



CITY OF SAN RAMON

PURCHASING POLICY

JULY 2018

CITY OF SAN RAMON



ADMINISTRATIVE POLICY

Revised: July 10, 2018
Effective Date: August 10, 2018

SUBJECT: CITY PURCHASING POLICY

PURPOSE:

The intent of this policy is to establish efficient procedures for the purchase of, or contracting for, supplies, services and equipment at the qualified cost as provided for in City of San Ramon Ordinance No. 479, adopted by the City Council on July 10, 2018. It is recognized that no set of rules or procedures can take every circumstance into account. If special circumstances arise, the Department Directors should discuss the matter with the City Manager.

The provisions included in the attached City Purchasing Policy July 10, 2018 will be followed when purchasing or procuring supplies, equipment and services.

The City Purchasing Policy herein stated shall become effective upon the date of approval and signature by the City Manager. All prior purchasing policies shall be deemed canceled as of this date.

A handwritten signature in blue ink that reads "Eva Phelps".

Eva Phelps, Director
Administrative Services

A handwritten signature in black ink that reads "Joe Gordon".

Joe Gordon, City Manager

*Original Date: August 24, 2004
Effective Date: September 24, 2004
Amended: June 15, 2007
Effective Date: July 1, 2007
Amended: January 12, 2010*

*Effective: February 15, 2010
Amended: February 11, 2013
Effective: March 1, 2013
Addendum: March 20, 2014
Amended: July 10, 2018
Effective: August 10, 2018*

INTRODUCTION

On July 10, 2018, the San Ramon City Council adopted Ordinance No. 479 amending the purchasing system for the City. Under the ordinance the City Manager is authorized to enter into any contract, except for provision of auditing or legal services, of one hundred thousand dollars (\$100,000) or less without prior approval of the City Council. The City Manager is also required to develop a City Purchasing Policy which implements Ordinance No. 479 by delegating purchasing authority to Department Directors and by establishing efficient contracting procedures to assure that supplies, services, and equipment are obtained at the lowest possible cost.

Ordinance No. 479 is attached for reference. This City Purchasing Policy supplements Ordinance No. 479. Together they constitute the purchasing system of the City. *(Section A7-4)*

CONTRACTS

1. **Department Directors Contracting Authority:** Department Directors are authorized to enter into any contract, except for provision of auditing or legal services, of thirty-five thousand dollars (\$35,000) or less without the prior approval of the City Manager. However, any change order must be approved by the City Manager. Whenever any department proposes to enter into additional contracts with the same vendor which would result in the cumulative value of the contracts to exceed thirty-five thousand dollars (\$35,000), those contracts must be entered into by the City Manager if the cumulative total is one hundred thousand dollars (\$100,000) or less or by the City Council if the cumulative total exceeds one hundred thousand dollars (\$100,000). For vendors used by more than one department it shall be the responsibility of the Administrative Services Department designee to track fiscal year expenditures to those vendors and to advise all departments when the cumulative value of contracts to a particular vendor exceeds thirty-five thousand dollars (\$35,000). Further contracts with that vendor shall be entered into by either the City Manager or City Council, as appropriate. However, upon review of a written request from the Department, the City Manager may waive application of the cumulative value restriction, if satisfied that the contracts with the same vendor are for separate and unrelated tasks. *(Section A7-2 and A7-5)*
2. **Request for Proposals/Request for Qualifications:** This process is used when staff needs to secure any of the following services requiring expert knowledge and skill set in their specific field: consulting services, on-call services, general maintenance services, and professional services. Staff will formalize the required necessary scope of work/task and skill set needed; advertise the Request for Proposal (RFP)/Request for Qualifications (RFQ) on the City website, database, and post at City facilities. Any specific requirements, such as mandatory on-site meetings prior to the deadline for proposal submittal, will be clearly stated in the RFP/RFQ. A selected panel will be comprised to review, evaluate and interview the top candidates. Once proposal review is completed, award of contract will be scheduled for City Council approval, if the total

contract is over one hundred thousand dollars (\$100,000). (Section A7-16)

3. **Bidding:** Contracts for construction of public works projects are subject to competitive bidding under Ordinance No. 479 as follows:

Projects with a total value of over five hundred thousand dollars (\$500,000) are, without exception, subject to competitive bidding under Ordinance No. 479 and as defined in the Public Contract Code.

