

#13

**DANNENBAUM ENGINEERING COMPANY — El Paso, LLC**

10737 GATEWAY BLVD WEST, SUITE 112 EL PASO, TEXAS 79935 (915) 629-5077

Change Order No.4  
Date: July 16, 2015

Project: **Socorro Wilton Conners Bridge**

Contractor: International Eagle Enterprises, Inc.  
P.O. Box 26336  
El Paso, Texas 79936

You are hereby requested to comply with the following changes from the contract plans and specifications. This document shall become an amendment to the contract and all provisions of the contract shall apply thereto.

						Original + Previously Revised		New		
No.	ITEM	DESC CODE	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	ITEM COST	OVERRUN / UNDERRUN
1	530		Driveway(Remov)(Modify)	EA	4,303.66			4	17,214.64	17,214.65
SUM CHANGE ORDER No.4=										17,214.65

**DECREASE IN CONTRACT DOCUMENT**

Sub-total \$0

**INCREASE IN CONTRACT DOCUMENT**

Sub-total \$ 17,214.65

Original Contract: \$ 1,353,760.06  
 General Allowance: \$ 0.00  
 Change Order No. 1 – Plus \$ 40,097.88  
 Change Order No. 2 – Minus \$ (43.20)  
 Change Order No. 3 - Plus \$ 6,510.81  
 Change Order No. 4 –Plus \$ 17,214.65  
 General Allowance Balance: \$

Original Contract Time: 174 Working Days  
 Contract time for previous change orders 3 Working Days  
 Contract time this C.O. 4 Working Days  
 Current contract time including this change order: 177 Working Days

Updated Contract Amount: \$ 1,417,540.20

**Change Order Justification:**

- 1) Modify levy access driveways at request of EPWID. Changes include
  - a. Remove and replace rebar in Levy Access Slabs ( 1 ea)
  - b. Remove & Replace forms in NW Levy Driveway ( 2 ea)
  - c. Dig and re-fill 4 ft holes for gate poles (3ea).
  - d. Cut rebar in sidewalks at concrete approach slabs( 4 ea)
  - e. Cut concrete for new sidewalk to connect to top of approach slab( 4 ea)
  - f. Place dowels with epoxy between approach slab and levy access driveway( 4ea)
  - g. Modify grading at levy access driveways per revised grades ( 4ea).

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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**Alfredo Corral, President**  
International Eagle Enterprises

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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**Jose L. Reyes, P.E.**  
Senior Project Manager  
Dannenbaum Engineering, El Paso, LLC

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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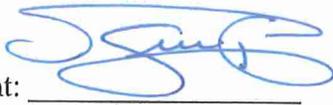
**Adriana Rodarte**  
City of Socorro Interim City Manager

#14

**CITY OF SOCORRO  
REQUEST FOR CITY COUNCIL AGENDA ITEM**

Note: Regular Council meetings are held on the 1<sup>st</sup>. and 3<sup>rd</sup>. Thursday of each month. Requests **MUST** be submitted to the City Clerk by **12:00 p.m.** on the **THURSDAY** one week before the scheduled meeting date. **Late items (received by 5:00 p.m.) on the Friday prior the meeting will be placed as an Addendum. NO AGENDA ITEMS WILL BE RECEIVED AFTER 5:00 ON FRIDAY.**

Date Submitted: August 13, 2015

Department:  8/13/15  
Planning & Zoning

1st. Signature: \_\_\_\_\_

2nd. Signature: \_\_\_\_\_

DESCRIBE REQUEST:

**DISCUSSION AND ACTION ON THE PROPOSED SUPPLEMENTAL ENGINEERING SERVICES OF DANNENBAUM ENGINEERING CO. FOR THE LEADERSHIP BRIDGE PROJECT.**

FOR OFFICE USE ONLY \_\_\_\_\_

Please check one:

- |  |  |
|--|--|
| <input type="checkbox"/> Executive Session   | <input checked="" type="checkbox"/> Regular Agenda |
| <input type="checkbox"/> Presentation Agenda | <input type="checkbox"/> Consent Agenda            |

This item is to be placed on the agenda for: \_\_\_\_\_ August 20, 2015

Received by City Clerk on: \_\_\_\_\_, 2015. Time: \_\_\_\_\_

Approved to be placed on the agenda: \_\_\_\_\_  
City Council / City Manager

- ACTION TAKEN:
- Approved
  - Not approved
  - Tabled
  - Other

*Jesus A. Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2 / Mayor Pro-Tem

*Victor Perez*  
District 3

*Anthony Gandara*  
District 4

**DATE:** August 20, 2015  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director  
**CC:** Adriana Rodarte, Interim City Manager

**SUBJECT:**

Discussion and action on the proposed Supplemental Engineering Services of Dannenbaum Engineering Co. for the Leadership Bridge Project.

**SUMMARY:**

The contract that the City of Socorro has with Dannenbaum Engineering Co. for the Project Management of the Leadership Bridge Project expires on August 15, 2015, but the projected date for conclusion of the project is estimated on November 7, 2015; therefore, an extension of the engineering services is necessary.

**STATEMENT OF THE ISSUE:**

With this extension the bridge project will have the project management until its conclusion, including the final punch list to accept the project from the contractor, preparation of the close out documents for the project, and as-built drawings of the project.

**ALTERNATIVE:**

N/A

**STAFF RECOMMENDATION:**

The Planning and Zoning Department recommends APPROVAL.

**FINANCIAL IMPACT:**

Account Code (GF/GL/Dept): 07550/400/00007  
Funding Source: 2012 CO's - 400  
Amount: \$12,765  
Quotes (Name/Commodity/Price): Surveying services for Nancy Rd.  
Co-op Agreement (Name/Contract#): N/A

**AUTHORIZATION:**

1. City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

2. Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

3. CFO: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT B-3

### SCOPE OF SERVICES BY THE ENGINEER

Continue Construction Management Services (the "Services") provided under this Agreement shall be of a high quality and commensurate with industry standards for the construction management profession. The Services to be provided by the Construction Manager (the "CM") retained by the City of Socorro (the "Authority") shall be those engineering monitoring, management, coordination, reporting, liaison, problem mitigating, and quality assurance services that will be required during the performance of Project construction activities by the Contractor(s) employed by the Authority. The basic overall service, to be delivered by the CM, is to ensure the timely completion of the construction of the Project in conformance with the plans and specifications issued by the Authority and ensure that high quality materials conforming to the quality requirements of the Project specifications are incorporated into the Project. Construction and construction management cost control, dispute resolution, and environmental controls and mitigation are all important components of the daily construction management services and activities.

#### 1. PROJECT ADMINISTRATION

The CM shall provide the following Project Administrative services:

##### 1.1 Document Control

The CM shall keep complete accurate records of documents received and issued by all parties involved in the construction of the Project. Reviews and comments on these documents by the CM and others shall also be recorded. A "document log" shall be maintained by the CM to provide current records on the latest information available. The "log" shall outline document titles, dates, originator, dates received, and to/from information. This "log" shall be available for review by the Authorities Representatives.

##### 1.2 Project Information Library

The CM shall create and maintain a Project information library, accessible at all times by the Authorities Representatives. This library will contain all pertinent Project documentation and will include, but not be limited to copies of the following:

- All Project related contracts and amendments
- Correspondence with all contractors, consultants, agencies,

Authorities Monitors, and other interested parties, related to the Project

- Design and engineering documents including construction plans and specifications
- Construction documents including addenda, change orders, supplemental agreements, extra work orders, plans and specification revisions.
- Permits
- Monitoring reports
- Project budgets, estimates and schedules
- Testing and inspection reports
- Periodic status reports
- Submittals and shop drawings
- Progressive construction progress payments
- Monthly progress reports
- Reports and documents that may be required.
- Other information related to the project

## 2. CONSTRUCTION MANAGEMENT

The CM shall provide the following Construction Management services:

### 2.1 Cost estimating

The CM shall develop independent estimates of cost for any change orders, extra work orders, or supplemental agreements on the Project.

### 2.2 Scheduling

A schedule for the Project shall be updated monthly and include in the Monthly Progress Report.

### 2.3 Monthly Progress Report

The CM shall issue a Monthly Progress Report to the Authorities Representatives at the beginning of each month. The Monthly Progress Report will contain, but not be limited to, the following:

- An Executive Summary which summarizes its contents.
- Period covered
- General progress and status of the Project construction
- Budget summary report
- Schedule review and update
- Any major decisions requiring input from the Authorities Representatives
- Major milestones or other items of particular interest

2.4 Project Coordination

The CM will monitor construction activities on other public works within the boundaries of or adjacent to the Project.

