

HART PURCHASING PROCEDURES

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FORMS

TITLE

Purchase Requisition Form

Summary of Telephone Quotations Form

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	<u>PROCEDURE # 1</u>
<u>TITLE:</u> PURCHASING REQUIREMENTS	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to establish purchasing procedures to be utilized by all HART staff to procure goods and services through a fair and competitive process. These procedures are established in accordance with Authority's Procurement Policy Section 510.

Requirements

I. General Requirements

All goods and services must be obtained using an approved purchase order, which must be executed prior to the actual order being placed with a vendor or the vendor's beginning work on a project. The Purchasing Department is responsible for the ordering and execution of purchase orders for all goods and services needed by HART staff. Any purchase request for goods or services utilizing Federal or State funding must be approved by the federal grants section prior to the issuance of any purchase orders.

II. Methods of Acquiring Goods and Services

A. HART TERM CONTRACTS

HART purchasing department issues term contracts from the solicitation of RFP's or Bids to vendors for various goods and services. These contracts are awarded for a set period of time and have specific terms and conditions associated with them. Any goods or services procured under these contracts must conform with the scope of services and prices schedules contained in the contract award.

B. REQUEST FOR PROPOSALS (RFP)

The purchase of goods or services equal to or greater than \$100,000 may only be awarded after the receipt of sealed bids or proposals. All requests for sealed bids or proposals must be processed by the purchasing department. Awards of this type must be approved by the HART Board of Directors.

C. COOPERATIVE PURCHASE CONTRACTS

HART is able to procure certain goods or services through cooperative purchase contracts with the State and other governmental agencies. Several of these agencies' contracts contain cooperative purchasing terms which enable HART to take advantage of these contracts. The purchasing department makes the determination as to which contracts meet the HART procurement requirements and are available for HART's use in procuring goods or services.

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D. DIRECT PURCHASES

Direct purchases are defined as a non-recurring, one-time purchase transactions that cannot be purchased through a term contract or a cooperative purchase contract.

The purchasing department can procure goods and services less than \$100,000 under the following conditions:

1. Less than \$2,500, no price competition is required if prices are determined by the purchasing agent to be reasonable. (Note: The requestor cannot make this determination and if time permits, three responsive price quotes will be obtained.)
2. Equal to or greater than \$2,500 and less than \$25,000, at least three responsive telephone quotes must be obtained; and
3. Equal to or greater than \$25,000 and less than \$100,000, at least three written or faxed quotes must be obtained.

III. Exceptions

Exceptions to this general policy include:

1. Utilities
2. Travel Advances, Reimbursements and Expenses
3. Dues, Subscriptions, and Membership Fees
4. Payments to or on behalf of employees
5. Petty Cash Reimbursements
6. Disbursements from Self-Insured Funds

The Above items are processed by a check request form submitted to the accounting department.

7. Advertising – not possible to bid – newspaper ads, radio, television, magazines, etc.
8. Change Orders – not to exceed 100,000 or 5% of original contract.
9. Emergency Procurements – Executive Director is authorized to waive procedures.

IV. Sole Source Procurements

In limited instances where competition is not practical or cannot be obtained, or the goods or services are only available from one source, the purchase may be made as a Sole Source Procurement. The circumstances shall be clearly documented and filed with the purchase order.

V. Emergency Purchases

In an emergency situation, the division director has the authority to allow an employee to purchase goods or services up to an amount not to exceed \$200. A detailed written description of the emergency must be submitted with the purchase requisition and signed by the division director.

VI. Soliciting or Accepting Gifts

Pursuant to Section 112.3148(3), Florida Statutes, no HART employee shall solicit anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action.

Notice of this policy will be sent annually to all vendors listed in the Authority's vendor file and

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will be included in the solicitation of goods and services.

<u>PROCEDURE # 2</u>	
<u>TITLE:</u> PREPARATION OF PURCHASE REQUISITIONS	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff in preparing a Purchase Requisition Form. A Purchase Requisition is required to be submitted to the purchasing department for the procurement of all goods and services.

Procedures

Requesting Division

1. Division staff identifies the need for goods or services, prepares and signs a Purchase Requisition.
2. Division staff forwards the Purchase Requisition to the Division Director for their review and approval. The division staff will enter the account number on the Purchase Requisition for which the funds are budgeted for the procurement.
3. Approved Purchase Requisitions are forward to the purchasing division.