Per the City Manager's Policy, projects with a total value between two hundred thousand dollars (\$200,000) and five hundred thousand dollars (\$500,000) are generally subject to competitive bidding described in Ordinance No. 479 and in the Public Contract Code; however, at the City Manager's discretion, staff may present the contract to City Council for approval without subjecting the contract to the competitive bidding process.

Projects with a total value of less than two hundred thousand dollars (\$200,000) may be awarded without regard to the competitive bidding process, at the discretion of the Public Works Director.

Notice inviting bids, detailing scope of work to be performed are advertised on the City website, database, other bid distributors, and at City facilities. Effort shall be made to include San Ramon-based businesses in the bid solicitation. Interested vendors are invited and encouraged to subscribe (via database or other bid distributors) to receive automatic updates of any bidding opportunities. Where – for any contract – a competitive bidding or RFP process is required by law or by the City Manager the process shall be conducted as applicable under Ordinance No. 479, the California Public Contract Code and this Policy. The City Attorney should be contacted whenever assistance is required. (Section A7-6)

4. **Processing of Contract Documents:** The Department requesting a contract is responsible for preparing the draft document. To the extent possible, templates provided by the City Attorney for various types of contracts should be used. Direct contact with the City Attorney's office at this stage of the process is encouraged. Upon completion, the draft is sent by email to the City Attorney for an initial review. The City Attorney emails the draft back with corrections or suggestions. Two (2) original copies are printed by the Department. These originals are submitted to the Department Head for signature and then to the contractor for signature. The contractor is requested to provide the Department with any documentation (insurance, bonds, and business license) required by the contract. When the documentation has been submitted by the contractor, the Department forwards the two (2) signed originals and the documentation to the City Attorney. The City Attorney will obtain any additional signatures (Mayor or City Manager, City Clerk) appropriate for the contract and then forward one fully executed original to the contractor. The second original will be provided to the City Clerk. A copy will be sent to the Department for use in administering the contract, and a copy will be forwarded to Administrative Services Department designee for tracking insurance expirations. It is the responsibility of the Administrative Services Department designee to maintain a log of contract insurance expirations and to notify (in writing) contractors

and departments accordingly. *(Section A7-4)*

5. **Parks & Community Services Instructor Contracts:** The Parks & Community Services Department program, offering a wide range of classes and activities to the public, requires entering into more than three hundred (300) contracts each year with the instructors. These are a standard form agreement, preapproved by the City Attorney, entered into on a quarterly basis to coincide with four (4) instruction class cycles. In each case the only compensation to the instructor is a percentage of the fees paid by those who register for the class.

Instructor contractors, as described above, are the responsibility of the Parks & Community Services Director and are exempt from this Purchasing Policy unless it is anticipated that the total payments over four (4) quarters to a single instructor may exceed one hundred thousand dollars (\$100,000) in a fiscal year (July1-June30). In that case the Department shall obtain approval from the City Council for a not-to-exceed amount covering the four (4) class cycles. All other contracts entered into by Parks & Community Services are subject to the Purchasing Policy.

PURCHASE ORDERS

Issuance and maintenance of records for all purchase orders is the responsibility of the Administrative Services Department. Individual departments will request procurement of an item through a Purchase Requisition (PR). Departments should actively monitor all fiscal year and contract purchasing encumbrances and expenditures to ensure that PRs are generated in accordance with this Policy. However, it is the responsibility of the Administrative Services Department designee to ensure that the Purchasing Ordinance and this Policy are followed when generating Purchase Orders (PO). The Administrative Services Department is not authorized to approve a PR that is not in compliance with this Policy. *(Section A716 and A7-22)*

A City issued PO is required prior to the procurement or authorization “to proceed” for goods or services.

Questions regarding the issuance of POs should be referred to the Administrative Services Department designee.

GREEN PURCHASING

In carrying out the Purchasing Policy of the City, each Department shall make every reasonable effort to purchase recycled and energy efficient products and to otherwise further the City’s adopted Climate Action Plan.

SURPLUS SUPPLIES AND EQUIPMENT

At such times as determined by a City Department Head, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out.

The City Manager shall have the authority to sell, trade or exchange all supplies and equipment. All surplus property valued at more than twenty thousand dollars (\$20,000) requires a City Council Resolution declaring the items as surplus. Upon declaration of an asset as surplus, the City Manager shall have the authority to dispose of supplies and equipment in whatever manner shall best serve the interests of the City.