The CM will periodically initiate and conduct meetings between contractor representatives and parties performing or managing construction work on other projects related to the Authority's Project with a goal to maintain adequate cooperation among all public works implementers.

2.5 Utilities

The CM shall provide liaison services to promote coordination among the Authority, the utility owners, and the contractor. Except as noted in the preceding sentences, it is understood that the CM is not responsible for the design, removal, installation, or relocation of utilities by contractors retained by the applicable utility companies or any construction performed by contractors not under contract to the Authority unless otherwise agreed to in writing by all parties involved.

2.6 Permitting

The CM shall monitor the contractors to ensure that all applicable permits required for the construction are obtained in a timely manner.

2.7 Progress Review and Coordination Meetings

The CM shall meet with the Contractor as needed. These meetings shall serve as a forum for the exchange of information, coordination of work efforts, identification of critical issues, determination of action plans and schedules for resolving critical issues, schedules and budget considerations and discussion of other issues deemed appropriate by the CM or the Authorities Representatives. Minutes of meetings will be numbered sequentially throughout the construction of the Project.

3. CONSTRUCTION SITE SERVICES

The CM shall provide the following Construction Site Services:

- 3.1 Schedule and conduct a pre-construction meeting for the Project. The CM shall develop an agenda for the meetings. The CM shall document the meeting and provide copies of the minutes to participating parties.
- 3.2 Serve as the liaison between the construction contractor working on the Project and other concurrent construction parties, such as Testing Engineers, Surveyors, interested public and entities, and utility companies to achieve efficiency and continuity during the construction as requested by the Authority.
- 3.3 Maintain daily inspection reports documenting all activities and events related to

- the Project and a record of all work undertaken or completed by the contractors.
- 3.4 Maintain a log of all materials entering onto the work site with proper indication of the basis of acceptance of each shipment of materials.
  - 3.5 Review and approve fabrication shop inspection reports, and material and product suppliers' certificates of products conformance with specifications.
  - 3.6 Meet with the construction contractor on a weekly basis for project coordination and problem resolution. The CM shall obtain from the contractor a weekly schedule depicting progress over the past week and anticipated activities for the next week.
  - 3.7 Log, monitor and coordinate the contractors' submittals of fabrication plans, product and materials submittals and brochures.
  - 3.8 Report field conditions that conflict with design drawings and make recommendations for field modifications to resolve conflicts.
  - 3.9 Prepare change orders, supplemental agreements, extra work orders, force account documentation, and other similar items necessary to properly document changed conditions or modified construction activities.
  - 3.10 Review contractor payment requests and recommend monthly and final contractor and pay estimates.
  - 3.11 Make recommendations toward the goal of resolving construction problems and conflicts.
  - 3.12 Provide negotiation assistance on contractor claims and make recommendations for resolution of claims.
  - 3.13 Prepare and distribute those forms necessary for monitoring and inspecting construction activities, test reports, etc.
  - 3.14 Maintain a current set of contract documents (plan sheets and specifications) containing revised drawings developed by the Engineer of Record.
  - 3.15 Maintain an updated set of plans of the Storm Water Pollution Prevention Plan (SWPPP) all modifications made. Provide documentation as required by the Authority meeting the requirements of Regulatory Agencies, such as TxDOT, TCEQ, and EPA of inspections and remedial actions.
  - 3.16 Maintain updated inspection reports of all traffic control devices for conformity with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and the suggested traffic control plans.
  - 3.17 Conduct observations of the contractors' work activities to ensure that the project is being constructed in conformance with the contract plans and specifications.



EXHIBIT D-3  
 DETAIL FEE SCHEDULE / BUDGET  
 SUPPLEMENTAL NO 3

Contract No.

**DANNENBAUM ENGINEERING CORPORATION**

City of Socorro - Leadership Bridge Project  
 Construction Phase Services which will include the Following Limits:  
 From Alameda to Las Margaritas Subdivision

**SPECIAL SERVICES: CONSTRUCTION MANAGEMENT SERVICES - DANNEBAUM ENGINEERING CORPORATION - EL PASO**

DESCRIPTION	Principal	Project Manager	Senior Designer (Civil)	Site Inspector Tech	CADD Operator/ Tech	Cherical/ Secretary	Total Labor Hrs.	Remarks	Task Cost
<b>SPECIAL SERVICES</b>									
<b>DESCRIPTION</b>									
<b>CONSTRUCTION MANAGEMENT - 8 MONTHS</b>									
PROJECT ADMINISTRATION						10	10		\$ 652.80
CONSTRUCTION MANAGEMENT			30				30		\$ 3,065.50
CONSTRUCTION SITE SERVICES				80			80		\$ 7,950.20
PROJECT CLOSEOUT							0		\$ -
<b>SUB-TOTAL - CONSTRUCTION MANAGEMENT - 8 MONTHS</b>	0	0	30	80	0	10	120		\$ 12,597.60
<b>HOURS SUB-TOTALS</b>									
LABOR RATE PER HOUR									
DIRECT LABOR COSTS	\$ 384.27	\$ 296.03	\$ 132.85	\$ 80	\$ 98.49	\$ 65.28	120		
TOTAL	\$ -	\$ -	\$ 3,985.50	\$ 7,950.20	\$ -	\$ 652.80	12,597.60	CHECK	\$ 12,597.60
<b>TOTAL ENGINEERING (DANNENBAUM LABOR)</b>									\$ 12,597.60
<b>TOTAL DANNENBAUM DIRECT EXPENSES</b>									
AIRFARE - \$500 X 1 PERSON X 2 MEETINGS									\$ -
CAR RENTAL - \$90 EA X 2 PEOPLE X 8 TRIPS									\$ -
PER DIEM - \$121 (SBS Hotel)/\$38 meals/NIGHT X 2 PERSON X 8 NIGHTS									\$ -
COPIES/PLAN SHEET PRINTING									\$ -
Texas Accessibility Registration (TDLR)									\$ -
COURT REPORTER (Meeting and Hearing)									\$ -
UNIFORMED OFFICER (Meeting and Hearing)									\$ -
FACILITY RENTAL (Meeting and Hearing)									\$ -
AV EQUIPMENT RENTAL (Meeting and Hearing)									\$ -
DEVELOPER SERVICES - \$35 /PACKAGE X 30 PACKAGES									\$ -
WILDLIFE 100 Days x 40 mi/7 Trip @ 50.56/mile									\$ -
<b>TOTAL DANNENBAUM DIRECT EXPENSES</b>		300							\$ 168.00
<b>TOTAL DANNENBAUM SERVICES</b>									\$ 168.00
<b>SPECIAL SERVICES (SUBCONSULTANTS)</b>									
Frank Spencer & Assoc (CONSTRUCTION SURVEYING) - DBE									\$ 12,765.60
PCI (ENVIRONMENTAL) - DBE									\$ -
Villaverde (TRAFFIC) - DBE									\$ -
CC(COASTING AND ENGINEERING) - DBE									\$ -
<b>TOTAL SPECIAL SERVICES FEE (SUBCONSULTANTS)</b>									\$ 12,765.60
<b>TOTAL DANNENBAUM SUBCONSULTANT MANAGEMENT FEE FOR SPECIAL SERVICES (10% OF SUBCONSULTANT FEE)</b>									
<b>TOTAL SPECIAL SERVICES: CONSTRUCTION MANAGEMENT - 8 MONTHS</b>									\$ 0.00
<b>TOTAL SPECIAL SERVICES: CONSTRUCTION MANAGEMENT - 8 MONTHS</b>									\$ 12,765.60

**EXHIBIT D-3  
DETAIL FEE SCHEDULE / BUDGET  
WORK AUTHORIZATION No.3**

CONSTRUCTION MANAGEMENT - SUMMARY	
<b><u>01. DANNENBAUM:</u></b>	
PROJECT ADMINISTRATION	652.90
CONSTRUCTION MANAGEMENT	3,985.50
CONSTRUCTION SITE SERVICES	7,959.20
PROJECT CLOSEOUT	-
<b>SUBTOTAL</b>	<b>\$ 12,597.60</b>
d. DIRECT EXPENSES	168.00
<b>DANNENBAUM SUBTOTAL</b>	<b>\$ 12,765.60</b>
<b><u>02. SUBCONSULTANTS:</u></b>	
a. Frank Spencer & Assoc (CONSTRUCTION SURVEYING SERVICES) - DBE	-
b. POZNECKI CAMARILLO & ASSOC. (ENVIRONMENTAL) - DBE	-
c. Villaverde (Traffic) - DBE	-
d. CQC (TESTING AND ENGINEERING) - DBE	-
e. Sub-Consultant Management	-
<b>SUBTOTAL</b>	<b>\$ -</b>
<b>CONSTRUCTION MANAGEMENT TOTAL</b>	<b>\$ 12,765.60</b>
<b>WA No.3 GRAND TOTAL = \$ 12,765.60</b>	