Purchasing Division

4. Purchasing division, upon receipt, date stamps and logs in the Purchase Requisition.
6. Purchase Requisitions are forwarded to the procurement manager for review and assignment to the purchasing agent.
7. Purchasing agent reviews the purchase requisition, assigns the requisition a purchase order number and determines if procurement is to be from a grant funding source.
8. All Purchasing Requisitions with grant account numbers are forwarded to the grants section for verification of funding and approval.
9. Purchasing agent determines the method of procurement to be utilized and follows the Purchasing Procedure for Solicitation of Price Quotes.

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Instructions for Completing a Purchasing Requisition Form

1. DATE - Enter date on which the requisition is prepared.
2. P.O.# - Leave blank, this will be assigned by the purchasing department.
3. WORK ORDER # - Enter work order # if this purchase is related to an existing work order.
4. GENERAL LEDGER ACCT # - Enter the account number for which this requisition is to be charged against. This must be completed by requesting office.
5. DEPARTMENT/OFFICE - Enter name of requesting office.
6. GRANT # - Enter federal or state grant #, if applicable. This must be completed by requesting office.
7. PROJECT # - Enter project #, if applicable. This must be completed by requesting office.
8. VENDOR # - Enter if known, this will be completed by purchasing division.
9. NAME: ADDRESS: - Enter name and address of suggested vendor.
10. PRICE QUOTE ONLY: - Place check in box to indicate which action the
WILL PICK UP ORDER: purchasing division should take on this request
PLACE ORDER:
11. QTY - Enter the desired quantity of items being requested.
12. ITEM NUMBER - if items being requested are inventory items enter the
HART inventory number for the item.
13. DESCRIPTION - Enter complete description of items being requested.
If necessary attach additional information to the requisition.
14. UNIT - enter the common unit in which the items are available e.g. each, doz., case
15. UNIT PRICE - enter the individual cost of each unit.
16. AMOUNT - Enter the total cost of this line of the requisition. (qty. * unit price)
17. TOTAL - Enter total amount of requisition.
18. COMMENTS - Enter any special instructions or additional information needed to
clarify the requisition.
19. REQUESTED BY - Signature and date of individual preparing the requisition.
20. APPROVED BY - Signature and date of Division Director.
21. PURCHASING AGENT - Signature and date purchasing agent completes procurement.
22. GRANT APPROVAL - Signature and date for grant funding approval.

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<u>PROCEDURE # 3</u>	
<u>TITLE:</u> SOLICITATION OF PRICE QUOTES	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff soliciting quotations in accordance with the Authority's Procurement Policy Section 520.01. These procedures are to ensure that fair and competitive quotes are obtained for goods and services less than \$100,000. Purchases equal to or greater than \$100,000 require that sealed bids/quotes be obtained.

Procedures

I. Purchases less than \$2,500.

Purchase orders can be issued by the purchasing division without price competition for orders less than \$2,500. The requestor cannot make this determination and if time permits, three responsive price quotes will be obtained.

(except for consultant, professional, engineering and construction services, which all require written quotes)

Requesting Division

1. Division staff forwards a Purchase Requisition Form to the Purchasing Division detailing the goods or services being requested. Program staff should also include the names of any suggested vendors which are known to provide the goods and services being requested.

Purchasing Division

2. Purchasing Agent reviews the purchase requisition, obtains price quotes as may be necessary and has the purchase order entered into the procurement system.
3. After purchase order is signed, purchasing agent notifies vendor of award and sends original purchase order to vendor and a copy of the purchase order to the requesting division.

II. Purchases equal to or greater than \$2,500 and less than \$25,000.

Division staff and/or the purchasing agent must obtain at least three (3) responsive telephone quotes for purchases equal to or greater than \$2,500 and less than \$25,000.

Telephone quotes must be recorded on the summary of telephone quotations Form P- 101. The form must be completed and include the original signature of the individual obtaining the quotes, and the name and phone number of the vendor contact person from whom the quotes were obtained.

(except for consultant, professional, engineering and construction services, which all require written quotes)

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Requesting Division

1. Division staff forwards a Purchase Requisition Form to the Purchasing Division detailing the goods or services being requested. The requesting division staff should also include the names of any suggested vendors which are known to provide the goods and services being requested. If division staff has requested telephone price quotes, a completed summary of telephone quotations form must be attached.