ATTACHMENT: Ordinance No. 479

ORDINANCE 479

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAMON AMENDING TITLE A, OF THE MUNICIPAL CODE TO REPEAL AND REPLACE IN ITS ENTIRETY DIVISION A7 CONTRACT AND PROCUREMENT AUTHORITY

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1: TITLE A, DIVISION A7, CONTRACT AND PROCUREMENT AUTHORITY is hereby repealed and replaced in its entirety with the following:

CHAPTER I. CONTRACT AUTHORITY

Section A7-1. Definitions and Cross-References.

- A. Term “contract,” for the purpose of this division, shall include:
1. Contracts for consultant or personnel services whose object or purpose is related to the responsibilities, activities or functions of the city;
 2. Contracts for “public projects” as defined in Section 20161 of the Public Contract Code;
 3. Contracts for the purchase of supplies, materials and equipment;
 4. Contracts for general services;
 5. Leases of real property; and
 6. Contracts with other government agencies.
- B. “General services” for purposes of this division shall mean:
1. Any work performed or services rendered by an independent contractor, with or without the furnishing of materials to do the following:
 - a) Maintenance or nonstructural repair of City buildings, structures or improvements which does not require engineering plans, specifications or design, including but not limited to unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, elevator maintenance, custodial services and pest control.
 - b) Repair, modification, and maintenance of City equipment and software;
 - c) Cleaning, analysis, testing, moving, removal or disposal (other than by sale) of City materials, supplies and equipment;
 - d) Replanting, care, or maintenance of public grounds, including but not limited to trees, shrubbery, flowers, lawns;
 - e) Provide temporary personnel services; or
 - f) Provide other miscellaneous services to facilitate City operations; and
 - g) Perform repair, demolition or other work required to abate nuisances pursuant to this code.
 2. Licensing Software.
 3. Leasing or rental of personal property for use by the City
 4. Other government agencies where budgets or payments are previously authorized by adoption of the annual fiscal budget.

Section A7-2. Contract Authority of the City Manager.

- A. The City Manager is hereby authorized to enter into and execute for and on behalf of the City of San Ramon, without the prior approval of the City Council, any contract, other than for the provision of auditing and legal services.
1. Which is not required by any applicable law to be let to the lowest responsible bidder; and
 2. Which provides for payment of money by the City; and
 3. Which contains a maximum compensation figure of one hundred thousand dollars (\$100,000) or less; and
 4. For which moneys have been appropriated and for which there is an unexpended and unencumbered balance of such appropriation sufficient to pay the expense of the contract.

- B. In addition to the provisions set forth in subsection (A) above, the City Manager is hereby authorized to enter into and execute, for and on behalf of the City of San Ramon, the following contracts:

1. Contracts with public agencies or public utility companies regarding construction or use of public improvements or utility facilities, which require no payment of money by the City or which provide for payment of money to the City in an amount not in excess of one hundred thousand dollars (\$100,000) under each contract; and
2. Contracts for community social or recreational services, or for the use of City property or facilities, in accordance with established administrative guidelines, which require no payment of money by the City or which provide for payment of money in an amount not in excess of one hundred thousand dollars (\$100,000) under each contract; and
3. Right of entry agreements; and
4. Emergency purchases of supplies, materials or equipment are authorized in an emergency endangering the lives, property or welfare of the people of the City or the property of the City.

For purposes of meeting such emergency, the City Manager may authorize the expenditure of any unencumbered moneys in the emergency reserve fund, notwithstanding the fact that such moneys may not have been appropriated for such purpose, to the extent that other moneys have not been appropriated or are otherwise unavailable therefore. The City Manager shall notify the City Council of any expenditure under this provision.

- a) **Conditions Enabling the Activation of this Section:** In a proclaimed disaster or emergency when there is an immediate threat to health, safety or improved property the City's normal purchasing procedures shall be modified to deal with the exigent circumstances while still maintaining an effective purchasing process and complying with applicable local and State purchasing laws.
- b) **Delegation of Purchasing Authority to the City Manager:** When conditions exist, all authority vested in the City Council

regarding purchasing are delegated by the ordinance, to the City Manager when the City Council cannot be assembled in a timely manner and the exigent circumstances require the immediate rental or purchase of equipment, supplies, services or other items necessary to respond to an immediate threat to health, safety or improved property, or any condition beyond the control of the City.