#15

**CITY OF SOCORRO  
REQUEST FOR CITY COUNCIL AGENDA ITEM**

Note: Regular Council meetings are held on the 1<sup>st</sup>. and 3<sup>rd</sup>. Thursday of each month. Requests **MUST** be submitted to the City Clerk by **12:00 p.m.** on the **THURSDAY** one week before the scheduled meeting date. **Late items (received by 5:00 p.m.) on the Friday prior the meeting will be placed as an Addendum. NO AGENDA ITEMS WILL BE RECEIVED AFTER 5:00 ON FRIDAY.**

Date Submitted: August 13, 2015

Department:   
Planning & Zoning

8/13/15

1st. Signature: \_\_\_\_\_

2nd. Signature: \_\_\_\_\_

DESCRIBE REQUEST:

**DISCUSSION AND ACTION ON THE PROPOSED REPLACEMENT OF UNDERGROUND METAL CULVERT PIPE AND BRIDGE EXPANSION AT BAUMAN RD. AND YSLA LATERAL, TO BE DONE BY THE EPCWID#1 AND THE CITY OF SOCORRO.**

FOR OFFICE USE ONLY

Please check one:

- |  |  |
|--|--|
| <input type="checkbox"/> Executive Session   | <input checked="" type="checkbox"/> Regular Agenda |
| <input type="checkbox"/> Presentation Agenda | <input type="checkbox"/> Consent Agenda            |

This item is to be placed on the agenda for: \_\_\_\_\_ August 20, 2015

Received by City Clerk on: \_\_\_\_\_, 2015. Time: \_\_\_\_\_

Approved to be placed on the agenda: \_\_\_\_\_  
City Council / City Manager

- ACTION TAKEN:
- Approved
  - Not approved
  - Tabled
  - Other

*Jesus A. Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2 / Mayor Pro-Tem

*Victor Perez*  
District 3

*Anthony Gandara*  
District 4

**DATE:** August 20, 2015  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director  
**CC:** Adriana Rodarte, Interim City Manager

**SUBJECT:**

Proposed replacement and extension of the underground metal culvert pipe and bridge widening, located at Bauman Rd. and Ysla Lateral, to be done by the El Paso County Water Improvement District # 1 and the City of Socorro.

**SUMMARY:**

On this particular project, the Irrigation District will be using its equipment and manpower to replace the pipe culvert, construct the reinforced head walls, and backfill to protect the pipe at no cost to the City for their manpower and the equipment, but the City would be providing the material required for them to perform the project, estimated in \$12,000.00, as well as the pavement of the area.

**BACKGROUND:**

The City is responsible for the maintenance and repairs of every irrigation structure under our ROW, and under that consideration it is necessary to do this project because the existing bridge is too narrow, creating a potential safety hazard for drivers and pedestrians.

**STATEMENT OF THE ISSUE:**

This project will be a joint venture between the City of Socorro and the EPCWID#1, beneficial for both parties, we will be improving our roadway and they will maintain their irrigation service.

**ALTERNATIVE:**

Not Applicable.

**STAFF RECOMMENDATION:**

The Planning and Zoning Department recommends APPROVAL.

**FINANCIAL IMPACT:**

Account Code (GF/GL/Dept): 07550/400/00007

Funding Source: 2012 CO's - 400

Amount: \$12,000

Quotes (Name/Commodity/Price): N/A

Co-op Agreement (Name/Contract#): N/A

**AUTHORIZATION:**

1. City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

2. Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

3. CFO: \_\_\_\_\_ Date: \_\_\_\_\_

#14

**CITY OF SOCORRO  
REQUEST FOR CITY COUNCIL AGENDA ITEM**

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Date Submitted: August 13, 2015

Department: 

Planning & Zoning

8/13/15

1st. Signature: \_\_\_\_\_

2nd. Signature: \_\_\_\_\_

DESCRIBE REQUEST:

**DISCUSSION AND ACTION ON THE APPROVAL OF THE CONDITIONAL USE PERMIT FOR A CHILD CARE HOME ON LOT 8, BLOCK 16, VALLE DEL SOL SUBDIVISION UNIT 3, AT 10381 VALLE FERTIL DR.**

**THE PLANNING AND ZONING COMMISSION RECOMMENDS APPROVAL.**

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_

Please check one:

- Executive Session
- Presentation Agenda

- Regular Agenda
- Consent Agenda

This item is to be placed on the agenda for: August 20, 2015

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Approved to be placed on the agenda : \_\_\_\_\_

City Council / City Manager

- ACTION TAKEN:
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  - Tabled
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*Jesus A. Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2 / Mayor Pro-Tem

*Victor Perez*  
District 3

*Anthony Gandara*  
District 4

**DATE:** August 20, 2015  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director  
**CC:** Adriana Rodarte, Interim City Manager

**SUBJECT:**

Proposed Conditional Use Permit for a Child Care Home on Lot 8, Block 16, Valle del Sol Subdivision Unit 3.

**SUMMARY:**

The property matter of this request is located at 10381 Valle Fertil Dr., southeasterly located at 435 feet from the intersection of Valle Negro Dr. and Valle Fertil Dr. This property has an estimated area of 5,165 sq. ft., owned by Marina I. Gutierrez, 10381 Valle fertile Dr., Socorro, TX 79927.

**BACKGROUND:**

Valle del Sol Subdivision Unit 3 was recorded in 2003 with 280 residential lots classified as R-3 (High Density Residential).

According to our Future Land Use map, the projected land use for this property is: Residential.

The proposed use of the property: Residence with Child Care Home activities.

Adjacent Land Uses: North: R-3 (HDR), South: R-3 (HDR), East: R-3 (HDR), West: R-3 (HDR).

**STATEMENT OF THE ISSUE:**

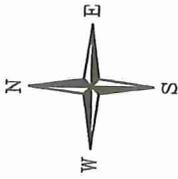
The Planning and Zoning department is currently conducting a revision to all the business to verify if the classification assigned to the property is correct based upon the land use. This is the case of this property: they started business in 2006 without obtaining the Conditional Use Permit to conduct the day care activities.

