount of the purchase.

State Statute provides that claims presented for payment must be in writing and itemized. Department heads will be responsible for ensuring receipts and invoices meet this requirement and provide them to the finance department for prompt payment of the credit card statement.

Monthly Statements

Monthly statements will be sent to ~~the main account holder/~~department heads. Detailed receipts along with general ledger coding must be provided to the finance department by the 15th day of each month.

Detailed Receipts

- Any items that do not have a receipt must have a Missing Receipt Affidavit (Attachment A.4) completed or it will be the personal responsibility of the card user.
- Missing Rceipt Affidavits must be signed by both the employee and department head with a complete explanation of the expense and the reason for the missing receipt;
- Failure to submit a receipt for a purchase or failure to complete a missing receipt affidavit will result in disciplinary action up to and including termination of employment.

Loss of Privileges

Failure to comply with the requirements of this policy will result in immediate revocation of Purchasing Ccredit card privileges. Here is a non-exclusive list of violations of this policy if any of the following occur:

- Splitting of charges to avoid the single purchase dollar limit.
- Lending the card to another employeea non-employee for use.
- Lending the card to another employee for use without completing the Credit Card Purchase Request Form – Attachment A.3.
- Failure to submit itemized receipts or a missing receipt affidavit by the 15th day of each month.
- Fraud or misuse using the credit card for personal benefit.
- Termination of Employment with the City



Credit Card User Agreement

I agree to the following regarding the use of the Credit Card Policy:

1. I understand that I am making financial commitments on behalf of the City of North St. Paul and will strive to obtain the best value for the City.
2. I understand that under no circumstances will I use the credit card to make ~~personal~~ non-city business purchases, whether for myself or for others.
3. I understand the use of the credit card to obtain cash is expressly prohibited.
4. I have been given a copy of the Purchasing Policy, which I have read and understand the requirements for credit card use.
- 4.5. I understand that the credit card must only be used for expenditures that have been authorized in the adopted budget.
- 5.6. I will follow the established procedures for use of the credit card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of my employment.
- 6.7. I agree that should I willfully violate the terms of this agreement, I will reimburse the City of North St. Paul for all incurred charges and any fees related to the collection of those charges.
- 7.8. I understand that any fees or interest charged by the card company because of late payments due to untimely submission of record to the Finance Department will be my responsibility and will not be paid from City funds.

Employee Name (Print)

Employee Signature

Date



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Credit Card Request Form

To: City ManagerFinance Director

From: _____
(Department Head)

Re: Request for Credit Card

The following employee is authorized to be issued a City of North St. Paul Credit Card for the department indicated. The employee is fully aware of the Credit Card Policy and has provided a signed Credit Card User Agreement form.

Full Name (print): _____

Signature: _____

Title: _____

Department: _____

Single Purchase Limit: _____

30-Day Purchase Limit: _____

I have read the City of North St. Paul Credit Card Use Policy and I understand the responsibility of purchasing services and supplies using the City of North St. Paul Credit Card Program. I agree to abide by the policy for the use of a credit card. I also understand that misuse of the card can result in disciplinary action or may be cause for dismissal.

Signature of the Employee

Date

Signature of the Department Head

Date



City of North St. Paul
Credit Card Purchase Request Form
 For Purchases Under \$2,000

Fund/Department	Requestor	Date	Card # (Last 4 Digits)

I Acknowledge Having Read the Purchasing Policy (Please Sign):

Vendor	
Vendor Address	

For Product or Supplies Purchases				
Product	Quantity	Product Description	Price Each	Total Price

For Registrations of Conferences / Meetings / Trainings		
Name of Attendee	Date of Conf/Mtg	Location

Business Purpose of Each Product or Registration:				
Is the Purchase Budgeted: ☐ Yes ☐ No	Account Codes: <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			

If Requestor Does Not Match the Cardholder		
Name on Credit Card	Date Card Taken	Date Card Returned
Cardholder Approval		

Department Head or City Manager Approval

Date



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City of North St. Paul
Credit Card Missing Receipt
Affidavit

Attachment A.4

This is to certify that on _____ 20_____

I paid the sum of \$_____ for _____

Vendor's Name _____

Vendor's Address _____

ITEMS

COST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL COST _____

I further certify that the *itemized receipt* for this payment has been lost or was not received from the vendor and that this statement is given in lieu of that itemized receipt to document the expenditure.