- c) **Delegation of Purchasing Authority to Department Heads:** If, at the time of the emergency, the City Manager is not available Department Heads may order immediately the needed commodity or service(s) from the nearest available source. As soon as possible thereafter, the Department Head shall submit to the Contract Administrator a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated. The Contract Administrator shall prepare a purchase order in accordance with this section. The Contract Administrator will inform the City Manager of all items purchased that have a contract amount greater than thirty-five thousand dollars (\$35,000).
- d) **Limits of Single Purchase Authority:** When conditions exist, as described in 4(a) above, the City Manager (EOC Director) has the authority to make individual purchases up to one million dollars (\$1,000,000). The City Manager shall have the authority to make purchases in excess of one million dollars (\$1,000,000) up to a maximum of five million dollars (\$5,000,000) when countersigned by the Mayor or in the Mayor's absence countersigned by another Councilmember.
- e) **Limits of Aggregate Purchase Authority:** When conditions exist, as described in 4(a) above, the City Manager (EOC Director) shall have the authority to make aggregate purchases up to three million dollars (\$3,000,000). The City Manager shall have the authority to make purchases in excess of three million dollars (\$3,000,000), up to a maximum of ten million dollars (\$10,000,000) when countersigned by the Mayor or in the Mayor's absence countersigned by another Councilmember.
- f) **Exempt Purchases:** When conditions exist, as described in 4(a) above, purchases below one million dollars (\$1,000,000) shall not be required to be formally bid. Purchases greater than one million dollars (\$1,000,000) may be made by following the procedures specified in this section. The signature(s) of the City Manager, Contract Administrator and/or Department Head are still required as provided for in this section.
- g) **Provision for Alternate Bid Solicitation Procedures:** When conditions exist, as described in 4(a) above, the City's normal requirements for sealed bids shall be changed to allow

- telephonic or other electronic bid solicitation from potential vendors or suppliers, in lieu of written and/or sealed bids.
- h) **Locations of Postings for Requests for Proposals for Solicitation of Bids:** When conditions exist, as described in 4(a) above, notices soliciting bids or request for proposals shall be posted at the Emergency Operations Center or Alternate Emergency Operations Center, if the Primary Emergency Operations Center is not being used.
 - i) **Length of time for Posting Requests for Proposals or Solicitation of Bids:** When exigent conditions exist, as described in 4(a) above, the normal requirement for public posting of requests for proposals or solicitation of bids shall be waived. When emergency or disaster conditions exist, that do not constitute an immediate threat, deemed by the City Manager (EOC Director) to be a potentially serious public threat, the normal bid period of thirty (30) days shall be shortened to twelve (12) hours to expedite the award of contracts for emergency equipment, goods or services.
 - j) **Justification of Sole Source or No-Bid Contracts:**
When conditions exist, as described in 4(a) above, and the rental or purchase of equipment, goods or services are made by a "sole source" or "no-bid" purchase and exceed the limits in set in 4(f) above; the use of the "Justification Form for Emergency Sole Source or No-Bid Purchase" shall be used. Such "sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, procurement of scarce commodities, goods, or services, emergency road clearance or other emergency requirements.
 - k) **Number of Bids Required:** When conditions exist, as described in 4(a) above, solicited bids that are non-responsive shall count towards the minimum numbers of bids required when there is a declared emergency or disaster in the City.
 - l) **Local Agency Administrative Process:** When conditions exist, as described in 4(a) above, requiring the immediate procurement of supplies, equipment or services, the using department or division shall immediately deliver a requisition to the Contract Administrator who will obtain the City Manager's (EOC Director) approval prior to purchase if the amount is thirty-five thousand dollars (\$35,000) or more. If the City Manager (EOC Director) is unavailable, and the delay in getting his/her signature would imperil life, safety or improved property, the Contract Administrator may approve the emergency purchase of up to two hundred thousand dollars (\$200,000). The Contract Administrator shall have the authority to approve all disaster related purchases under thirty-

five thousand dollars (\$35,000). The Contract Administrator will expedite the verification of funds available and complete the preparation of the purchase order.