**ALTERNATIVE:**

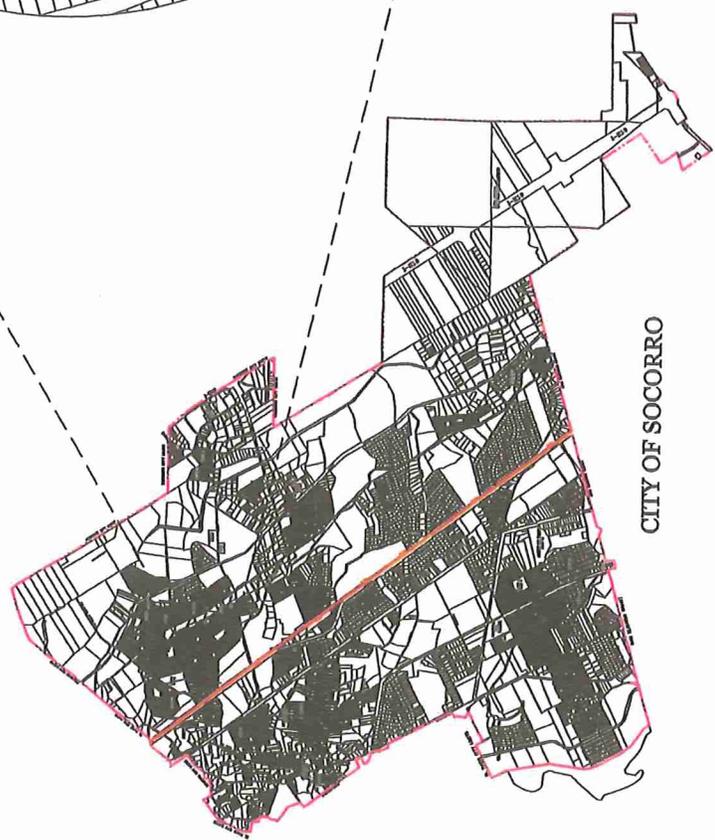
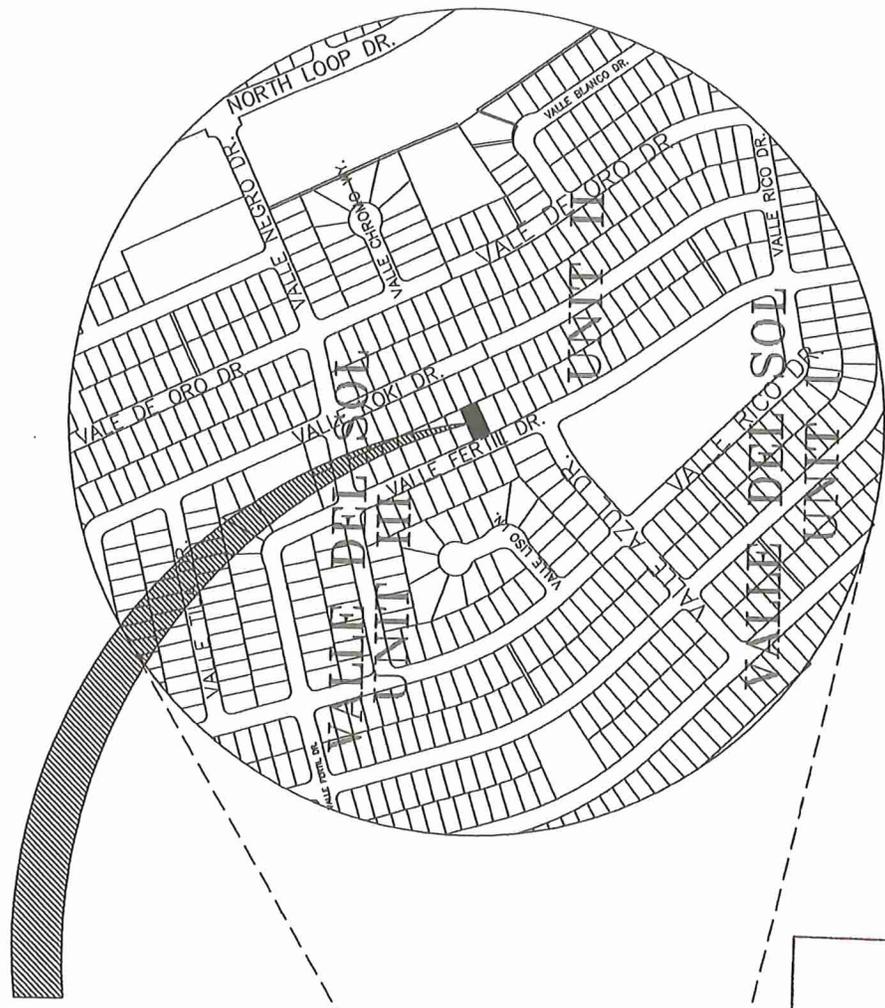
Due to the fact that this property has been in business for years, this C.U.P. is necessary for them to get the renewal of their business registration.

**STAFF RECOMMENDATION:**

The Planning and Zoning Commission recommends APPROVAL.



PROJECT SITE  
10381 VALLE FERTIL DR.  
LOT 8 BLOCK 16  
VALLE DEL SOL UNIT 3



CITY OF SOCORRO



# LOCATION MAP

Scale: AS SHOWN



59 3/20/15 2:30pm  
REC'D MAR 20 2015

## CONDITIONAL USE PERMIT REQUEST

1. Name: PINOCCHIO'S DAY CARE Date: 3-20-15  
 Address: 10381 VALLE FERTIL DR Phone: 915-858-8033  
 Representative: MARINA I. GUTIERREZ  
 Address: 10381 VALLE FERTIL DR Phone: 915-858-8033
2. Property Location: 10381 VALLE FERTIL DR  
 Legal Description: VALLE DEL SOL # 3 LOT 8, BLK 16

If legal description is not available, a metes and bounds description will be required.

5565  
Area (Sq. ft. or Acreage)

R-3  
Current Zoning

Residential w/child care  
Current Land Use  
S.L.

R-3 with C.U.P.  
Proposed Zoning  
S.L.

C.U.P. for child care  
Proposed Land Use  
S.L.

3. All owners of record must sign document.

MARINA I. GUTIERREZ

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

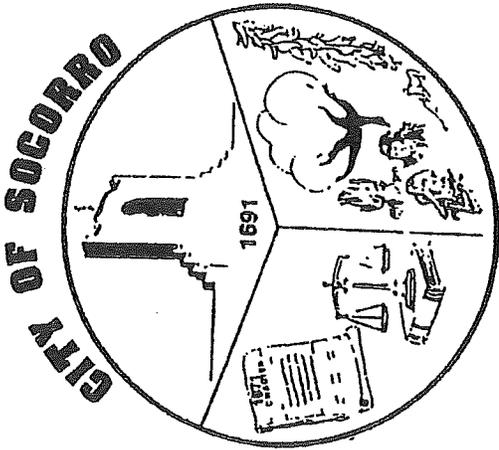
EACH ITEM ON THIS FORM MUST BE COMPLETED AND ALL EXHIBITS MUST BE SUBMITTED BEFORE THIS REQUEST CAN BE SCHEDULED FOR A PUBLIC HEARING

\_\_\_\_\_  
Planning Department

Marina I. Gutierrez  
Owner or Representative

\_\_\_\_\_  
Date

3-20-15  
Date



# BUSINESS REGISTRATION CERTIFICATE

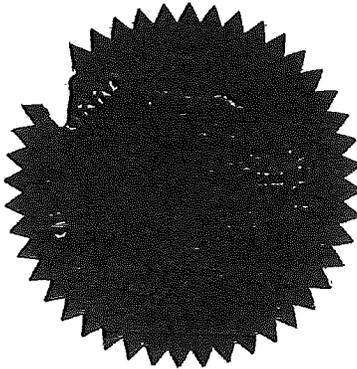
THIS IS TO CERTIFY THAT

Martina L. Antierrey  
DOING BUSINESS AS  
PINOCHIOS SALCOTE  
757 Lyde Anna Ln.  
IS REGISTERED.

Martina Antierrey  
OWNER'S SIGNATURE

M. Niceros  
PLANNING DEPARTMENT  
DATE 2-16-07

LICENSE NUMBER B200-27  
EXPIRATION DATE 3-15-07



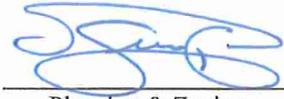
#17

**CITY OF SOCORRO  
REQUEST FOR CITY COUNCIL AGENDA ITEM**

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Date Submitted: August 13, 2015

Department: \_\_\_\_\_

  
Planning & Zoning

8/13/15

1st. Signature: \_\_\_\_\_

2nd. Signature: \_\_\_\_\_

DESCRIBE REQUEST:

**DISCUSSION AND ACTION ON THE EVENT FEE WAIVER REQUEST FOR A CHRISTMAS TOY FUNDRAISER/CAR SHOW ON SEPTEMBER 13, 2015 AT 669 HORIZON BLVD.**

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_

Please check one:

- |  |  |
|--|--|
| <input type="checkbox"/> Executive Session   | <input checked="" type="checkbox"/> Regular Agenda |
| <input type="checkbox"/> Presentation Agenda | <input type="checkbox"/> Consent Agenda            |

This item is to be placed on the agenda for: August 20, 2015

Received by City Clerk on: \_\_\_\_\_, 2015. Time: \_\_\_\_\_

Approved to be placed on the agenda : \_\_\_\_\_  
City Council / City Manager

- ACTION TAKEN:
- Approved
  - Not approved
  - Tabled
  - Other

*Jesus A. Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1



*Gloria M. Rodriguez*  
District 2 / Mayor Pro-Tem

*Victor Perez*  
District 3

*Anthony Gandara*  
District 4

**DATE:** August 20, 2015  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Sam Leony, Planning and Zoning Director  
**CC:** Adriana Rodarte, Interim City Manager

**SUBJECT:**

Approval request to waive the Event Permit fee for a Christmas Toy Fundraiser and Car Show to benefit poor families in the City of Socorro.

**SUMMARY:**

Socorro Fighting Hunger and Street Memories Car Club will perform a car show at the parking lot of the Casa Blanca Ballroom to collect Christmas toys.

**BACKGROUND:**

669 Horizon Blvd. (Casa Blanca Ballroom), Socorro, Texas 79927 (915) 328-5146 / (915) 356-6688

**STATEMENT OF THE ISSUE:**

The event will be held on September 13, 2015, from 10:00 a.m. to 4:00 p.m.