I certify that the expenditure incurred was solely for the benefit of the City of North St. Paul. I also certify that information identified above is valid and accurate.

SIGNED _____

PRINTED NAME _____

APPROVED FOR EXPENDITURE: _____

Appendix B:

State of Minnesota Bid, Quote, and Contract Requirements

The Uniform Municipal Contracting Law, Minn. ~~esota State Statute~~ Section 471.345 sets out procedures that cities must follow for contracts to sell, purchase, or rent supplies, materials, or equipment, or to construct, alter, repair, or maintain real or personal property. The estimated amount of the contract dictates which ~~procedures to follow depend on the estimated amount of the contract apply~~. Of course, estimates should be reasonable. ***For example, if a city asks for quotations because it estimates the value of a contract will be below the bid threshold but all of the quotations are substantially over the threshold, the city should solicit formal bids.***

Contracts estimated to have a value over \$175,000 must be made by sealed bids, solicited by public notice, and awarded to the lowest responsible bidder. Bids should be retained for the period specified in the City's records retention schedule.

The requirement that the successful bidder be "responsible" protects cities from having to choose unqualified or unscrupulous low bidders. It allows a city council to consider factors such as the bidder's financial responsibility, integrity, skill and ability, and the likelihood that the bidder will do satisfactory work. A city can even include evaluation criteria for "responsible" bidders in the bid specifications.

The Minnesota state statute above deems that contracts estimated to be worth more than \$25,000, up to \$175,000, can be made either by sealed bids or by direct negotiation based on quotations. ~~Per this policy, City Council has chosen to be more restrictive and reduced this threshold to \$20,000 and will be noted as such through the rest of this document. keep the statutory limit at \$25,000~~ Project managers/Departments with a purchase between Two or more quotes must be obtained \$25,000 and to \$175,000 should solicit two written quotes or RFPs, when possible. additional bids, if possible. All quotes and proposals received, and the quotations must be kept on file for at least 18 months. Each Department is responsible for managing these records.

Contracts with estimated values of ~~\$2520~~,000 or less may be made either upon quotation or in the open market. If quotations are used, at least two quotations must be obtained if practicable, and the quotations must be kept on file for at least 18 months.

~~For any approved purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally over \$175,000, increases to contract price must be brought to City Council for consideration and approval, the sealed bid process does not need to be repeated.~~

Increases to contracted prices must be consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the requested increases must include detailed reasoning for their inclusion, and those approving such increases must consider obtaining additional quotes, sealed bids, or RFPs for these increases depending on the levels outlined in the Quick Reference Guide on page 2.

"Best Value" Procurement Alternative

In 2007, the Minnesota Legislature authorized cities and other government entities to use a “best value” procurement process for “construction, building, alteration, improvement, or repair contracts.” ~~This alternative process is being phased in for various types of local governmental entities. For cities, counties and large school districts, best value procurement became available on July 1, 2007.~~

Best value procurement is a process based on competitive proposals (as an alternative to bids) that awards the contract to “the vendor or contractor offering the best value, taking into account the specifications of the request for proposals, the price, and performance criteria as set forth in Minn. Stat. § 16C.02, subd. 4a and described in the solicitation document.”

The price and performance criteria mentioned in the previous paragraph may include, but are not limited to:

- (1) the quality of the vendor's or contractor's performance on previous projects;
- (2) the timeliness of the vendor's or contractor's performance on previous projects;
- (3) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
- (4) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
- (5) the vendor's or contractor's ability to minimize change orders;
- (6) the vendor's or contractor's ability to prepare appropriate project plans;
- (7) the vendor's or contractors technical capacities;
- (8) the individual qualifications of the contractor's key personnel; or
- (9) the vendor's or contractor's ability to assess and minimize risks.

"Performance on previous projects" does not include the exercise or assertion of a person's legal rights.

The solicitation document must state the relative weight of price and other selection criteria. The award must be made to the vendor or contractor offering the best value applying the weighted selection criteria. If an interview of the vendor's or contractor's personnel is one of the selection criteria, the relative weight of the interview must be stated in the solicitation document and applied accordingly.

Notice of Solicitation of Bids

The notice that bids are being solicited must be published once in the City's official newspaper at least ten days before the last day for the submission of bids. As an alternative to publishing the notice in a newspaper, a city may put the bid notice on its website or in a recognized industry trade journal if certain steps (described below) are followed. Additional public notice and hearing requirements for public improvements ordered and specially assessed are provided in Minn. Stat. Chapter 429.

