

AGENDA

6:30 PM

August 24, 2021

A **Regular Meeting** of the City Council of the City of Coralville, Johnson County, IA will be held Tuesday, August 24, 2021 at 6:30 PM in the Council Chambers at City Hall, 1512 7th Street. This meeting will be live streamed Tuesday, August 24, 2021 at 6:30 PM and rebroadcast on Mediacom 118-8 and on-demand at www.coralville.org/coralvision.

Anyone is welcome to attend the Council Meeting and participate in any of the public hearings or speak during citizen comments or you can submit comments in writing to the City Clerk's office at 1512 7th Street, Coralville, Iowa or by email at tjohnson@coralville.org no later than 5:00 PM, Tuesday, August 24, 2021. Coralville City Council Meetings are open to all individuals regardless of language spoken or disability. Any person requiring a reasonable accommodation to participate should contact the City Clerk's office at 319-248-1700 or tjohnson@coralville.org at least two business days prior to the meeting.

1. **Call to order.**
2. **Roll call.**
3. **Approve agenda.**
4. **Citizen comments** for 15 minutes. Additional comments to continue after the consent calendar if needed. (Please limit to 5 minutes.).
5. **CITY POLICIES**
 - a) Consider **resolution** adopting a Fraud Reporting Policy for the City of Coralville.

Note: This policy is required as part of Coralville receiving federal funding and requires anyone aware of a violation of federal criminal law involving fraud, bribery, or gratuity affecting a federal grant notify the City Administrator who will be responsible for reporting the violation to the appropriate agency.

- b) Consider **resolution** approving a Protected Personally Identifiable Information Policy for the City of Coralville.

Note: This policy is required as part of Coralville receiving federal funding and addresses both public and protected personally identifiable information (PPII), procedures, audits, internal controls, and reporting requirements.

- c) Consider **resolution** approving a Revised Accounting & Purchasing Policy for the City of Coralville.

Note: This resolution authorizes changes to the City of Coralville Accounting & Purchasing Policy. This policy was first adopted in 1988 and last revised in 2014. This change complies with requirements for federal grants. The specific requirements have to do with contractors that have been debarred or suspended; inclusion of small and minority businesses, women's business enterprises and labor surplus area firms; and requirements for the expenditure of dollars.

6. LEASE AGREEMENT

- a) Consider **resolution** setting a public hearing on a proposal to enter into a Lease Agreement with ImOn Communications.

Note: This lease is for a portion of the property on the east side of 12th Avenue just north of Holiday Road to be used as the location of a hub for ImOn Communications' services and the public hearing will be September 14, 2021.

7. WAGE THEFT

- a) Consider **resolution** disqualifying persons or entities that have admitted guilt or have been adjudicated liable of committing a repeated or willful violation of the Iowa Wage Payment Collection Law; the Iowa Minimum Wage Act, the Federal Fair Labor Standards Act or other comparable laws or regulations from entering into Contracts with the City or receiving discretionary economic development assistance from the City.

Note: This is to assure the City funds are not used to support persons or entities who have committed repeated or willful wage theft.