**ALTERNATIVE:**

Not applicable.

**STAFF RECOMMENDATION:**

The Planning and Zoning Department recommends APPROVAL contingent upon the following:

- 1) The applicant shall provide traffic control and safety for the public attending the event.



Event Permit # \_\_\_\_\_

1. Applicant's Name: Margarita Perez
2. Applicant's Address: 10949 Mesa Drive
3. Date of Event: Sept 13 2015
4. Address of Event: 669 Horizon Blvd
5. Phone Number: 328-5146
6. Legal Description Subdivision: \_\_\_\_\_  
Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_
7. Zoning: \_\_\_\_\_

This permit is issued on the express condition that the event authorized shall be in compliance with the provision set forth in Ordinance #48, and all amendments to said ordinance.

This application becomes a permit upon receipt of the permit fee and signed approvals.

To be waived

M Perez  
Applicant's Signature

8-10-15  
Date

\$ \_\_\_\_\_  
Fee

\_\_\_\_\_  
Planning Department Approval

\_\_\_\_\_  
Date



## WAIVER REQUEST FORM

Applicant's Name: Margarita Perez

Applicant's Address: 10949 Mesa Drains

City: SOCORRO State: TX Zip: 79927

Address of Proposed Waiver: 669 Horizon Blvd

Reason for request and circumstance causing conflict: Christmas Toy Fundraiser  
2000 Car Show

200 & plus persons

M Perez  
Applicant's Signature

8-11-15  
Date

City Council Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_

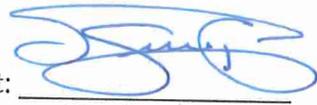
Planning and Zoning Director: \_\_\_\_\_

#18

**CITY OF SOCORRO  
REQUEST FOR CITY COUNCIL AGENDA ITEM**

Note: Regular Council meetings are held on the 1<sup>st</sup>. and 3<sup>rd</sup>. Thursday of each month. Requests **MUST** be submitted to the City Clerk by **12:00 p.m.** on the **THURSDAY** one week before the scheduled meeting date. **Late items (received by 5:00 p.m.) on the Friday prior the meeting will be placed as an Addendum. NO AGENDA ITEMS WILL BE RECEIVED AFTER 5:00 ON FRIDAY.**

Date Submitted: August 13, 2015

Department:  8/13/15  
Planning & Zoning

1st. Signature: \_\_\_\_\_

2nd. Signature: \_\_\_\_\_

DESCRIBE REQUEST:

**DISCUSSION AND ACTION ON THE PRESENTATION OF THE PROPOSED CONNECTIVITY AND TRAFFIC MASTER PLAN FOR THE CITY OF SOCORRO, BY PLANNING AND ZONING DIRECTOR.**

FOR OFFICE USE ONLY \_\_\_\_\_

Please check one:

- |   |   |
|---|---|
| <input type="checkbox"/> Executive Session              | <input type="checkbox"/> Regular Agenda |
| <input checked="" type="checkbox"/> Presentation Agenda | <input type="checkbox"/> Consent Agenda |

This item is to be placed on the agenda for: \_\_\_\_\_ August 20, 2015

Received by City Clerk on: \_\_\_\_\_, 2015. Time: \_\_\_\_\_

Approved to be placed on the agenda: \_\_\_\_\_  
City Council / City Manager

- ACTION TAKEN:
- Approved
  - Not approved
  - Tabled
  - Other

*Jesus Ruiz*  
Mayor

*Rene Rodriguez*  
At Large

*Sergio Cox*  
District 1 / Mayor Pro Tem



*Gloria M. Rodriguez* #19  
District 2

*Victor Perez*  
District 3

*Vacant*  
District 4

*Willie Norfleet, Jr.*  
City Manager

**DATE: AUGUST 20, 2015**

**TO: MAYOR AND CITY COUNCIL MEMBERS**

**FROM: KARINA HAGELSIEB**

**SUBJECT: DISCUSSION AND ACTION ON APPROVING THE UPDATED PURCHASING POLICY.**

**SUMMARY**

Travel Policy 37 amendment 5 includes allowance for mileage reimbursements to Council Members.

**STATEMENT OF THE ISSUE**

In the July 16 council meeting, council approved an amendment to the travel policy to include mileage reimbursements for business related expenses to council members.

**FINANCIAL IMPACT**

**ALTERNATIVE**

**STAFF RECOMMENDATION**

**The staff recommends approving this item.**

# CITY OF SOCORRO

## PURCHASING POLICY

### MANUAL



**ADOPTED: SEPTEMBER 5, 2013**

**UPDATED: MARCH 19, 2015**

**UPDATED: AUGUST 20, 2015**

# INDEX

General Guidelines for Acquisition of Goods and Services.....	3-4
Purpose .....	4
Purchasing Ethics .....	5
Tax Exempt Status .....	6
Signature Authority .....	6
Procedures .....	6-7
Purchases Between \$3,000 and \$24,999 .....	7-8
Purchases Between \$25,000 and \$49,999 .....	8
Purchases Over \$50,000.....	8-10
Sole Source Vendor.....	10-11
Exceptions to Purchase Requisition .....	11
Completing the Purchasing Requisition Form .....	12
Open Purchase Orders.....	12
Credit Card Purchases .....	13-15
Receiving Purchases.....	15
Processing of Invoices.....	15
City Council Discretionary Funds.....	16
Ratifications .....	16-17
Manual Checks.....	17
Professional Service Agreements.....	17
New Vendor Process.....	17
Accounts Payable List.....	17
Capital Expenditure Requests .....	17-18
Cooperative Purchasing.....	18
Criminal Penalties and Removal.....	18
Various Forms (Bid and Quote, CIQ, W9).....	19-21

## PURCHASING POLICIES AND PROCEDURES

It is the City of Socorro's policy to institute controls on authorized spending for materials, supplies and services through the administration of the purchasing system and to describe the levels and limits of individual responsibility and authority and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of Socorro.

No obligation shall be incurred nor shall any invoice be paid unless the following procedures are met. Purchases made in a manner not in accordance with the following procedures will be the financial responsibility of the person who made the purchase. Purchases shall be in accordance with each department's budgetary requirements.

In addition, the City of Socorro adheres to all State of Texas laws and regulations as set forth in the State of Texas Local Government Code ("LGC"). **Violation of this policy will be reviewed on a case by case basis and may result in disciplinary action up to and including termination.**

**This policy supersedes all previous policies including Policy 58 as amended and is effective upon approval of the Mayor and Council.**

### **GENERAL GUIDELINES FOR ACQUISITION OF GOODS AND SERVICES**

This policy imposes specific guidelines for purchases involving expenditure of less than \$50,000. These guidelines must be followed. However, for most all purchases exceeding \$49,999.99, the following procedure applies.

Generally, a city is required to follow the bidding or proposal procedures outlined in Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000 in city funds. This requirement is equally applicable to purchases of insurance and high technology items.

A city may not avoid the application of competitive bidding or proposal laws by purposely dividing a single purchase into smaller components so that each component purchase is less than \$50,000. Chapter 252 of the Local Government Code prohibits the use of "separate, sequential, or component purchases" as a means of avoiding bidding requirements. A city may purchase items without competitive bidding if the total purchase amount will be below the \$50,000 threshold that requires bidding. However, if the city later wants to make additional purchases and these purchases would take the total purchase over the \$50,000 threshold, the city should follow competitive purchasing procedures as if the purchase exceeds \$50,000.

Caution should be exercised if individual city departments make separate purchases of office supplies, gasoline or other items without competitive bidding because each department's purchase amount will be below the \$50,000 threshold that requires bidding. If a city's total purchases for these items would be over the \$50,000 threshold, the city should use competitive purchasing procedures applicable for purchases over \$50,000.

To take bids or proposals on a purchase, the city must first publish notice of the time and place at which the bids or proposals will be publicly opened and read aloud. The city should prepare specifications detailing the requirements that must be met by the goods or services which the city intends to purchase. The published notice should include either a copy of these specifications or information on how a bidder may obtain a copy of the specifications. A city must publish a notice indicating the time and place at which the bids or proposals will be publicly opened and read aloud. The notice must be published at least once a week for two consecutive weeks. The first publication must appear before the 14th day before the date that the bids or proposals are publicly opened and read aloud. The notice must be placed in a newspaper that is published in the city. If there is no newspaper published in the city, the notice must be published in a newspaper of general circulation in the city and posted at city hall and on the city's website for 14 days before the date that the bids or proposals are publicly opened and read aloud.