Purchasing Division

2. Purchasing Agent reviews the purchase requisition and the summary of telephone quotations if the requesting division has requested price quotes to determine if the prices are reasonable. Purchasing Agent may solicit additional quotes as necessary to determine reasonableness of price quotes. If purchase agent is obtaining price quotes then a completed summary of telephone quotations form is attached to the purchase requisition.

3. Purchasing agent has the purchase order entered into the procurement system.

4. After purchase order is signed, purchasing agent notifies vendor of award and sends original purchase order to vendor and a copy of the purchase order to the requesting division office.

III. Purchases equal to or greater than \$25,000 and less than \$100,000.

The Purchasing Division will obtain written quotations for purchases equal to or greater than \$25,000 and less than \$100,000 . All requests for written quotations are to be mailed and received by the Purchasing Division.

Requesting Division

1. Division staff forwards a Purchase Requisition Form to the Purchasing Division detailing the goods or services being requested. Requesting division staff should also include the names of any suggested vendors which are known to provide the goods and services being requested. Allow a minimum of ten (10) calendar days from the mailing date of the request for the return of all quotations. This time may be shortened by the Procurement Manager in situations critical to HART operations.

Purchasing Division

2. The purchasing agent prepares a request for quotations and sends to the suggested vendors received from the program staff as well as vendors listed on the vendor file who provide the requested goods or services. Written price quotes may be received either by mail or fax received on the purchasing Department's fax machine.

3. After quotation due date, the purchasing agent reviews each quote to ensure that they meet requirements of the solicitation request.

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4. Purchasing agent prepares a list of all responsive quotes on a summary sheet and forwards to Procurement Manager for review.

5. Procurement Manager may approve the purchase or instruct the purchasing agent to forward copies of the responses and summary to requesting division office for review and evaluation.

Requesting Division

6. If returned to requesting division, division staff will review the quotes and prepares a letter of recommendation for the Division Director's approval.

7. Division Director reviews and approves the recommendation for award and forwards to the Procurement Manager for approval.

Purchasing Division

8. If Procurement Manager approves price quotes, Purchasing agent has the purchase order entered into the procurement system.

9. After purchase order is signed, purchasing agent notifies vendor of award and sends original purchase order to vendor and a copy of the purchase order to the requesting division office.

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	<u>PROCEDURE # 4</u>
<u>TITLE:</u> PROCUREMENT OF PROFESSIONAL AND CONSULTANT SERVICES	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define procedures to be utilized by all HART staff for the procurement of professional and consultant services less than \$100,000, in accordance with the Authority's Procurement Policy Section 520.01. Any services equal to or greater than \$100,000 require that sealed bids be obtained.

Procedures

The following procedures must be followed prior to engaging any vendor for professional or consultant services.

I. Soliciting Price Quotations

Requesting Division

1. Prepare a written scope of work for all professional or consultant services detailing the services to be performed.
 2. The scope of services must detail the following:
 - Purpose
 - Background
 - Detailed Scope of Work
 - Tasks to be completed
 - Deliverables
 - Form of Compensation and Payment (e.g. monthly, completion of task, submission and acceptance of deliverables)
 - Basis for evaluation of bidders response
- Also: Are there any definitions unique to this project?
Are there documents that need to be attached to RFP?
Do we want provision for additional work?
Do we need a performance bond?
Will we have retainage on this project?
3. Prepare and forward a Purchase Requisition Form P-100, the scope of work and a list of suggested vendors to the purchasing division for solicitation of bids.

SOLE SOURCE VENDORS: If only one bid is possible for goods or services, a memorandum of sole source justification must be written and signed by the division director. The justification must state why the recommended vendor is the only available source that can provide the item or services, and why seemingly comparable products do not satisfy the needs of the authority.

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Purchasing Division

4. Purchasing division will review the purchase request and determine if the solicitation requires an RFP or if written price quotes can be obtained. If an RFP is to be prepared then Purchasing Agent follows the RFP procedures.

5. If written price quotes are to be obtained the Purchasing Agent will solicit a minimum of three (3) written responsive quotes from the suggested vendors and the vendors on the authority's vendor file.