8. CONSIDER MOTION TO APPROVE CONSENT CALENDAR AS PRESENTED OR AMENDED:

- a) Approve minutes for the August 10, 2021 Coralville City Council Regular Meeting.
- b) Approve **new** Outdoor Service for **Tavern Blue**: Eff. 5/19.
- c) Approve Class E Liquor License with Sunday Sales for **Kum & Go #521**: Eff. 09/15.
- d) Approve Class B Liquor License with Outdoor Service and Sunday Sales for **SpringHill Suites Coralville**: Eff. 9/15.
- e) Approve Class E Liquor License with Sunday Sales for **Hy-Vee Food Store #2**: Eff. 9/15.
- f) Approve Class C Liquor License with Outdoor Service and Sunday Sales for **Hy-Vee Market Grille**: Eff. 9/15.
- g) Approve Class C Liquor License with Outdoor Service and Sunday Sales for **Brick & Iron**: Eff. 9/15.
- h) Approve payment to **Impact7G** for the for:
 - i) Clear Creek Mitigation Bank (#22159) \$17,335.00
 - ii) Iowa River Floodwall Wetland Monitoring for Year 9 of 10 (#22145) \$352.50
- i) Approve payment to **Neumiller Electric, Inc.** for IRL E. 2nd Avenue Improvements (#25638): \$7,076.04.
- j) Approve payment to **HR Green, Inc.** for IRL E. 2nd Avenue Improvements (#145552): \$147.41.
- k) Approve payment **Terracon Consultants, Inc.** for Brownfields Assessment Grant for Brian Ho properties (#TF50344): \$781.25.
- l) Approve payment to **Shoemaker & Haaland** for James Street Railroad Crossing study related to Altmaier property south of Lowes (#021260.00-1): \$11,700.00.
- m) Approve payment to **Utility Service Co., Inc. (SUEZ)** for completion of interior renovations and repairs on the 1,500,000-gallon fluted column Oakdale water tank (#539378): \$103,799.00.
- n) Approve payment to **Ferguson Waterworks #2516** for water meters and equipment (#0397654): \$36,040.00.
- o) Accept quotes and approve payment to **Atech Freeman Security of Cedar Rapids** for software, hardware and labor for parking monitoring stations: for not to exceed \$49,445.43. (50% deposit due upon signing quote.)
- p) Accept quotes and approve payment to **Parking, Inc. of Des Moines** for workstation software license package, equipment and labor for parking monitoring stations: for not to exceed \$13,835.00. (40% deposit due upon signing quote, 40% due upon delivery and 20% due upon completion.)
- q) Approve attendance of Ellen Habel to the ICMA Conference in Portland, OR from October 3-6, 2021: \$2,196.40.
- r) Approve attendance of Zaid Alsamawi to APWA PWX in St. Louis, MO from 8/28-9/1/2021: \$1,706.13.

- s) Approve attendance of Amy Foster to APWA PWX in St. Louis, MO from 8/28-9/1/2021: \$2,249.00.
- t) Approve attendance of Vicky Robrock to 2021 Midwest Transit Conference in St. Louis, MO from 9/6-9/2021: \$1,319.00.
- u) Approve Bill List for August 24, 2021.

9. City Administrator's report.

10. Mayor's report.

11. City Attorney's report.

12. Committee and Councilmember's report.

13. Motion to adjourn.

A **Work Session** of the City Council will be held immediately following the council meeting.

1. September Planning & Zoning Submittals ~ Dave Johnson
2. Discussion of Recycling Information ~ Dhuha Tawil
3. Water Department Report ~ Matt Gilmore
4. City Administrator's time.

City of Coralville

MEMORANDUM



Date: 8/6/2021
To: Mayor Lundell
City Council
Kelly Hayworth
From: Ellen Habel
Title: Deputy City Administrator
Re: Fraud, Bribery, and Gratuity; PPI

The August 24, 2021, agenda includes two policies: one regarding fraud, bribery, and gratuity and one regarding personally identifiable information.

The fraud, bribery, and gratuity policy requires that anyone aware of a violation of federal criminal law involving fraud, bribery, or gratuity affecting a federal grant notify the City Administrator. The City Administrator is responsible for reporting the violation to the appropriate agency.

The personally identifiable information policy addresses both public and protected personally identifiable information (PII), procedures, audits, internal controls, and reporting requirements.

These policies are required as part of our receipt of federal funding and I recommend their adoption. Please let me know if you have any questions. Thank you.

RESOLUTION NO. 2021-_____

RESOLUTION ADOPTING A FRAUD REPORTING POLICY FOR THE CITY OF CORALVILLE.