If a city wishes to consider factors other than price in its selection, or other factors such as a bidder's previous performance or safety record in its selection, the city's bid specifications should clearly state that such factors will be considered. Also, the governing body of a city that is considering using a method other than competitive sealed bidding (e.g., competitive sealed proposals) must determine before notice is given the method of purchase that provides the best value for the city.

The city council must then award the contract to the lowest responsible bidder or (if previously noticed) the bidder that provides the best value to the city. In the alternative, the city may reject all bids.

## **PURPOSE**

The purpose of this policy is to:

1. To establish a comprehensive purchasing system in order to obtain maximum economy and utilization of services, products, supplies, capital goods and related purchases;
2. To fix levels of responsibility and approvals for the expenditures of funds for such purchases;
3. To effect the greatest possible economy within the limits of acceptable specifications through competitive and quantity purchasing;
4. To afford an opportunity for consideration of the largest possible number of products within the limits of acceptable specification of an equitable basis; and
5. To provide a method of selecting services on a comparative basis.
6. To establish the procedures necessary to properly implement this purchasing policy.
7. To establish a method to match and reconcile actual purchase orders to actual invoices processed for disbursement.

## **PURCHASING ETHICS**

All City staff engaged in procurement for the City shall comply with the following ethical standards:

1. **Personal Gain** – it shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City or by any conduct inconsistent with the proper discharge of the employee's duties.
2. **Influence of a Public Employee** – it shall be a breach of ethics to attempt to influence any public employee of the City to violate the standards of conduct set forth by the City.
3. **Participating in Procurement with Family or Friends** – it shall be a breach of ethics for any employee of the City to participate directly or indirectly in a procurement for the City when the employee knows that:
  - a. The employee or any member of the employee's immediate family had a financial interest pertaining to the procurement;
  - b. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c. Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment involving the procurement.
4. **Gratuities / Kickbacks** – The following prohibition against gratuities and kickbacks shall be set forth in every contract and solicitation:

Socorro may at any time, without prior notice, terminate this Contract without any further responsibility to Contractor if any gratuities, whether in the form of entertainment, gifts, employment or otherwise, were offered or given by the Contractor or any agent or representative thereof to any employee, official, or representative of Socorro with a view toward securing favorable treatment with respect to the entry into or performance of this Contract.
5. **Confidential Information** – it shall be a violation for any employee of the City to knowingly use confidential information for actual or anticipated personal gain, or for actual or anticipated gain of any person.
6. **Private Purchases Through City Facilities** – no employee may use the purchasing power of the City of Socorro to make private purchases.

## **TAX EXEMPT STATUS**

The City of Socorro is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certificate is available from the Finance Department and shall be furnished to any of the City's suppliers upon request.

## **SIGNATURE AUTHORITY**

A Purchase Requisition or Purchase Order shall not be considered complete until signed by the proper authority.

### **1. Purchase Requisitions:**

- A. **AUTHORIZE:** The Department Head of each department (electronically submitted).
- B. **APPROVE:** The Chief Financial Officer. The Accounting Technician, not involved with the accounts payable function, will approve requisitions in the absence of the Chief Financial Officer.
- C. The same authority MAY NOT Authorize AND Approve.
- D. All supporting documentation such as quotes for items or services being requested must be attached to the electronic requisition.
- E. Quantity amount and actual description must be stated.

### **2. Purchase Orders:**

- A. **APPROVE:** The City Manager or his designee.

### **3. Payment Checks:**

- A. **APPROVE:** City Manager and Department Heads officially designated as signatories.

## **PROCEDURES**

The following prescribed procedures shall be established to provide for the proper control for purchases and/or contracts. Approval of all purchase requisition will be done by an authorized individual as approved by council. The same person cannot authorize and approve the purchase requisition.

### **1. Purchase Requisitions**

Except as provided in Section 3, Exceptions to Purchase Requisition, ALL purchases of goods and services require the completion of an electronic Purchase Requisition.

## 2. Responsibilities of the Department

- A. Department heads or their designated employee must submit an electronic purchase requisition to the Finance Department for approval. Chief Financial Officer will generate the purchase order upon approval. Once the requisition is scrutinized for appropriateness, a purchase order will be generated. The printed purchase order will serve as the approval of the electronic purchase requisition.
- B. Once the purchase order is verified and approved by the proper authority, copies of the signed purchase order will be distributed to the requestor.
- C. The Department Head or designated individual will be responsible for acknowledging the receipt of Purchase Order number before making any purchase of merchandise or service. The vendor's invoice or receiving receipt must reflect Purchase Order Number for the purchased amount of goods or service received.
- D. The Department Head or designated individual will inspect the merchandise delivered or picked up and will prepare the appropriate receiving report to be submitted to the Finance Department with the copy of purchase order and original receipt to properly process payment to vendor the day after merchandise or service is delivered or picked-up. The Department Head or designated individual will give the original receiving receipt or invoice to Finance Department the next working day.
- E. Department Heads or designated individuals shall be responsible for planning ahead and making sure a Purchase Order Number has been received before any purchase is made. Purchase requisitions must be submitted with enough time to be processed with Finance Department.

## 3. Levels of expenditure

### **PURCHASES BETWEEN \$3,000 AND \$24,999:**

Purchases of goods or services between \$3,000 and \$24,999 must follow this procurement process:

- A. Solicit three (3) competitive quotes for the goods or services AND complete the Bid Quote and Comparison Worksheet. Section 252.0125 of the Local Government Code delineates the quotation process which must be followed regarding Historically Underutilized Businesses, as follows:

***A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to chapter 2161, Government Code. Please see [mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp](http://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp) for HUB search.***

- B. Review each quote for the best overall value (value is not solely determined by price, although the lowest bid should be recommended unless you can show reasons based on

bid specifications to disqualify the bid relating to past performances, poor references, etc.) Note that you will need to retain all quotes for Fiscal Year End + 3 years.

- C. Prepare a brief recommendation for the record to support the purchase.
- D. Submit electronic purchase requisition and submit to Chief Financial Officer.
- E. Once a Purchase Order is approved, proceed to ordering goods and services.
- F. Once you receive your goods and/or services, sign off on packing slip and forward the packing slip/receipt to AP.

**PURCHASES BETWEEN \$25,000 AND \$49,999:**

Purchases of goods or services between \$25,000 and \$49,999 must follow this process:

- A. Solicit three (3) competitive quotes for the goods or services AND complete the Bid Quote and Comparison Worksheet. Section 252.0125 of the Local Government Code delineates the quotation process which must be followed regarding Historically Underutilized Businesses, as follows:

*A municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to chapter 2161, Government Code. Please see [mycpa.cpa.state.tx.us/tpasscmlbsearch/index.jsp](http://mycpa.cpa.state.tx.us/tpasscmlbsearch/index.jsp) for HUB search.*

- B. Review each quote for overall value and select top three (3) quotes and conduct basic comparative analysis. Note that you will need to retain all quotes for Fiscal Year End + 3 years.
- C. Forward your recommendation along with at least three (3) quotes to the City Manager for approval.
- D. The City Manager will make the recommendation to City Council.
- E. Once recommendation has been approved by City Council, submit an electronic Purchase Requisition to Chief Financial Officer. The Requisition must include the City Council meeting date and agenda item number where the purchase was approved on the notes.

**PURCHASES OVER \$50,000:**

Provisions of the Texas Local Government Code shall be the governing authority for purchases over \$50,000. A bid or request for proposal must be submitted. The following process must be followed:

- A. Obtain approval from the City Manager to proceed with the sealed bid process.