- m) **Posting of Contract Awards:** Under this section, all contracts awarded, that exceed one million dollars (\$1,000,000) shall be presented to the City Council for ratification and thereafter, shall publicly be posted within sixty (60) days of the award.
- n) **Authority to Cancel Emergency Procurements:** As a provision of this Section A7-2 4(a), the City has the absolute authority to rescind a contract for non-performance within twenty-four (24) hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, safety or improved property.
- o) **Notification Requirement for Emergency Purchases:** For any purchase in excess of one hundred fifty thousand dollars (\$150,000), the City Manager shall report all such purchases to the City Council within thirty (30) days of the onset of the disaster.
- p) **Requirement for Separate Invoicing:** All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the goods or services were delivered.
- q) **Auditing of Invoices for Debris Clearance Prior to Payment:** All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal.
- r) **Limitations of Disaster Purchasing Policy:** For the purposes of this Section A7-2 4(a), an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to health, safety or improved property and a local emergency or disaster has been proclaimed. Any purchase that does not meet the standard of being necessary for responding to an immediate threat to health, safety or improved property shall follow the City's regular purchasing provisions.

Section A7-3. Contract Authority of the City Attorney.

The City Attorney is hereby authorized to enter into and execute for and on behalf of the City of San Ramon, without the prior approval of the City Council, any contract:

- A. The object or purpose of which is related to the activities or functions of

- the Office of City Attorney; and
- B. Which is not required by any applicable law to be let to the lowest responsible bidder; and
 - C. Which provides for payment of money by the City; and
 - D. Which contains a maximum compensation figure of fifty thousand dollars (\$50,000.00) or less; and
 - E. For which moneys have been appropriated and for which there is an unexpended and unencumbered balance of such appropriation sufficient to pay the expense of the contract.

Section A7-4. City Purchasing Policy.

The City Manager shall insure that a City Purchasing Policy is developed which establishes efficient procedures for the purchase of or contracting for supplies, services and equipment at the lowest possible cost. Such policy shall be reviewed and updated annually, and will describe the City Managers delegation of purchasing authority to City Department Directors.

Section A7-5. Contract Authority of Department Directors.

City Department Directors are authorized to execute contracts for construction projects and services, or purchase orders for the purchase of supplies, materials and equipment, for which moneys have been appropriated and for which there is an unexpended or unencumbered balance of such appropriation sufficient to pay the expense of the procurement. A formal City Purchasing Policy shall describe the contract authority of City Department Directors. The City Manager will be permitted to delegate purchasing authority to Department Directors as necessary to provide for efficient operation of the City.

Section A7-6. Public Works Contracts – Exemption from Public Contracts Code.

- A. Contracts in excess of five hundred thousand dollars (\$500,000) for "Public Contracts" will be subject to the bidding requirements as defined in the Public Contract Code. "Public Contracts" less than five hundred thousand dollars (\$500,000) are not subject to the bidding requirements as defined in the Public Contract Code.
- B. Design-build public works contracts may be negotiated and awarded on such terms and conditions as the City Council deems appropriate in the exercise of its authority as a charter city.
- C. All public works contracts shall require compliance with the prevailing wage provisions of Part 7, Chapter 1, Article 2 of the Labor Code.

Section A7-7 through A7-15. Reserved.

CHAPTER II. CONTRACTS FOR GENERAL SERVICES

Section A7-16. General Services Contracting Procedure.