WHEREAS, the City Council would like to ensure anyone aware of a violation of federal criminal law involving fraud, bribery or gratuity affecting a federal grant notify the City Administrator who will be responsible for reporting the violation to the appropriate agency; and

WHEREAS, the City of Coralville has received federal funding which requires the adoption and enforcement of a Fraud Reporting Policy; and

WHEREAS, the Assistant City Administrator has reviewed and recommended the Fraud Reporting Policy as written in Exhibit A; and

WHEREAS, it is now procedurally necessary to approve the Fraud Reporting Policy via Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Johnson County, Iowa, that the above-referenced Fraud Reporting Policy be and the same are hereby adopted.

* * * * *

Passed and approved this 24th day of August, 2021.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

EXHIBIT "A"

City of Coralville, Iowa
Fraud Reporting Policy

2 CFR Part 200 Subpart B-General Provisions
200.113 Mandatory Disclosures

In compliance with Uniform Grant Guidance, in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this policy is adopted.

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in §200.339 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

If an employee, elected official, board or commission member, volunteer, agent, etc. learns of a violation of Federal criminal law involving fraud, bribery, or gratuity potentially affecting a Federal grant, they will report the violation to:

City Administrator

The above named is/are responsible for reporting the violation to the relevant federal agency, or pass-through agency in writing, and in a timely manner.

Passed and adopted this _____ day of _____

Print and Sign

Date

Attest Print and Sign

Date

RESOLUTION NO. 2021-_____

RESOLUTION ADOPTING A PROTECTED PERSONALLY IDENTIFIABLE INFORMATION POLICY FOR THE CITY OF CORALVILLE.

WHEREAS, the City Council would like to address both public and protected personally identifiable information (PPI), procedures audits, internal controls, and reporting requirements; and

WHEREAS, the City of Coralville has received federal funding which requires the adoption and enforcement of a Personally Identifiable Information Policy; and

WHEREAS, the Assistant City Administrator has reviewed and recommended the Personally Identifiable Information Policy as written in Exhibit A; and

WHEREAS, it is now procedurally necessary to approve the Personally Identifiable Information Policy via Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Johnson County, Iowa, that the above-referenced Personally Identifiable Information Policy be and the same are hereby adopted.

* * * * *

Passed and approved this 24th day of August, 2021.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of the City of Coralville, Iowa, to protect Personally Identifiable Information (PII) of employees, customers, vendors, contractors, volunteers, etc. The electronic restrictions and safeguards outlined in 2 C.F.R 200.303 Internal Controls, this policy provides guidance for employees, volunteers, agents, etc. with access to PII and PPII.

Personally Identifiable Information (“PII”) is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. Work e-mail address
5. Home telephone number
6. General educational credentials
7. Photos and video

The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Protected PII (“PPII”) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mother's maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

This does not include PPII that is required by law, statute, or regulation to be disclosed, such as a law enforcement or court order right to know as determined by the City Attorney.

Internal controls (2 C.F.R. 200.303)

The non-Federal entity must:

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

Procedures

Guidelines on how to maintain and discard PPII. All electronic files that contain PPII will reside within a protected information system location. All physical files that contain PPII will reside within a locked/secured/monitored location when not being actively viewed or modified. Protected PII is not to be downloaded, without prior approval, to personal or organization owned employee workstations or mobile devices (such as laptops, personal digital assistants, mobile phones, tablets or removable media). PPII will also not be sent through any form of insecure electronic communication e.g. e-mail or instant messaging systems. Significant security risks emerge when PPII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PPII the physical or electronic file should be shredded, securely deleted, or disposed of by a means that renders the information unrecognizable and beyond reconstruction.

Incident Reporting

The City Attorney must be informed of a real or suspected disclosure or breach of Protected PII data within 24 hours after discovery. Examples: misplacing a paper report, loss of a laptop, mobile device, or removable media containing PPII, accidental email of PPII, possible virus, or malware infection or a computer containing PPII.

Audits

Periodic audits of organization owned equipment and physical locations may be performed to ensure that PPII is stored in approved information systems or locations. The purpose of the audit is to ensure compliance with this policy and to provide information necessary to continuously improve practices.