- B. The specifications and bid notice shall be prepared, reviewed and signed off by the City Manager. Whenever possible the “Best Value” procurement method described in Chapter 252.043(b) of the Texas Local Government Code shall be used.
- C. The bid or RFP shall be advertised in a newspaper of general circulation a minimum of twice in a 14 day period. The originating department shall notify the City Clerk’s Office of the advertisement, the type of bid or proposal, the closing date for responses and the name of a knowledgeable contact. A complete copy of the bid/RFP package must be filed with the City Clerk’s Office.
- D. The closing date and time for the bid or RFP shall be clearly listed in the specifications and is final. Responses received after the closing date and time shall be returned to the proposer unopened.
- E. If an amendment to the specifications or an extension of the closing date and time for the bid or RFP is required it shall be made prior to the second advertisement being printed and included in the second advertisement.
- F. The City may provide by Charter or Policy for bidding threshold of less than \$50,000, but the City may not provide a higher threshold for bidding than is permitted under state law.
- G. Before making such purchases, the City must prepare specifications detailing the requirements for the goods and services, which the City proposes to purchase, and publish bid notice of time and place at which the bids or proposals for the specified goods and services, will be publicly opened and read aloud.
- H. If the City wishes to consider factors other than price in its selection, or other factors such as a bidder’s previous performance or safety records in its selection, the City’s bid specification should clearly state that such factors will be considered. Also, if the City is considering using a method other than competitive sealed bidding (ie. competitive sealed proposals) the City Council must determine before notice is given the method of purchase that provides the best value for the City.
- I. Additional procedures and requirements may be required by state law for purchases involving more than \$50,000.00.
- J. Contracts for the services of architects, engineers, land surveyors, certified public accountants and other professions must be awarded using procedures provided in the Texas Professional Services Procurement Act. TEX. GOV’T CODE ANN. §2254.001 et seq. (West 2008 & Supp. 2011) (Professional Services Procurement Act). Selection of certain services are exempt from competitive bidding requirements under Texas law as a “professional service.” TEX. LOC. GOV’T CODE ANN §252.022(a)(4) (West Supp. 2011); Op. Tex. Att’y Gen. No. JM-940 at 3 (1988), MW-344(1981). If there is not adequate time to publish RFQ for “professional services” as defined by this statute, the City Council may elect not to follow competitive bidding requirements.

- K. Except in the case of emergencies, defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. Lack of planning or preparation does not constitute an emergency, bidders or proposers shall have a minimum of 21 calendar days *except that in the event of extenuating circumstances this period may be reduced to 14 calendar days* from the date of first publication to respond to the bid or RFP.
- L. All responses to bids or RFPs shall be received by the City Clerk's Office where they will be date/time stamped and held un-opened. After the closing day and time for the receipt of proposals the City Clerk shall notify the originating department of the receipt of all bids or proposals and it shall be the responsibility of the department head to place the appropriate item on the agenda to open / award the responses.
- M. All responses shall be opened in public at the date and time stated in the specifications. Submitted bids or proposals are final and may not be altered. Vendors may, however, submit sealed alternate bids or proposals before closing time.
- N. Final award of a bid will be made by City Council to the lowest responsive bidder unless Council wishes to consider the location of the bidder's principal place of business as detailed in Section 271.905 of the Texas Local Government Code. In the event the City receives two or more bids that are identical in nature and amount, as the lowest and best bids, award shall be made pursuant to Section 271.901 of the Texas Local Government Code
- O. For an RFP, final award will be made to that response which best meets the stated selection criteria or, Council may direct that the City Manager conduct further negotiations with proposer(s).
- P. Council may table an award and direct staff to review and make recommendation to Council at another date.
- Q. Council may reject all bids or proposals and direct that new specifications be prepared and advertised.

### **Sole Source Vendor**

Texas law provides for general exemptions to the procurement process, please refer to Section 252.022. More specifically section 252.022 (7-16) provides exemptions for sole source vendors as follows:

(7) *a procurement of items that are available from only one source including:*

(A) *items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;*

(B) *films, manuscripts, or books;*

(C) *gas, water, and other utility services;*

(D) *captive replacement parts or components for equipment;*

(E) *books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and*

- (F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;*
- (8) a purchase of rare books, papers, and other library material for a public library;*
- (9) paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;*
- (10) a public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;*
- (11) a payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;*
- (12) a personal property sold:*
- 1. at an auction by a state licensed auctioneer;*
  - 2. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;*
  - 3. by a political subdivision of the state, a state agency of this state, or an entity of the federal government; or*
  - 4. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;*
- (13) services performed by blind or severely disabled persons;*
- (14) goods purchased by a municipality for subsequent retail sale by the municipality;*
- (15) electricity; or*
- (16) advertising, other than legal notices.*

A Sole Source Affidavit, exhibit C, must be completed and signed by the vendor seeking to enter into a business transaction with the City and wants to claim the sole source exemption.

#### **4. Exceptions to Purchase Requisition**

- A. Utility Payments - To be reviewed by Finance
- B. Payroll taxes - To be reviewed by Finance.
- C. Debt Service Payments
- D. Petty Cash - see procedure on Petty Cash
- E. City Council Discretionary Fund purchases utilizing City Credit Card.
- F. Purchases not to exceed \$500 per transactions per vendor and not to exceed an aggregate amount of \$3,000 unencumbered payments per vendor in one fiscal year.
- G. Unencumbered payments, not to exceed 10% of the approved purchase order, for invoices that have exceeded the authorized purchase order amount.
- H. Refunds of revenue

## 5. Completing the Purchasing Requisition Form.

A. Effective with the adoption of this policy ALL departments shall utilize the electronic Requisition Form.

B. Type of Requisition:

1. **Regular** - Purchase Order # will generally be issued within 48 hours.
2. **Emergency** - Purchase order # will generally be issued the same day. (An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission which calls for immediate action. Lack of planning or preparation does not constitute an emergency.)

C. Travel in excess of a 100 mile radius of the City of Socorro, Texas must be approved by Council in advance during the adoption of the fiscal year budget. Travel which has not been identified and approved during the budgetary process will need approval by City Council before travel can take place; to exclude emergency travel. The City Manager has the authority to approve emergency travel. Once approved, a purchase requisition must be generated by the department. The individual is responsible for providing the Finance Department with a travel recap and all receipts. Reimbursement for expenditures in excess of those originally authorized by Council will require further Council approval before they may be paid.

D. Department Heads or designated individuals will review and approve form for completeness, accuracy and budgetary requirements.

E. Purchase Requisitions received by facsimile WILL NOT be accepted by Finance Department for processing.

## 6. Open Purchase Orders:

A. Departments may opt to request an open purchase order to cover a year's worth of planned expenditures which are routine expenditures such as fuel and office supplies. All procedures required for a regular purchase order must be followed for issuance of a blanket purchase order, and;

1. The blanket purchase order may not exceed **\$24,999, except for fuel and road materials**, without a current bid/RFP/RFQ award (except utilities). Road material purchases exceeding \$50,000 during any fiscal year must comply with competitive purchasing procedures requiring publication for bids.
2. Sufficient funds must be available to cover the entire purchase order amount.

## **7. Credit Card Purchases**

### **A. Fuel Credit Cards**

The City maintains fuel card accounts for the purchase of fuels for its rolling stock. Administration and accountability of the cards is the responsibility of the respective department heads in the departments where they are utilized.

1. Department heads will maintain an accurate list of all card numbers and their assignment and provide a copy to Finance. It is the department heads responsibility to update the list as required.
2. Department heads shall verify and approve all monthly credit card invoices prior to submitting a purchase requisition to Finance for payment.

### **B. Credit Cards Purchases**

1. Finance Department maintains a credit card account for use by authorized city employees. This account is maintained to provide an efficient and expeditious method for making purchases via the Internet, travel and lodging reservations.
2. Department Heads wishing to use the credit card to make a purchase will submit a completed purchase requisition as outlined in this policy AND indicate on the comments section that the purchase is to be made via credit card
3. Finance Department will verify that the department has sufficient funds remaining in their budget to cover the proposed purchase. If sufficient funds are not available then the requisition will be returned to the originating department indicating insufficient funds.
4. If sufficient funds are available then Finance Department will issue the credit card to the requesting department head or designated individual. The department head or designated individual will be responsible for making the purchase, providing proof that the purchase was made at the price indicated on the requisition and all shipping receipts and invoices provided by the vendor. Finance will attach all receipts, etc., to the requisition. The department head or designated individual must return the credit card to Finance as soon as possible but no later than the next business day after making the approved purchase.
5. The credit card(s) will not be used to make purchases for meals, lodging, vehicle rental, airline reservations or any form of out of town travel without explicit prior approval by Council. The City Manager is authorized to approve emergency travel. An emergency is defined as an unforeseen condition arising suddenly and

unexpectedly, not caused by any neglect or omission, and which calls for immediate action. Such travel will need to be placed as an item on the agenda immediately, no later than (5) working days, after returning from travel. A staffing report will need to be submitted to the City Clerk with copies of all receipts, total cost, and a brief explanation of the emergency or unforeseeable event. Please refer to the Travel Manual for detailed requirements.