Alternative Dissemination of Bids and Requests for Proposals

As an alternative to publishing them in a newspaper, a city may post solicitations of bids, requests for information or requests for proposals by using a website or recognized industry trade journals. Printed and digital publications and websites that contain building and construction news of interest to contractors in Minnesota or that publish project advertisements or bids for review by contractors or potential bidders in the regular course of business are “recognized industry trade journals.” The City

must simultaneously publish, either in minutes or separately in a notice published in the official newspaper, a description of all solicitations or requests so distributed, along with the means by which the publication occurred. The publication by alternative means must be in substantially the same format and for the same period of time as a publication in a qualified newspaper.

For the first six months after the political subdivision designates an alternative means of publication, it must continue to publish solicitations of bids, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official newspaper must indicate where to find the designated alternative methods.

If, in the normal course of its business, a qualified newspaper maintains a website, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its website during the notice's full publication period.

Electronic Bidding

Municipalities now have authority for the following procedures related to purchases and sales:

1. Reverse Auction Purchases—Minn. Stat. § 471.345, subd. 16
 - i. municipality may contract to purchase supplies, materials, and equipment (but not services),
 - ii. using an electronic purchasing process in which vendors compete to provide the supplies, materials, or equipment at the lowest price in an open and interactive environment.
2. Electronic Sales—Minn. Stat. § 471.345, subd. 17
 - i. municipality may contract to sell supplies, materials, and equipment which is surplus, obsolete, or used,
 - ii. using an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

The Cooperative Purchasing Venture (“State Contract”)

As part of marketing, vendors sometimes say cities can purchase from them without bidding because they are on the “state contract” or they will sell at the state contract price. Cities should beware of this approach. The real name of the state contract is the Cooperative Purchasing Venture. It is a members-only joint powers program operated by the Minnesota Department of Administration. To purchase through it, cities must join. Cities cannot avoid the normal bidding requirements by simply purchasing at the state contract price or from a state contract vendor without joining the program and following its requirements. For additional information, visit the Cooperative Purchasing Venture website at <http://www.mmd.admin.state.mn.us/cpv2.htm>.

Cooperative Purchasing

A municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of Minnesota State Statute Section 371.345 (as described in

this policy) if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

Responsible Contractor Minimum Requirements

The Responsible Contractor Requirements apply to construction contracts over \$50,000 that are awarded on the basis of bidding or "best value." The threshold for formal bidding is \$175,000 and the best value alternative is available for contracts over \$20,000. Between \$50,000 and \$175,000 the City does not have to use the formal bidding process, however if the City does use formal bidding or "best value" procurement for these contracts they will have to comply with the Responsible Contractor Requirements.

The statute sets forth "minimum criteria" for contractors which include such things as compliance with state workers compensation laws and unemployment insurance laws, federal tax I.D number, authority to transact business in Minnesota, compliance with Federal Wage and Hour requirements, etc.

A contractor responding to the City's contract solicitation must submit a signed statement under oath of compliance with the minimum criteria identified in this statute.

If that contractor is awarded the contract, then a supplemental verification under oath must be presented to the City that the contractor has received from all subcontractors' statements under oath that they also meet the minimum requirements under this statute.

Prompt Payment to Subcontractors

City contracts that involve a prime contractor must require the prime contractor to pay subcontractors within ten days of the prime contractor's receipt of payment from the City for undisputed services provided by the subcontractor.

The contract must require the prime contractor to pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time.

Performance and Payment Bonds

For some contracts, cities must require contractors to provide a performance bond and a payment bond. This requirement applies to contracts over \$175,000 for the performance of public work. The required performance bond benefits the City by ensuring that the work is completed according to the terms of the contract, while the required payment bond benefits subcontractors and people who provide labor and materials, by seeing that their claims for labor and materials are paid. **For any increases, such as change orders, to contracts with performance and payment bonds, City Council review is required to determine if additional performance and payment bonds are required. City Council will vote to require or waive such additional bonds.**

Retainage

For a contract for public improvement, a public contracting agency may withhold up to five percent of any progress payment as retainage to ensure satisfactory performance. If it does so, it must release the retainage no more than 60 days after substantial completion.

“Substantial completion” is the date when construction is sufficiently completed so that the owner can occupy or use the improvement for the intended purpose. For streets, highways, and bridges, “substantial completion” is defined as the date when construction-related traffic devices and ongoing inspections are no longer required.