6. All written and faxed quote documents are to be date stamped at time of receipt and held in a pending file until bid due date.

NOTE: HART policy prohibits employees from release of, or discussion of, any price information with a potential vendor prior to the acceptance of all quotes.

7. After the quote due date, the purchasing agent will, review all quotes to ensure that they meet the requirements of the solicitation request, list all responsive quotes on a summary sheet and forwarded to the Procurement Manager for review.

8. After Procurement Manager review, purchasing agent forwards to the requesting division office for review and evaluation.

Requesting Division

9. The division office reviews the quotes and prepares a letter of recommendation for award and forwards to the procurement manager for approval.

Purchasing Division

10. Purchasing agent attaches program recommendation to the purchasing requisition and has the purchase order entered into the procurement system.

11. The purchasing agent will release the purchase order to the vendor and send a copy of the purchase order to the requesting division office.

NOTE: COMMENCEMENT OF WORK- Under no circumstances is a vendor to begin services prior to the issuance of the purchase order. The vendor will not be compensated for any services performed prior to the issuance of a purchase order.

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	<u>PROCEDURE # 5</u>
<u>TITLE:</u> OUTSIDE VEHICLE REPAIRS	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff for vehicle repairs which are performed by an outside vendor.

Procedures

Requesting Division

1. When need arises for maintenance or repair of a HART vehicle, the requesting division coordinator will contact the Shop Supervisor in the Maintenance Department to schedule service on the vehicle.

Shop Supervisor

2. Inspect vehicle to determine the work needed to be performed and whether the repairs and /or services can be performed in house.
3. If repairs need to be performed by an outside vendor the work will be performed by a purchasing division approved vendor. The Shop Supervisor prepares a Work Order and schedules service appointment with vendor to obtain estimate.
4. Upon receipt of written estimate, forwards Work Order and vendor estimate to Director of Maintenance for approval, obtains a purchase order number for the repair and notifies the vendor to proceed after receiving written approval of the Director of Maintenance.
5. The work order and vendor estimate are forwarded to the Inventory Control Supervisor.

Inventory Control

5. Reviews vendor's estimate and prepares a purchase requisition for the repairs and/or services.
6. The completed purchase requisition and repair estimate is sent to the Division Director for approval and forwarded to the purchasing division

Purchasing Division

7. Purchasing agent has the purchase order entered into the procurement system based on the approved vendors estimate for the repairs.

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Shop Supervisor

8. When repairs are completed have vehicle picked up from vendor and obtain a copy of the invoice from the vendor of the services performed.
9. Inspect vehicle to ensure that all repairs were made.
10. Notify division coordinator that repairs are completed.
11. Forward the Work Order and vendor invoice to Inventory Control.

Inventory Control

12. Forward receiving slip to receiving office for processing and forward invoice to accounts payable for payment.

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	<u>PROCEDURE # 6</u>
<u>TITLE:</u> INVENTORY REORDERING LIST	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff for the reordering of items in the perpetual inventory system.

Procedures

- 1- On a monthly basis, the automated inventory re-order listing shall be run by the Purchasing Division. A copy of this report shall be furnished to the Inventory Control Supervisor.
- 2- The Inventory Control Supervisor shall review the re-order listing to determine appropriateness of minimum/maximum levels for those items listed and make appropriate changes. The Inventory Control Supervisor shall also indicate, at this time, any special handling/delivery requirements within the supplied re-order listing.
- 3- Procurement shall expeditiously obtain pricing from vendors known to supply items which are contained within that re-order listing. After the pricing process has been completed purchase orders will be issued. The status of items that are not received within thirty (30) days of issuance of the purchase order will be reviewed by Procurement. Items which may indicate a further delay in shipping will be reviewed with the Inventory Control Supervisor as required.
- 4- Requisitions for fuel, which are originated by the Storeroom Personnel, will be forwarded to Procurement for the acquisition of weekly fuel supplies. The requisition shall identify the fuel tank number and the desired delivery date. A Purchasing Agent will issue purchase orders for all fuel requirements for the following week to the current awarded fuel vendor.

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<u>PROCEDURE # 7</u>	
<u>TITLE:</u> EMERGENCY PURCHASES	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff for the procurement of goods and services when an emergency condition exists. This procedure is established in accordance with the Authority's Procurement Policy Section 520.01-7(i).