Enforcement

Anyone found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances giving rise to the violation.

Records Disposal

Records containing personal data are to be disposed of so as to prevent inadvertent compromise of data and will use a disposal method that will render all personal data unrecognizable and beyond reconstruction.

Print and Sign Date

Attest Print and Sign Date

City of Coralville

MEMORANDUM



Date: 8/10/2021
To: Mayor, City Council, Kelly Hayworth
From: Tony Roetlin, Director of Finance
Title:
CC:
Re: Procurement Policy Changes – Federal Requirements

In order to remain in compliance with numerous requirements of several entities it is occasionally necessary to amend the City's procurement policy. This policy was first adopted in 1988 and last amended in 2014. This change complies with requirements for federal grants. The specific requirements have to do with contractors that have been debarred or suspended; inclusion of small and minority businesses, women's business enterprises and labor surplus area firms; and requirements for the expenditure of federal dollars.

The policy has been included here, and the changes are mainly on page 24 and 25.

Please do not hesitate to contact either of us with any questions or concerns.

Thank you.

A handwritten signature in black ink that reads "Tony Roetlin".

Tony Roetlin
Director of Finance

RESOLUTION NO. 2021-_____

RESOLUTION ADOPTING A REVISED ACCOUNTING & PURCHASING POLICY FOR THE CITY OF CORALVILLE.

WHEREAS, the City Council would like to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition; and

WHEREAS, the City of Coralville has received funding through federal grants which requires the revising the current City of Coralville Accounting & Purchasing Policy to remain in compliance with numerous requirements of several entities; and

WHEREAS, these requirements have to do with contractors that have been debarred or suspended; inclusion of small and minority businesses, women's business enterprises and labor surplus area firms; and requirements for the expenditure of federal dollars; and

WHEREAS, the Finance Director has reviewed and recommended the Revised August 10, 2021 Accounting & Purchasing Policy as written in Exhibit A; and

WHEREAS, it is now procedurally necessary to approve the Revised August 10, 2021 Accounting & Purchasing Policy via Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Johnson County, Iowa, that the above-referenced Revised August 10, 2021 Accounting & Purchasing Policy be and the same are hereby adopted.

* * * * *

Passed and approved this 24th day of August, 2021.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

CITY OF CORALVILLE

ACCOUNTING & PURCHASING POLICY

Final Draft 6/8/88
Revised 8/22/00
Revised 9/16/02
Revised 11/9/04
Revised 1/23/07
Revised 6/23/09
Revised 12/4/14
Revised 8/10/21

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City of Coralville Purchasing Policy

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Attachment A: General Conditions and Instructions to Bidders

Attachment B: FTA – Bid Clauses 2000; Instructions, Conditions, and Certifications

Attachment C: Coralville Public Transit System – Separate Provisions

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Section 1 Introduction

Statement of Purpose

The City of Coralville intends to purchase goods and services of high quality consistent with the expected use at the most reasonable cost. The City also intends that all purchasing actions are fair and impartial, competition is encouraged, and all qualified sellers or buyers have access to City business.

Purchasing System

The City operates what is considered a decentralized purchasing system rather than a centralized purchasing system. City departments have authorized buyers who provide purchasing services distinctive to their department needs.

Roles and Responsibilities

1. City Council

The City Council determines expenditure levels through the formulation and approval of an Annual Operating Budget. In performing this policy-making function, the City Council establishes a set of goals, priorities and performance standards. The City Staff must direct its collective efforts towards accomplishing the Council's policy.

The adoption of the Annual Operating Budget is the approval of a level of expenditures necessary to accomplish the goals and objectives that have been established by each City program. It is intended that the City Council will approve final disbursement of all public funds as well as specific changes in program funding levels upon the recommendation of the City Administrator and Finance Officer. **As a general rule, the Council must approve all contracts.** The Council shall consider transactions with other public entities. This can be subject to the exception that the Council can designate some other person to sign the contract. It should be noted that there may be other specific requirements for certain transactions that would dictate deviation from these rules.