The City is permitted to continue to withhold up to 250 percent of the cost to correct or complete known work at the time of substantial completion, and the greater of \$500 or one percent of the value of the contract pending submission of final paperwork.

The amount withheld for cost to correct or complete must be released within 60 days of work completion. The amount withheld pending submission of final paperwork must be released within 60 days of submission of final paperwork.

Withholding Certificates

Before a city makes the final payment to a contractor under a contract requiring the employment of employees for wages, it must make sure the contractor and any subcontractors have complied with withholding tax laws. Contractors and subcontractors show compliance by submitting a withholding affidavit to the Minnesota Department of Revenue. This can be done electronically or by mailing a completed Form IC134, “Withholding Affidavit for Contractors.” If a contractor or subcontractor has withheld taxes as required, the Department of Revenue will return an electronic confirmation or sign and return the Form IC134, certifying compliance.

Exceptions to Competitive Bidding

The following are some of the most common exceptions to the competitive-bidding requirements:

- [See Quick Reference Table on Page 2 of the Purchasing Policy.](#)
- **Non-contracts.** An agreement that does not meet the definition of a contract under the competitive-bidding law is exempt from the competitive-bidding requirements. For example, an agreement in which a company supplied a special scoreboard system in exchange for the right to sell or lease advertising space on it was found to be exempt from the competitive-bidding requirements because it was not a contract for “materials, supplies or equipment.” Likewise, contracts for refuse hauling and janitorial services were also found to be exempt from the competitive-bidding requirements because they were not considered to be contracts within the definition of the competitive-bidding law.
- ~~Contracts of \$20,000 or less. If a contract is estimated to be \$20,000 or less, the City has the choice of making the contract upon quotation or in the open market. If the City makes the contract upon quotation, the City must obtain at least two quotations and keep them on file for at least one year after their receipt.~~
- ~~Contracts below the competitive-bidding threshold, but above \$20,000. Contracts that are estimated to cost more than \$20,000, but not more than \$175,000, may be made in two different ways. The City may make the contract using the competitive-bidding process or by direct negotiation. If direct negotiation is used, the City Council must seek at least two quotations and keep them on file for at least one year after receipt.~~
- **Electronic reverse-auction purchases.** Cities may use an electronic reverse-auction procedure to contract for the purchase of supplies, materials, and equipment regardless of their cost. This procedure allows vendors to compete to provide the requested supplies, materials, or equipment at the lowest selling price in an open and interactive electronic environment.
- **Electronic sales of surplus supplies, materials, and equipment.** Cities may contract to sell

supplies, materials, and equipment, which are surplus, obsolete, or unused, regardless of their cost, using an electronic selling process in which purchasers compete to offer the highest purchase price in an open and interactive environment.

- **Best value contracting.** Under certain circumstances, cities may use best value contracting for construction projects. Best value contracting requires cities to consider two factors as part of a request-for-proposals process: price and performance. There are additional factors that may be considered.
- **Intergovernmental contracts.** Contracts between governmental entities for the sale, lease, or purchase of real or personal property between federal, state, or political subdivisions.
- **Professional services contracts.** Professional services, such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training.
- **Some group-insurance contracts.** Group insurance for 25 or more employees. This type of insurance must be solicited through requests for proposals. The request for proposals must be in writing and must include the coverage to be provided, the criteria for evaluation of carrier proposals, and the aggregate-claims records for the appropriate period. The request for proposals must be published in a newspaper or trade journal for at least 21 days before the final day for submitting proposals.
- **Real estate contracts.** The purchase or sale of real property is generally not required to be competitively bid.
- **Emergency contracts.** The emergency-management statutes give cities the ability to declare an emergency for a limited period of time. During such an emergency, cities are not required to use mandated contracting procedures. If the facts of the situation do not indicate that a true emergency exists, such a contract would likely be void.
- **Some intergovernmental construction contracts.** A cooperative agreement to construct a project with the state or with another political subdivision of the state when the other unit does the construction. This applies only where there is an agreement prior to the initial advertising for bids on the project.
- **Some municipal electric power construction contracts.** A city may contract for the planning, acquisition, construction, reconstruction, operation, maintenance, repair, extension, and improvement of generation and transmission facilities without using the competitive-bidding process. The facilities must be located outside of the City's corporate limits.
- **Some fuel contracts.** Fuel contracts for generation of municipal power may be made using direct quotations or competitive bidding.