Procedures

- (1) The requisitioning department, after obtaining necessary approvals, should contact Procurement when an emergency condition exists.
- (2) The requisitioning department must provide Procurement with the following information: the nature and type of the item(s) to be purchased, and the vendor from whom the supply or service can be obtained.
- (3) Procurement, immediately after receiving this information, may purchase the supply or service or delegate to the requisitioning department the responsibility for purchasing the supply or service. In the latter case, Procurement will issue a purchase order number to the requisitioning department.
- (4) If the emergency exists after normal working hours, the requisitioning department may proceed with the purchase and inform Procurement on the next working day.
- (5) Immediately following the purchase, the requisitioning department shall prepare a purchase requisition and obtain all necessary approvals. This shall include the department director's approval for items under \$2,500.00, and the Executive Director's approval on items over \$2,500.00.
- (6) Procurement will issue a confirmation purchase order.

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	<u>PROCEDURE # 8</u>
<u>TITLE:</u> DISPOSAL OF FIXED ASSETS	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff for the disposal of fixed assets in accordance with the Authority's Procurement Policy Section 550.01.

Approval Process

The disposal process requires certain documents and approvals before an asset can be removed physically and from the financial records. The process is as follows:

1. Department Directors, or their designated representatives, identifies the asset for disposal and provides the information, including any additional equipment installed on vehicles, to the Fixed Asset Accountant via email, with a copy to the Purchasing Department.
2. The Fixed Asset Accountant searches the Fleet-Net Fixed Asset Module for the primary asset and any related assets (e.g. upgrades such as wheelchair lifts, fare boxes, capitalized maintenance items, etc.).
3. The Fixed Asset Accountant confirms identification of the asset and notifies the Department Director, or designated representative, via email that includes the asset number and description, with a copy to the Purchasing Department.
4. The Department Director, or designated representative, notifies the Procurement Manager via email if the related assets, if any, will be included as part of the primary asset disposal. If not, the Department Director, or designated representative, will provide information as to the disposition of any related assets that will not be included.
6. Upon receipt of request for disposal, the Purchasing Department shall prepare a resolution for the Board of Directors for the disposal of real property, buildings, vehicles, rolling stock other major equipment or any items whose original purchase was approved by the Board. Approval by Executive Director is required for the disposal of all other assets of the Authority.
7. Any disposition of rolling stock before the end of its service life requires prior FTA approval. This approval must be obtained prior to the submission of the resolution to the Board of Directors.
- 8.. The Purchasing Department shall submit correspondence to FTA indicating the items to be disposed of, detailing any pertinent information such as vehicles that have not reached their useful life, amounts or percentages due FTA, etc.

HART PURCHASING PROCEDURES

8. Upon approval of the Board Resolution or the Executive Director, the Purchasing Department will take the necessary steps to dispose of the asset.
9. FTA shall be notified if a refund is required and the appropriate amount will be forwarded to FTA in compliance with FTA regulations.
10. The Authority's Finance Department shall be notified of the disposal so the items can be removed from the Authority's fixed asset listing as required.
11. The Procurement file shall be documented with all correspondence as it pertains to the disposal.

Documenting the Disposal

1. Supporting hard copy documents are required to be maintained in files by the Purchasing and Accounting Departments to comply with audit requirements.

Purchasing Department - Minimum Requirements

Requirement	Document(s)
Asset #	Fixed Asset Transfer/Disposal Form and Asset Disposal Files
Asset Description	Copy of Vehicle Title and Asset Records
Grant # List	Fixed Asset Transfer/Disposal Form and Asset Disposal Files
Amount of Proceeds Received	Fixed Asset Transfer/Disposal Form and copies of checks, etc.
Proceeds Recorded	Fixed Asset Transfer/Disposal Form
Useful Life Expectancy Met	Fixed Asset Transfer/Disposal Form
Board Approved	Approved Board Resolution
Compliance with FTA Requirements	Letter to FTA

Accounting Department - Minimum Requirements

Requirement	Document(s)
All information related to the asset disposal	Fixed Asset Transfer/Disposal Form and a copy of the Fleet-Net asset record

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2. FIXED ASSET TRANSFER/DISPOSAL FORM.

