



1 ~~For purchases in the total amount of \$10,001 to \$25,000~~To accomplish this, the Department  
2 Head shall obtain bids or price quotations from a least three (3) qualified vendors of the  
3 materials, equipment or service required. Documentation of the bids or price quotations shall  
4 be submitted with the purchase order at the time the purchase order is presented for approval  
5 by the F&AS Director or the City Manager. A determination by a Department Head that  
6 solicitation of bids or price quotations from three (3) vendors is not feasible must be approved  
7 by the F&AS Director or the City Manager.

8 ~~3. Cost of Living Adjustment. All referenced dollar amounts pertaining to this~~  
9 ~~purchasing policy shall be reviewed by the F&AS Director at the beginning of each~~  
10 ~~fiscal year. Upon the City Manager's approval, all referenced dollar amounts may~~  
11 ~~be adjusted to reflect general inflation of prices that has occurred subsequent to the~~  
12 ~~last previous adjustments of the dollar levels referenced.~~

13 4.3. Unless waived by the City Council, formal bids will be required for submission to  
14 the City Clerk ~~and approval by the City Council~~ for all purchases of goods or  
15 services for a cost in excess of \$25,000. Exemptions to this policy are as follows  
16 (as described in Section 2-27.2 of the Albany Municipal Code):

- 17 (a) The bidding procedures for public works projects as set forth in Section 4.03 of  
18 the City Charter shall be followed to the exclusion of the procurement  
19 procedures specified herein. In general, this section defines "public project" as  
20 it applies to the City of Albany, provides direction for competitive bidding  
21 notification, and allows for Council discretion in accepting or rejecting bids.
- 22 (b) Service contracts requiring individuals or firms possessing a high degree of skill  
23 and knowledge and sole source contracts are exempt from the bidding policy.  
24 An individual or firm may be considered sole source because of, but not limited  
25 to, shipping costs, time considerations, service availability, or established  
26 expertise in the desired field. The Department Head shall submit a  
27 memorandum to the F&AS Director documenting the reasons for awarding a  
28 contract or purchase order on a sole source basis. The sole source request must  
29 be approved by the City Manager prior to the issuance of a purchase order or  
the signing of a contract.
- (c) In the event that purchases for equipment or vehicles are part of a major  
government purchasing contract (generally in conjunction with the State of  
California) that would generate the lowest per unit cost, competitive bids are  
not required.

1 (d) Purchases of equipment, materials, supplies, or services determined by the City  
2 Manager or their designee to be necessary to meet an emergency which  
3 threatens the public's health, safety or welfare, may be made without  
4 competitive bidding, and without Council approval. In the event of a declaration  
5 of a local emergency by the City Manager, Department Heads may exceed  
6 expenditure limits for purchase of materials and goods, contracts for services,  
7 or public works projects and improvements necessary to protect the safety of  
8 persons or property. Discretion should be exercised by all staff involved in the  
9 purchasing of materials and services to ensure that City funds are expended  
appropriately and in a cost-efficient manner. All expenditures in excess of  
standard authority shall be reported to the City Council at the earliest possible  
date at a regular meeting of the City Council.

10 4. All purchases between \$25,000 and \$50,000 require the approval of the City  
11 Manager while purchases above \$50,000 require the approval of the City Council.  
12 All applicable bidding documentation should be provided for review.

13 5. Cost of Living Adjustment. All referenced dollar amounts pertaining to this  
14 purchasing policy shall be reviewed by the F&AS Director at the beginning of each  
15 fiscal year. Upon the City Manager's approval, all referenced dollar amounts may  
16 be adjusted to reflect general inflation of prices that has occurred subsequent to the  
17 last previous adjustments of the dollar levels referenced.

18 6. When City funds are used to contract for services, such contracts should  
19 demonstrate an effort to consider Living Wage standards and promote an  
20 employment environment that enhances the general quality of life within the  
21 community and maximizes the productive effect of the City's limited resources (as  
22 described in Section 2-26 of the Albany Municipal Code.

23 7. The following policies are also described in the Albany Municipal Code (Sections  
24 2-27, 2-32, 2-33)

25 (a) Periodically, generally in concert with a contracted auction service, each  
26 department shall submit to the F&AS Director in such form as that office shall  
27 prescribe, a report showing all supplies, materials, and equipment that are no  
28 longer used or that have become obsolete. Prior to disposal of these items, the  
29 F&AS Director or their designee shall prepare a report to the City Manager  
requesting authorization to dispose of these items.

(b) Any officer or employee of the City who violates the above policies, except for  
purchases from petty cash or emergency purchases, may be subject to  
disciplinary action, including termination, by the City. Any purchases, contracts  
or obligations to pay, made contrary to these policies, shall be null and void.

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(c) In the case of a purchase or public project financed in whole or in part by public gifts to which are attached conditions relating to special items to be purchased or special contracts to perform the work, such purchases or special projects are exempt from the above policies, provided that the City Council approves the projects and the exemption.

(d) Subject to restrictions under existing law, any employee of the City soliciting contract proposals or procurement of goods shall afford maximum opportunity to Albany, minority or women-owned business enterprises when competing for the City's business. This shall be done when after evaluation of all factors, including professional qualifications, proven expertise, and quality of proposal and price, the services to be provided are judged equal to those of competitors.

8. The City shall give preference to environmentally preferable products that minimize environmental impacts, toxics, pollution and hazards to worker and community safety to the greatest extent practicable. Prior to purchasing products, the purchaser shall consider the following items:

- (a) Whenever feasible, identify opportunities to reduce waste and purchase fewer products.
- (b) Identify whether there are comparable products made from recycled content, are energy/water/resource efficient, and/or made from non-toxic materials.
- (c) Consider the feasibility of purchasing environmentally preferable products, and determine whether the products are both cost competitive and attainable within a reasonable period of time.

  
PRESTON JORDAN, MAYOR



# City of Albany

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## RESOLUTION NO. 2022-125

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

The 5th day of December, 2022, by the following votes:

AYES: Council Members McQuaid, Nason, Tiedemann and Mayor Jordan

NOES: none

ABSENT: none

ABSTAINED: none

RECUSED: none

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 6th  
day of December, 2022.

Anne Hsu  
CITY CLERK