Appendix C:

Federal Grant Procurement Requirements

The OMB Uniform Guidance went into effect on December 26, 2014 and applies to awards or funding increments issued on or after that date. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance. The OMB Memo M-18-18 increased the micro-purchase threshold to \$10,000 and the simplified acquisition threshold to \$250,000 (note, since the State of Minnesota threshold is \$175,000, the City will follow the lower threshold from the State of Minnesota).

Methods of Procurement (see CFR §200.320):

- **Micro-purchases** - the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. Use your own judgment in identifying potential suppliers. Federal guidance asks that, if possible, spread purchases between multiple suppliers. When possible, attempt to get discounts. If you are uncertain as to whether or not a purchase qualifies as a micro purchase or a small purchase, please contact the Finance department prior to making the purchase. For example, installment payments less than \$10,000 towards a total purchase price greater than \$10,000 do not count as micro purchases
- **Small purchase** - the acquisition of supplies, services or equipment in the range of \$10,001 to \$175,000. Price or rate quotations must be obtained from an adequate number or qualified sources prior to making a purchase. A purchase order documenting at least 2 price quotes and the basis for vendor selection prior to making a purchase is required. Documentation needs to be in writing from the vendors and can include screen shots from websites, copies of published price lists and advertised pricing in established magazines or journals. This documentation should be attached to the purchase order and the buyer should not make the purchase until the purchase order has been fully approved. If a purchase order is not received prior to an accounts payable voucher, the Finance department will have the authority to reject the invoice from being paid against federal funds. If you require assistance in obtaining 2 quotes, please contact the Finance department.
- **Sealed bids** - For acquisitions costing more than \$175,000, bids are publicly solicited and a firm fixed price contract is awarded to the responsible bidder whose bid is the lowest price. See appendix B for more detail.
- **Competitive proposals** - For acquisitions costing more than \$175,000, conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the City with price and other factors considered.
- **Noncompetitive proposals** - procurement through solicitation of a proposal from only one source. A waiver must be granted by submitting the Single/Sole Source Justification Form (see attachment C.1Appendix D).

APPENDIX D

Single/Sole Source Justification Form-(Form Attached Separately)(see Attachment C.1 for template):

There may be times when competitive bids are not appropriate and the requirement for obtaining them is waived. Failing to anticipate needs resulting from poor planning is not an exception to the bidding policy. For an exception to be valid, a clear statement of justification for waiving the competitive bidding process must be submitted in writing for approval by completing the Sole Source Justification Form.

Situations that would justify purchases without the competitive bid process are:

- The supplier is obviously a sole source for the item. Examples:
 - Artwork
 - Unusual and not generally available used equipment
 - A very specialized piece of scientific equipment
 - A specialized service (lobbyist, consultant) when the supplier has a one-of-a-kind ability to provide the required service due to demonstrably unique circumstances (knowledge, contacts, experience)
- There is an undeniable compatibility requirement. The item will be hooked up to existing equipment or the purchase is an upgrade to existing equipment/software.
- There has been an unpredictable emergency and there is no time to bid. Examples:
 - Human life, health, or City property is in jeopardy
 - Repairs are immediately needed for equipment where delay would lead to higher expense.
- Subcontracts whereby the agreement to work with another individual or institution was written into the grant award.

Situations that would NOT justify purchases without the competitive bid process are:

- ~~We did some looking around and this s~~Supplier is offering a very good deal. While this may be true, federal guidelines require a competitive bidding process that demonstrates that due diligence was used.
- ~~I waited so long to work on this that now I need it tomorrow. Long-term need was ignored and now the purchase needs to be made as soon as possible.~~ Busy schedules do not excuse the City from following federal regulations
- ~~It would be so much more convenient if we could just use this supplier. Supplier is very convenient to use.~~ Convenience is not a strong enough factor to allow the granting of a waiver from the process. An emergency situation must be present.
- The company already started the work. Making such agreements or purchases at a departmental level is contrary to this policy and federal regulations.