After the physical disposition of the asset, the Purchasing Department prepares a FIXED ASSET TRANSFER/DISPOSAL FORM. The information included on this form is:

Information	Completed By
Date of Disposal	Purchasing
Asset #	Accounting
Description	Purchasing
Reason	Purchasing
Approved Directors Resolution #	Purchasing
Federal Grant #	Accounting
State Grant #	Accounting
Other Grant #	Accounting
Sold To	Purchasing
Procurement Manager's Approval	Purchasing
Straight Line Depreciation (Months)	Accounting
Original Date of Purchase	Accounting
Date Removed From Service	Purchasing
Original Cost	Accounting
Depreciated Value	Accounting
Amount Due FTA	Accounting
Method of Disposal	Purchasing
Funds Received from Disposal	Purchasing
Date of FTA Reimbursement (if applicable)	Accounting
Asset #	Accounting
Grant # (s)	Accounting
Original Cost \$	Accounting
Depreciated Value \$	Accounting
Sold With Primary Asset Yes/No	Purchasing
If No, List New Disposition	Purchasing

3. The Purchasing Department provides The FIXED ASSET TRANSFER DISPOSAL FORM, along with all supporting documents to the Fixed Asset Accountant

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	<u>PROCEDURE # 9</u>
<u>TITLE:</u> RETURN OF GOODS AND MATERIALS	ISSUE DATE: January 11, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by all HART staff for the return of any goods or materials which are determined to be defective or an incorrect item.

Procedures

Requesting Division

1. The storeroom, returning department and/or purchasing agent will fill out a return goods form. Required minimum information is: vendor purchased from, purchase order number, date of purchase, invoice number, part number, description of part, quantity being credited, reason for return.

Purchasing Department

2. Pull file copy of purchase order and paid invoice from accounts payable file. Make copies of the P.O. and invoice. Return file to accounts payable.
3. Call vendor to request return authorization or credit.
4. Returns are normally returned at Vendors Cost
5. Upon vendor approval write a return letter and fill out return instruction on bottom of the return form. If the purchase order shows this item as not received in the Fleetnet system then fill out a cancellation form. The original cancellation form goes to receiving, a copy goes to AP, and a copy is attached to the return package.
6. Correct yellow copy of purchase order. This will include reducing/increasing quantity and adjusting the extension and total cost.
 - **Note: The yellow copy of the purchase order must always be adjusted for all returns, short shipments, over shipments, additions, deletions, etc.**
7. If inventory parts, check "on hand" in system. Quantity returned must not be more than quantity showing "on hand".
8. Forward return form, letter to vendor, copy of purchase order, copy of invoice, cancellation form (if applicable) and copy of corrected purchase order to the Procurement Manager for his approval.

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	<u>PROCEDURE # 10</u>
<u>TITLE: PROCESSING TASK ORDERS AND CHANGE ORDERS</u>	ISSUE DATE: November 2, 2005 UPDATED: January 18, 2006

Purpose

The purpose is to define the procedures to be utilized by HART staff in issuing Task Orders and any subsequent Change Orders.

Procedures

The following procedures must be followed prior to engaging any vendor for services.

I. TASK ORDERS

Issuing Department

- A. Determine if the project can be completed under the existing contract and that the work falls within the scope and pricing terms of the contract.
 - B. Prepare a written scope of work detailing the services to be performed under the contract. The scope must detail the items to be performed and any deliverables that may be required.
 - C. Obtain a proposal and price quote from the contract vendor for the written scope of work. Verify that it meets the terms of the contract and is in accordance with the pricing schedule of the contract.
- NOTE: Any pricing or items not contained in the original contract will require an amendment to the contract before these items can be approved. Amendments to existing contracts may require HART Board of Directors approval in order to amend the contract.
- D. Prepare the Task Order for the services to be provided. All Task Orders shall be sequentially numbered include the contract number, grant account number, scope of work, and vendor proposal.
 - E. Obtain the necessary authority approvals on the Task Order.
 - Requester – usually department director
 - Consultant
 - General Manager – Planning, Engineering & Public Relations
 - Finance – Grants/Funding approval
 - General Manager – Budget & Finance
 - FDOT (if applicable)

- F. Forward the approved Task Order to the purchasing department.

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Purchasing Department

G. Purchasing agent will review the Task Order and the vendor's proposal to the contract to determine that the proposal meets the terms and pricing schedule of the contract.

