



**City of Riverside
Administrative Manual**

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Approved: Bret A. Mason Department
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SUBJECT:

Processing Negotiated Contracts and Agreements

PURPOSE:

To provide guidance for processing negotiated contracts and agreements except real property leases, easements and deeds.

POLICY:

Normally contracts and agreements for goods and services will be processed through the City's Purchasing Services Manager. However, when it is in the best interest of the City and not in conflict with the City Charter and/or State law, negotiated contracts and agreements may be processed. If it is determined that a contract or agreement should be negotiated, rather than submitted for bid, then the following procedure shall be followed.

PROCEDURE:

Responsibility	Action
Originating Department	1. Sends request to the City Attorney for the preparation of a contract or agreement including specific information on work to be performed and/or service to be provided, time limits, compensation, any additional special insurance, and any other necessary information or provisions, including documentation that contractor/vendor has the appropriate state license(s) required to perform the work and/or services.. Coordinates with Public Works all projects concerning development of city sites, major city building construction and remodeling projects prior to sending request to the City Attorney.
City Attorney	2. Prepares document in final form including insurance and bond forms, if any. Verifies the following information: <ol style="list-style-type: none"> a. Contractor/Vendor has current City of Riverside Business Tax Certificate

PROCEDURE:

Responsibility	Action
Originating Department	<ul style="list-style-type: none"> b. Contractor/Vendor (if corporation, LLC or LP) is registered or qualified with the California Secretary of State to do business in California c. Contractor/Vendor (if corporation, LLC or LP) is not suspended by the State Franchise Tax Board d. Any other information deemed necessary to ensure the responsibility and viability of Contractor/Vendor <ol style="list-style-type: none"> 3. Returns finalized document to originating department. 4. Reviews the completed document as prepared by the City Attorney and approves the contents thereof and forwards document with insurance and bond instructions, if required, to Contractor/Vendor to execute. 5. Receives executed documents: <ul style="list-style-type: none"> a. If contract is under \$25,000 and included in the approved budget, per City Manager delegation Department Head executes the contract and then submits executed document to Finance for certification as to available funds. Upon certification by Finance, transmit to City Attorney for approval as to form. b. If contract is between \$25,000 and \$50,000 and included in the approved budget, submit the Contractor/Vendor executed agreement to Finance for certification as to available funds. Upon certification by Finance, transmits the contract, with Department Head Approval Slip, to City Attorney for approval as to form. c. If the contract is in excess of \$50,000 (Public Utilities need only submit to the RPU Board if funds were included in the City Council approved budget) or if funds were not included in the approved budget, ,transmits the contract, with Department Head Approval Slip, to the City Attorney for approval as to form and submit a City Council agenda report into Legistar for a future City Council meeting.
City Attorney	<ol style="list-style-type: none"> 6. Upon receipt of contract (and bonds, if required) executed by the other party (execution by public entity is not required prior to City Council approval), approves as to form, prepares and submits document transmittal form to City Clerk.
City Manager	<ol style="list-style-type: none"> 7. Schedules item on Council agenda if contract is over \$50,000 or funds are not appropriated.
City Council City Clerk	<ol style="list-style-type: none"> 8. Takes appropriate action. 9. Insures that the City Attorney has approved as to form the contract or agreement and has also approved as to form any required bonds and that Risk Management has approved the insurance and is in LaserFiche. 10. Processes approved document. 11. E-mails conformed copies of approved document to the Originating Department.,.
Originating Department	<ol style="list-style-type: none"> 12. Prepares Electronic Purchase Requisition in duplicate, with description of work to be performed, or service to be provided. Also, if City Council approval was required, state date approved by City Council on the Requisition and attaches copy of Council memorandum. Routes for approval.

PROCEDURE:

Responsibility	Action
Purchasing	13. Prepares Purchase Order to encumber necessary funds.

Distribution: Regular