PROFESSIONAL/TECHNICAL CONTRACT SINGLE SOURCE REQUEST FORM**Submit form to:** City of North St. Paul Finance Department**Submit with:** Detailed Quote/Scope of Work

DEPARTMENT	
PROPOSED CONTRACTOR Name of company: Address: Telephone: Web Address (if available):	CONTRACT PERIOD _____ to _____ *The term of the contract must not exceed two years unless the Council determines that a longer duration is in the best interest of the City. If you are requesting that the original contract length be longer than two years, please attach a written justification.
	CONTRACT PRICE \$ _____
DESCRIPTION OF SERVICE REQUIRED:	

SINGLE SOURCE CATEGORY (Check applicable box, attach documentation or provide explanation below)	
☐ Legislation or appropriation mandates use of contractor (Legislation attached) ☐ Expert witness required by AGO (attach documentation) ☐ Mailing lists, subscriptions or media advertising ☐ Warranty voided if service provided by other contractor	☐ Software license renewals, additions or upgrades available from only one source ☐ Brand compatibility available from only one source ☐ Other proprietary situation ☐ Other
THIS PROCUREMENT IS A SINGLE SOURCE BECAUSE (attach additional page if needed):	

NOTE: The following are unlikely to be sufficient single source justifications:

- ◆ Personal or agency preference for a contractor
- ◆ Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- ◆ Lack of agency planning resulting in limited time to conduct a competitive procurement
- ◆ Past or existing relationship with the vendor
- ◆ Special incentive or deal offered (can be assessed in open and competitive solicitation)
- ◆ Agency convenience

SEARCH (Check applicable boxes and describe as indicated)	
☐ No search was conducted or necessary because (explain): A search was conducted consisting of: (check all that apply) ☐ Market research ☐ Other vendors contacted ☐ Public notice given ☐ Other	RESULTS AFTER THE SEARCH... ☐ no alternatives were identified ☐ no alternatives were deemed acceptable (explain below)
Description of search identified above: 	

PRICE (Check applicable boxes and provide description below)	
Price has been fairly and reasonably established by: ☐ Independent estimate ☐ Comparison to public sector contract pricing ☐ Comparison to previous comparable pricing	☐ Discount off published price ☐ Market survey ☐ Other
Describe methodology and results (attach any written supporting data, e.g. survey or market analysis): 	

CERTIFICATIONS	
I certify: 1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of services and am requesting approval of an exception to the competitive process for the reasons described. 2) the price to be paid to the proposed single source contractor is fair, reasonable, and provides the best value to the City of North St. Paul; and 3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor	
Department Head Signature 	Date



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Purchasing Training 2021



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Training Purpose

The purpose of this training is to provide the City of North St. Paul purchasers with information about the City's Purchasing Policy, their roles, and responsibilities.

Training Agenda

1. Vision – North St. Paul
2. Core Values – North St. Paul
3. Code of Conduct – North St. Paul
4. Ethics / Relations with Vendors
5. Responsibility
6. Accountability
7. Quick Reference Guide
8. Be Aware
9. Charge Accounts
10. Credit Cards
11. Cooperative Agreements
12. Invoice Processing Procedure
13. Questions, comments, and concerns



VISION

North St. Paul is your favorite small town. We promote community stewardship through an involved and informed citizenry. We preserve neighborhood value with diverse and maintained housing and active neighbors. The city engages in creative placemaking that fosters an environment of economic and employment opportunity. North St. Paul builds systems that connect people to places and promote active lifestyles.



NORTH ST. PAUL

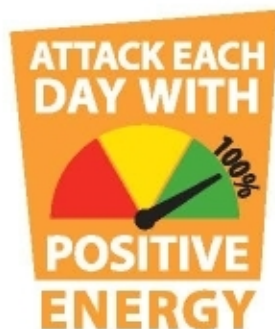
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OUR CORE VALUES

Our 7 **core values** represent our fundamental beliefs. They shape our culture and define the character of our organization. They guide our actions and define our commitment to each other, our organization and the North St. Paul community we serve. We shall endlessly strive to support, encourage and celebrate each other in the pursuit of these ideals.



1. ATTACK EACH DAY WITH POSITIVE ENERGY

- Bring our best, always
- See opportunity in each new day
- Keep things fresh & new
- Create a fun environment
- Work hard, laugh harder & be resilient



2. OWN OUR ACTIONS

- Be present & participate actively
- Make decisions confidently
- Persevere through challenges
- Embrace our differences & strengthen our similarities
- Follow through on what we say



3. INVOLVE OTHERS

- Explore opportunities to do things in new ways
- Encourage cross-department discussions
- Use our individual talents to problem solve
- Ask for different ideas & opinions
- Initiate innovation through collaboration



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4. GO THE EXTRA MILE

- Do more than expected
- Work to make each day better
- Make a positive lasting impact
- Inspire others by being an example
- Contribute something valuable