### **C. Council Member Credit Card Purchasing**

**The amount of discretionary funds available to Council members will be \$1,000 per each budget year for each Council member and the Mayor.** Credit cards are authorized to be issued to all members of the City Council. Council members may use credit cards for purchase of goods and services, for which public funds may be expended and which is authorized by this policy, provided that the balance in the Council member's discretionary fund is sufficient to cover the purchase, subject to the following provisions:

1. All expenditures in compliance with this must be for public purchase and may not exceed \$1,000 per transaction.
2. The credit card receipt and description of goods and services purchased will be delivered to the Finance Department by the 10<sup>th</sup> of month. All receipts must be signed.
3. No purchase order requisition or purchase order will be required, the credit card receipt and description of goods and services will constitute adequate documentation of the purchase.
4. Each member shall confirm that the balance in the member's respective discretionary fund is sufficient to cover the purchase.
5. Serial purchases of the same or similar items for the purpose of avoiding the \$1,000.00 single purchase limit will not be permitted.
6. The City Council may, by Council action, remove a Council Member's purchasing authority for abuse of this policy.
7. The City Council may, by Council action, assess any amounts expended in violation of this policy against individual Council members with said funds to be reimbursed by the member.
8. Purchases made will be credited against the member's discretionary fund unless the expense is approved by the City Council to be paid from the City's general fund.

9. The Council member's credit card along with all receipts for purchases shall be delivered to the City Clerk or the City Manager before the member leaves office.

## 8. Receiving Purchases

The Department Head or designated individual will be responsible for acknowledging the receipt of merchandise and/or services purchased. The Department Head or designated individual will inspect the merchandise delivered or picked up.

- A. Originals of the receiving report or invoice will be sent to Finance Department and are to be used to signify actual receipt of the item(s). The Department Head or designated individual will deliver the original receiving receipt or invoice attached to purchase order to Finance the next working day after receipt.
- B. The Department Head of the department initiating the purchase shall be responsible for verifying its receipt, the condition of the goods received and for notifying Finance of any discrepancies, damage or back-orders that would affect payment to the vendor.
- C. Finance will match the receiving report / invoice to the Purchase Order.
- D. Upon receiving equipment (fixed asset over \$5,000.00) the Department Head shall complete a Fixed Asset Inventory Form and forward to Finance. Finance will issue inventory tags to all departments. The Department Head will be responsible for affixing the inventory tag to the asset.

## 9. Processing of Invoices

All invoices are to be forwarded or sent directly to Finance.

- A. When the proper documentation is received it shall be matched with the original purchase order and the original purchase requisition.
- B. If the invoice amount is greater than the purchase order, Finance will process payment up to 10% of the original purchase order amount without having to issue another purchase order (unencumbered). If the difference between the invoice and purchase order amount is greater than 10% each Department Head is responsible for submitting a written request to Council to increase the purchase order prior to the invoice being paid OR returning the merchandise to the vendor for proper invoicing.
- C. Accounts Payable will process invoice for payment when the stated procedures have been followed. Special Event invoices will be paid within 5 days after receipt of the signed invoice and receiving report; a purchase order must be provided, if applicable.
- D. If the invoice submitted for payment is for goods or services from a Council approved contract, BID/RFP/RFQ award or utilities the request for payment shall be processed and a check issued to the vendor. The payment will be listed on the accounts payable list presented to council as an informational item.

## 10. City Council Discretionary Funds

Discretionary funds are to be used at the discretion of the Mayor or member of the City Council. The funds must be utilized for a municipal purpose. Texas Constitution prohibits the donation of municipal funds. The City Attorney can assist in determining whether the use is considered municipal purpose.

Guidelines for expenditures are in the table below.

<b>Category</b>	<b>Transaction Type</b>	<b>Guidelines</b>
Alcohol	Alcoholic Beverages	Not Permitted
Awards	Employee Awards	Not Permitted
Cards	Holiday Greeting Cards	Not Permitted
Contributions	Donations – Includes any type of contribution, the purchase of a table, or advertising relating to charitable events or organization	Not Permitted
Dues	Governmental / Individual	<b>Permitted</b>
Flowers	Congratulatory Funeral / Illness Friends / Donors Administrative Professionals day	Not Permitted
Gifts	Employee / or any organization	Not Permitted
Meals	Entertaining official guests Working Lunch Community meetings in a public building Municipal meetings in a public building where municipal business or programs are discussed	<b>Permitted</b>
Postage / Flyers / Mail outs	To announce municipal activity or function	<b>Permitted</b>

## 11. Ratifications

Ratifications for the purchase of goods or services are prohibited unless a legitimate emergency or matter of public necessity exists. An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission, and

which calls for immediate action. Lack of planning or preparation does not constitute an emergency.

## **12. Manual Checks**

Manual checks shall be treated as an emergency expense. A purchase order will be issued along with the manual check. The purchase order must be attached to invoice and must be submitted to Finance the following work day.

## **13. Professional Service Agreements must be approved or authorized by City Council.**

A "Request for City Council Agenda Item Form" must be completed and approved by council before any type of agreement is made, either verbal or written, for professional services. Examples: Attorneys, Auditors, Land Surveyors, Architects, Interior Designers, etc.

When "Professional Services" are not required to be procured under the Professional Services Procurement Act procedures, the City Council may elect any procurement procedure authorized by Texas Law when time constraints make compliance with Request for Qualifications Process difficult or imprudent.

## **14. New vendor process**

Vendors requesting to engage in business transactions with the City will need to adhere to the processes in this policy. A Conflict of Interest Form (CIQ) and a W9 must be completed by each vendor before any business transactions can take place. The City employee requesting an addition to the vendor file will forward the completed forms to the Chief Financial Officer for input. A Vendor Identification Number will be issued by the Chief Financial Officer once the documentation is verified. The Chief Financial Officer will forward the CIQ form to the City Clerk for filing. The Accounts Payable clerk will file a copy of the CIQ and W9 form in the vendor file. Under no circumstances will the Accounts Payable Clerk issue a Vendor ID for any vendor. In the absence of the Chief Financial Officer, the Accounting Technician, not involved with the accounts payable function, will issue Vendor ID's.

## **ACCOUNTS PAYABLE LIST**

A report of the accounts payable shall be submitted to Mayor and Council for **informational** purposes.

## **CAPITAL EXPENDITURE REQUESTS**

A purchase requisition form must be completed for each acquisition of equipment where the total cost is in excess of \$5,000.00 and has a life expectancy of year (1) or more years. Also a purchase requisition form must be prepared for each capital renovation project. Acquisition is defined as either outright purchase or a lease or rental of equipment. Total cost is defined as

equipment cost, applicable taxes, freight, and projected installation and/or renovation costs. The various components of the total cost should be shown as indicated on the purchase requisition.

Annually, each department shall submit a budget request detailing equipment and/or projects exceeding \$5,000 (five thousand dollars) in total cost and having a life expectancy of 1 (one) years or more. Each request must be supported by a needs assessment and a statement of benefits derived from the purchase of the equipment and/or completion of the project.

### **Cooperative Purchasing**

Cooperative purchasing was created by legislation in 1979 for the benefits of providing volume purchasing power to local governments and assistance organizations in Texas while meeting competitive bidding requirements. The City can purchase through Cooperative agreements as follows: TxSmartBuy, Term Contract, TXMAS Program, Local Government Assistance, Region 19 and, TCPN.

### **Criminal Penalties and Removal**

Section 252.062 of the Texas Local Government Code: CRIMINAL PENALTIES. (a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor. (c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

Violation of the Purchasing Policy will lead to disciplinary action to include termination of employment.



**CITY OF SOCORRO  
 BID AND QUOTE COMPARISON WORKSHEET**

**Date:**

**Department:**

**Employee Name:**

**Brief Description of Purchase:**

Step 1: Solicit a minimum of three (3) quotes or bids

	<b>Company</b>	<b>Phone Number</b>	<b>Website/Email</b>
<b>Vendor #1</b>			
<b>Vendor #2</b>			
<b>Vendor #3</b>			
<b>Vendor #4</b>			
<b>Vendor #5</b>			

Step 2: Review each quote or bid for best overall value

	<b>Price</b>	<b>Availability (Meet timeline)</b>	<b>Previous Experience</b>	<b>Rank</b>
<b>Vendor #1</b>				
<b>Vendor #2</b>				
<b>Vendor #3</b>				
<b>Vendor #4</b>				
<b>Vendor #5</b>				

REVISED AND APPROVED BY THE CITY COUNCIL OF SOCORRO, TEXAS ON THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor Jesus Ruiz

***ATTEST:***

\_\_\_\_\_  
Olivia Navarro  
*City Clerk*

***APPROVED AS TO FORM:***

\_\_\_\_\_  
*City Attorney*