- A. Formal bidding shall not be required for contracts or purchase orders for general services. Three (3) competitive proposals shall be obtained, if practicable, on all contracts or purchase orders for general services with a payment amount exceeding fifteen thousand dollars (\$15,000). The City may negotiate for service contracts or purchase orders with a single provider by going to the open market as referred to in Section A7-21 contained herein.
- B. Proposals may be solicited by mail, e-mail, fax, Internet or by telephone. A record of general services contracts and purchase orders proposals shall be maintained in the office of the City Manager or his/her designee.
- C. Contracts or purchase orders for general services shall be made or awarded on the basis of the most advantageous proposal to the City.
- D. In determining the most advantageous proposal to the City, the Council or the City Manager shall consider the following factors:
 - 1. Cost to the City;
 - 2. Quality of the proposed service;
 - 3. Location of vendor in relation to the work required;
 - 4. Capabilities and expertise of the contractor or consultant;
 - 5. Past service record of the contractor or consultant; and
 - 6. References from other agencies pertaining to the work record of the contractor or consultant.
- E. Contracts or purchase orders which do not exceed fifteen thousand dollars (\$15,000) may be made without competitive proposals, if such procedure is determined by the City Manager to be in the best interests of the City.
- F. If a contract or purchase order is made or awarded in excess of fifteen thousand dollars (\$15,000) to other than a contractor submitting the proposal containing the lowest price, written reasons for the award decision shall be prepared and shall be kept as part of the record of the transaction.
- G. Proposals, as set forth in Sub-section (A), shall not be required where to do so would be an idle act, i.e., the preparation and issuance of a Request for Proposals (RFP) would not be useful or produce any advantage for the City. The term "idle acts," for purposes of this Division, include but are not limited to the following situations:
 - 1. Specifications cannot be drawn in a way, which would enable more than one contractor to meet them.
 - 2. It is impossible, as a practical matter, to obtain the services, supplies, material or equipment required and secures three (3) proposals in response to the RFP.
 - 3. Due to circumstances beyond the control of the City, the time necessary to prepare a RFP and receive three (3) proposals would result in a substantial economic loss to the City, or the substantial interference with a required City operation.

Section A7-17. Contracts for Leasing of Personal Property.

Each contract or agreement for the leasing or rental of personal property for the

City shall contain a provision permitting the City to terminate such agreement or contract upon not less than thirty (30) days' written notice to the other party or parties.

Section A7-18 through A7-20. Reserved.

CHAPTER III. PURCHASES WITHOUT FORMAL BIDDING

Section A7-21. When Open Market Purchase Authorized.

Purchases of supplies, materials and equipment which are not subject to the bidding requirements of the Public Contracts Code may be made in the open market, without formal bidding, subject to the procedures set forth in Section A7-22. The City may negotiate a contract with a single provider or may go to the open market as referred to in Section A7-22 contained herein. Purchases of supplies, materials and equipment may be made in direct negotiation with a single seller, e.g., purchase of used equipment, or purchases from another governmental agency, or by informal bid.

Section A7-22. Open Market Purchasing Procedures.

- A. Open market purchase of supplies, materials and equipment by the City Manager or his/her designee exceeding fifteen thousand dollars (\$15,000) shall, whenever practical, be based on at least three (3) price quotations and shall be awarded on the basis of price quotation most advantageous to the City. A record of open market purchases and price quotations shall be maintained with the payment record.
- B. In determining the most advantageous price quotation to the City, consideration may give consideration to the:
 1. Responsibility of the vendor and his or her ability to perform satisfactorily in the transaction;
 2. Total cost to the City to include but not be limited to trade discounts, shipping costs and life cycle costs when included in the specifications;
 3. Quality and performance of the supplies, materials and equipment;
 4. Quality of vendor's performance of the supplies, materials and equipment;
 5. Quality of vendor's performance on prior purchases by the City or others; and
 6. Where appropriate, the ability of the vendor to provide future maintenance, repair parts, and service.
- C. If an award in excess of fifteen thousand dollars (\$15,000) is made to other than the vendor submitting the lowest price quotation, written reasons for the award decision shall be prepared and will be kept as part of the record of the transaction.
- D. Purchases which do not exceed fifteen thousand dollars (\$15,000) may be made without price quotations, if such procedure is determined by the City Manager or his/her designee to be in the best interests of the City.
- E. Purchases from either a public or governmental body or agency or from any public

utility which is regulated by the Public Utility Commission of the State of California are exempt from the provisions of this Section and do not require consent of the City Council as long as the adopted budget provided funding for such expenditure.

Sections A7-23 through A7-30. Reserved.

Section 2. If any section, subsection, clause or phrase of the Ordinance is held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance, and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, clauses or phrases be declared invalid.

Section 3. This Ordinance shall take effect thirty (30) days from the date of its passing. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against the same.

The foregoing Ordinance was introduced at the meeting of the City Council of the City of San Ramon on June 26, 2018 and after public hearing, was adopted on July 10, 2018 by the following vote:

AYES: *Cm. Hudson, O'Loane, Sachs and Mayor Clarkson*

NOES:

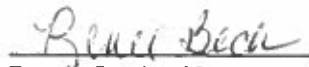
ABSTAIN:

ABSENT: *Cm. Perkins*



Bill Clarkson, Mayor

ATTEST:


Rence Beck, City Clerk