5. STRIVE TO EVOLVE

- Find comfort outside the box
- Pursue continual personal & professional growth
- Learn from teachable moments
- Allow time to think
- Engage our professional & peer networks
- Drive the bus once in a while



6. CELEBRATE SUCCESS

- Share our individual & group accomplishments
- Say thank you
- Appreciate our successes
- Cheer each other on
- Be spontaneous & give heartfelt appreciation
- Take satisfaction in our work



7. CONNECT WITH MEANING

- Make personal commitments to ourselves & each other
- Be true & authentic when communicating
- Embrace critical conversations even if we disagree
- Earn & cherish trust
- Stand up for ourselves, each other & the team



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Code of Conduct

The City of North St. Paul emphasizes value in public service, leadership and decision-making while promoting and maintaining an environment which fosters the public's trust and confidence. This Code of Conduct reflects and reinforces the cornerstone of our values and represents the high ethical standards that we encourage from the City Council, City Staff and our customers. This is our statement of what we strive to achieve and what we desire in return from our customers.

Respect

Value differences, ideas and opinions in a professional and courteous manner that cultivates a positive experience.

Integrity

Act with a high standard of honesty, values, principals, dignity and ethical behavior.

Quality

Exchange accurate, timely and clear information while providing extraordinary customer service.

Communicate

Engage in a collaborative manner that creates an open and honest dialogue to build strong relationships and mutual understanding.

Esteem

Respect all those we interact with by living our shared goals and supporting an open and diverse environment.

Regard

Respond thoughtfully and attentively to concerns, requests and questions while striving to provide resolutions.

Behavior

Embody actions that ensure a safe, inviting, professional and respectful environment.



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Ethics / Relations with Vendors

The City of North St. Paul holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system and encourage open and free competition among prospective suppliers. In keeping with these values, employees should avoid the following practices when making purchases on behalf of the City:

- Circumventing competitive bidding requirements – Examples include but are not limited to:
 - Splitting purchases so that they can be made through several small purchases
 - Using the emergency procedure process when no true emergency exists
 - Using a “sole source” exemption when competition is available
- Denying one or more vendors the opportunity to bid on a contract – Examples include but are not limited to:
 - Using overly-restrictive specifications
 - Pre-qualifying bidders on a discriminatory basis
 - Removing companies from a bidders list without just cause
 - Requiring unnecessarily high bonding
- Giving favored vendors an unfair advantage – Examples include but are not limited to:
 - Providing vendors with information regarding their competition's offers in advance of a bid opening
 - Making information available to favored vendors and not to others
 - Giving un-favored vendors inaccurate or misleading information
- Accepting gifts from vendors
 - Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided.
- Receiving any remuneration (i.e. kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for the City recommending, purchasing, leasing, ordering, or arranging a service or purchase of goods.



- A special responsibility is required of all people entrusted with the spending of other people's money.
- We are obligated to perform with the highest integrity.
- We are asked to:
 Manage **MORE** effectively,
 Achieve **BETTER** economic results,
 In a **FASTER** more efficient way.



As a City of North St. Paul Purchaser, it is your responsibility to:

- Know and Follow the City of North St. Paul's Procurement Policies and Procedures
- Know and Follow Contract Terms and Conditions
- Manage Vendor Performance per Contract
- Review and Process Invoices in a Timely Manner



Everything the City purchases must be in accordance with:

- Federal Regulations;
- State Statutes;
- City of North St. Paul's Policies and Procedures.



Public Purpose Expenditures

City funds must not be used for expenditures that have not been authorized in the adopted budget. All expenditures must be made by City employees and must be for a public purpose. An expenditure is made for a public purpose if it meets all of the following criteria:

- It will benefit the community as a body;
- It is directly related to functions of government; and
- It does not have as its primary objective the benefit of a private interest.



Quick Reference Guide

Value of Purchase	Quotations Needed	Payment Request Options	Approvals Needed Prior to Purchasing	
Less than \$2,000	Pursue an open-market best price purchase	Credit Card Charge Account Check Request	Department Finance City Manager City Council	X
\$2,000-\$9,999	Pursue an open-market best price purchase	Check Request	Department Finance City Manager City Council	X
\$10,000-\$25,000	Two written quotes or RFPs, when possible, Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X
\$25,001-\$174,999	Two written quotes or RFPs, when possible. Otherwise pursue an open market best purchase.	Check Request	Department Finance City Manager City Council	X X X X
Greater than \$175,000	Sealed Bids	Check Request	Department Finance City Manager City Council	X X X X