H. Purchasing agent will issue a purchase order number to the Task Order and prepare the purchase order. The purchase order will be forwarded to the procurement manager for review and approval.

I. Purchasing agent will forward the approved Task Order and Purchase Order to requesting department.

Issuing Department

J. Upon receipt of the approved Task Order and Purchase Order, prepare a written Notice to Proceed to the vendor with the authorized date to begin work on the project.

K. Forward the Notice to Proceed to the General Manager - Planning, Engineering & Public Relations for signature.

NOTE: COMMENCEMENT OF WORK- Under no circumstances is a vendor to begin services prior to the issuance of the Notice to Proceed. The vendor will not be compensated for any services performed prior to the authorized date to begin work in the Notice to Proceed.

II. CHANGE ORDERS

During the project there may be situations in which additional services may be needed, items may be added or deleted, or the scope of services may have to be changed. In these situations a change order will need to be issued.

Issuing Department

A. Determine the changes necessary and prepare a scope of work for the changes. Obtain the proposal from the vendor for the additional work items.

B. Verify that it is in accordance with terms of the contract and the contract pricing schedule.

NOTE: Any pricing, items, or services not contained in the original contract will require an amendment to the contract before these items can be approved. Amendments to existing contracts may require HART Board of Directors approval in order to amend the contract.

C. Prepare a Change Order for the services to be provided.

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D. Obtain the necessary authority approvals on the Change Order.

Requester – usually department director

Consultant

General Manager – Planning, Engineering & Public Relations

Finance – Grants/Funding approval

General Manager – Budget & Finance

FDOT (if applicable)

E. Forward the approved Change Order to the purchasing department.

Purchasing Department

F. Purchasing agent will review the Change Order and the vendor's proposal to the contract to determine that the proposal meets the terms and pricing schedule of the contract.

G. Purchasing agent will issue a revision to the existing purchase order number for the amount of the Change Order and forward to the procurement manager for review and approval.

H. Purchasing agent will forward the approved Change Order and revised Purchase Order to requesting department.

Issuing Department

I. Upon receipt of the approved Change Order and revised Purchase Order, prepare a written Notice to Proceed to the vendor with the authorized date to begin the additional work on the project.

J. Forward the Notice to Proceed to the General Manager - Planning, Engineering & Public Relations for signature.

NOTE: COMMENCEMENT OF WORK- Under no circumstances is a vendor to begin any additional services prior to the issuance of the Notice to Proceed. The vendor will not be compensated for any services under the Change Order which are performed prior to the authorized date in the Notice to Proceed.

PROCUREMENT CHECKLIST

DESCRIPTION: _____

SOLICITATION NUMBER: _____ PURCHASING AGENT: _____

TYPE OF PROCUREMENT: _____ BID _____ RFP _____ RFQ

COST ESTIMATE: _____ PREPARED BY: _____

DATE COMPLETED

SPECIFICATIONS COMPLETED: _____

DRAFT DOCUMENT COMPLETED: _____

STAFF APPROVAL: _____

LEGAL REVIEW: _____

ISSUE DATE: _____

DUE DATE: _____

ADVERTISING: _____

NOTICES TO VENDORS: _____

SUMMARY OF FIRMS REQUESTING DOCUMENTS: _____

RESPONSES RECEIVED: _____

REVIEW FOR - RESPONSIVE TO SOLICITATION: _____

PREPARE SUMMARY OF RESPONSES: _____

PREPARE SCORING SHEETS: _____

EVALUATION COMMITTEE: _____

PUBLIC NOTICE OF EVALUATION COMMITTEE: _____

SUMMARY OF EVALUATION SCORING: _____

NOTICE OF INTENT TO AWARD: _____

BOARD RESOLUTION: _____

CONTRACT AWARD: _____

PURCHASING SYSTEM REQUIREMENTS

VENDORS

Maintain a vendor data base.

Ability for vendors to enter and update information on-line.

System will identify vendor's products and/or services and DBE information.

Need method to review initial application for completeness, disbarment, W-9 ? before posting to file.

Updates will be vendor responsibility to keep current with limited access to only certain fields.

Ability to maintain vendor catalogs and/or products or link to catalogs.

Track vendor solicitations and responses. e.g. vendor sent A, B, & C, only responded to B.

Ability for any staff to include notes/comments such as complaints – service, products, delivery, etc.

BIDS/RFP'S/PRICE QUOTES

A system with the ability to set up a standard format for bid & rfp documents and post on internet.

Ability to easily add/change/revise language, requirements, etc.

Generate a standard pricing sheet for which tasks, services or items can be listed. (e.g. 1 line to 300+ lines)

Generate a bidders list of vendors from the vendor file based on items or services.

Ability for vendors to access electronically, maintain plan holders listing, vendors to respond electronically, summarize responses (low to high, by item/total) note/highlight exceptions to requirements (quantity available, delivery dates)

Ability to utilize information from inventory system to produce re-order parts list and price quote documents.

CONTRACTS

System needs to maintain vendor's contracts and bids.

Including: RFP/Bid number, contract description, instructions, vendor information, effective dates pricing sheet by line item, linked to specific inventory item number if applicable.

System should be searchable for anyone to find a contract item or service.

Tracks total contract award, all PO's/encumbrances, expenditures, balance in real time.

Ability to check purchase requisitions against available balance and hold as a pre-encumbrance until the purchase order is issued.

Track purchases by contract line item, quantity, total expended, in order to maintain purchase history.

ON-LINE APPROVALS

A system which will allow for on-line approvals. The system will provide for setting authority levels to specific users of the system. For example, in order for a transaction to receive final approval and posted to the system it would require 3 to 4 levels of approval. No one individual will have the authority to apply all levels to a transaction. Authority could be; create a document only, approval 1, 2 or 3 only, create and approve 1 level only.

The system will also track each user of the document and action taken on the document, status before and after the user accesses the documents.

PURCHASE REQUISITIONS

Creation of purchase requisitions electronically. Numbering system and electronic approvals.

System that will have capability to change requisition status to a purchase order/encumbrance.

Requisition number will carry into the purchase order document.

Requests for items under contract will default to contract information, pricing, vendor, etc.

System will validate account number and fund availability against the budget.

Functionality to electronically request price quotes on a web site.

TASK ORDERS/ CHANGE ORDERS

Create task orders, similar to requisitions, which link to contract line items and pricing.

Number task orders sequentially by contract.

Create change orders to individual task orders to update total work awarded.

Ability to change the task order status to a purchase order or have task order serve as purchase order/encumbrance.

System will validate account number, availability of funds, federal grants, contract.

Additional levels of approval from different areas of responsibility.

PURCHASE ORDERS

Create purchase orders from pending requisitions.

Electronically issue purchase orders to vendors.

Maintain original PO amount, items received, date received, partial shipments, paid to date, balance and close completed orders.

Ability to make price and quantity changes, and additional items.

History of original PO, changes/modification, items received and dates, payment dates and invoice/voucher numbers.

Ability to add notes to purchase orders to track activity, available to anyone checking status.

Ability to search by vendor, as well as by individual items purchased.

PROCUREMENT CARD PURCHASES

Purchases made with a procurement card need a different type of transaction.

When purchase order is processed an expense transaction should be automatically generated to the general ledger and the vendor. The payable for the transaction, however, will be to the credit card bank.

System will clearly identify procurement card purchases from other purchases.

INQUIRIES

Search by vendor, item, services, requisition number, purchase order number. Ability to drill down.

Vendor – item, service, requisition number, purchase order number, purchase order detail.

Item – amount, total cost, vendors, purchase orders, requisitions, purchase order detail.

Purchase Requisition – requester, items, services, purchase order, purchase order detail.

Purchase Order – vendor, items, requisition, purchase order detail.

REPORTS

Vendor Reports: Vendor information, commodities, contacts, mail lists/labels, DBE information, notes/comments solicitation sent to vendors and which ones vendor responded.

Contract Reports: Contract information, status, start and end dates, award amount, balances, history of purchases, purchase orders and/or task orders, payments.

Purchase Order Reports: purchases by vendor, amount, item, quantities, pricing, deliveries, open purchase order items, status reports, funding sources, original requester and requisition number.

Goods & Services Reports: report of individual items purchased, quantities, unit costs, suppliers, type of services performed.

Procurement Card Purchases: Ability to generate a report detailing card purchases – vendor, account, items, amount, receipt, etc. - to match credit card bank billings. Reports on history of card purchases.