Be Aware

- If a cooperative purchasing agreement is in place, quotations are not needed.
- All purchases must be approved as part of the annual budget or within the Capital Improvement Program. The level of budgetary controls more restrictive than this policy are established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available.
- Departments are responsible for collection and retention of all bids, quotes, and cooperative purchasing agreements used in the purchasing process.
- Purchases and contracts totaling more than \$25,000 must be authorized by council after the recommendation of the manager has first been obtained.
- Purchasing procedures for federal grants are outlined in Appendix C.
- For any purchases that have subsequent increases in cost (i.e. change orders), the increases are to be approved in accordance with the Quick Reference Guide outlined on page 2 for the total contract price (original plus subsequent increases). This may result in additional required approvals or quotations needed. For contracts that were originally less than \$10,000 but then later is increased above \$10,000 but below \$25,000 the City must solicit at least two quotes for the remaining work, when possible.
- Subsequent increases to the contract price (change orders, amendments) are only allowed for items consistent with the specifications of the original contract. If the increases are not in the specifications of the original contract, the contractor or employee must include detailed reasoning for its inclusion, and the approval level, and must consider obtaining additional quotes, sealed bids, or request for proposals for these increases.



Charge Accounts

- The City may open charge accounts with vendors regularly used. Charges on charge accounts are limited to purchases under \$2,000 per the Quick Reference Guide.
- The City will provide individual vendors with a list of approved city employees who may use charge accounts. These approved lists are to be updated by department heads for any changes in employment and reviewed annually. Only City employees are allowed to use charge accounts.
- Since use of the charge account is restricted to purchases for the City, no non-city use is permitted and all purchases must be for a public purpose. **State Statute provides that if officers and employees make purchases for the City that are not authorized by the City Council, they become personally liable for the amount of the purchase.**
- **Keep your receipts.**
- Department heads are responsible to make sure their employees who are authorized to use the charge account know the City's Purchasing Policy.



Credit Cards

- Credit cards must not be used for expenditures that have not been authorized in the adopted budget. Since use of the credit card is restricted to purchases for the City, no non-city use is permitted and all purchases must be for a public purpose. **State Statute provides that if officers and employees make purchases for the City that are not authorized by the City Council, they become personally liable for the amount of the purchase.**
- **State Statute provides that claims presented for payment must be in writing and itemized.** Department heads will be responsible for ensuring receipts and invoices meet this requirement and provide them to the finance department for prompt payment of the credit card statement.
- **Keep your receipts.**
- If the situation arises that the cardholder must lend a credit card to another City employee, a form must be filled out for each transaction including signed approval by the cardholder and signed acknowledgement of purchasing policy by the employee who used the card.



When Using State Contracts (Cooperative Purchasing Agreement)



- Make sure the purchase fits the Contract Intent and Scope
- Become familiar with the General Terms and Conditions
- Follow instructions for Project Quotes and Requirements
- Request the vendor to add the master contract # on its proposal
- Invoice shall be based on the contract information/requirements



Written Quotes and Sealed Bids



Written quotes:

- Can be used for purchases from \$0 - \$174,999
- Must be used for purchases over \$25,000
- Must supply vendors with the same scope of service
- Two written quotes or RFPs when possible
- Evaluate quotes
- City Council approval needed for purchases over \$25,000
- Award contract

Sealed Bids:

- Can be used for all purchases
- Must be used for purchases over \$175,000
- Develop scope of service
- Develop solicitation for bids
- Advertise bids
- Evaluate bids
- City Council approval needed for purchases over \$25,000
- Award contract



Invoice Processing Procedure



Finance:

- Will mark the date the invoice was received,
- Will enter the invoice in Laserfiche, and
- Will route the invoice to the appropriate department head for approval.

Department Heads:

- Make sure all material/services have been received,
- Make sure the pricing is correct and in compliance with purchasing policies,
- Laserfiche - Enter the budget code, amount, description of purchase in note field, approve, and save.
- For any invoice over 35 days from the receipt of goods or service, please provide an explanation for why it has not been submitted to Finance/paid yet.



NORTH ST. PAUL
extraordinary.





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спасибо
danke 謝謝
ngiyabonga
teşekkür ederim
dank je
gracias
moichhakkeram
go raibh maith agat
arigato
dakujem
merci
kasih
terima
sukriya
kop khun krap
grazie
bedankt
dziękuje
obrigado