Approves purchases as defined in Section 4.

2. City Administrator

The City Administrator is delegated the responsibility by the City Council to carry out a program of service to the community. It is his/her responsibility to manage the Annual Operating Budget in such a way that the goals and priorities of the City Council are accomplished. All changes in purchasing regulations, as well as recommendations for changes in the general purchasing policy, may only be made with the prior approval of the Finance Officer. Expenditures in many categories require authorization and concurrence by the City Administrator. (This is in addition to the initial budget approval.) The City Administrator will be the signor, for contracts, for services, or purchases. It should be noted that there might be other specific requirements for certain transactions that would dictate deviation from these rules.

Approves purchases as defined in Section 4.

3. Department Heads

Department Heads may initiate internal reallocation of their budget funds as needed within the guidelines established by the Finance Officer. Although the City Council has established levels of expenditures for each program, appropriation is not a permit nor a directive to expend funds, unless the need for the item continues to exist at the time for purchase and the price of the item is within the parameters of the budget. In addition, these criteria must be weighed ultimately against the availability of funds and the relationship of the department goals to the overall City priorities. For proper management control it is necessary that expenditures be authorized prior to purchase. In some instances additional justification will be required as determined by the City Administrator.

Approves purchases as defined in Section 4.

4. Finance Officer & Finance Department

The Finance Officer and Finance Department shall be responsible for facilitating city wide bids. This includes setting and following rules and procedures set out in this policy and ensuring that City staff does the same. In addition, the Finance Officer and Finance Department shall provide guidance to city departments in all areas of purchasing.

The Finance Officer and Finance Department shall also be responsible for maintaining the City budget controls. This includes working with the Department Managers on each department budget and ensuring that all departments comply with the adopted budget.

Approves purchases as defined in Section 4.

Section 2
Acquisition Methods of Items and Services

Petty Cash

1. Dollar Amount

The petty cash fund is to be used only for cash payment or reimbursement of expenditures amounting to no more than \$25.

2. Receipt from Vendor

A receipt verifying the expenditure amount will be attached to each petty cash request. Exceptions will be made upon Special Approval by the Finance Officer and will be permitted only in a situation where it is impossible to get a receipt.

3. Advances

Advances will be allowed only for planned and approved purchases and for freight costs, which must be prepaid. No other advances will be made from the petty cash fund.

4. Authorization

Each petty cash transaction must be signed by department heads or their designee authorizing the expenditure.

5. Special Circumstance Approval

If the dollar amount exceeds \$25, the Finance Officer must approve payment.

Check Requests

A check request is used for payments initiated by an invoice, statement, or reimbursement request. The request must include bids and quotes as required in Section 3.

Check requests should be in the form of an invoice or written request authorized by the department head. Checks are issued and approved at the council meeting on the second and fourth Tuesday of the month.

Procurement Card

Procurement card may be used for purchases as authorized and described in Section 7.

Section 3 Approval of Purchase

The **Department Head** or an approved designee's signature is required before processing requests. A department heads signature is required when ordering any item or service greater than \$5,000, and for **ALL** capital outlay expenditures. The attached listing will be used by Accounts Payable Department to verify authorized individuals and payment may not be made without an authorized signature. Initials or signature stamps are not to be used. The limits of authorization are to be considered the overall maximum City standards and the individual department heads may wish to establish their own internal authorization limits as long as they are within the City's standards. Any request for an exception to the above should be presented to the Finance Officer in memo form.

1. Summary of Required Approvals:

- A. City Council
 - 1) All agreements & contracts
 - 2) All agreements with public bodies. (28 E)
 - 3) Public improvements in excess of \$40,000.
 - 4) All Expenditures over \$10,000 per transaction.
 - 5) All travel and associated expenses over \$1,000.

- B. City Administrator
 - 1) Approval for purchase in excess of \$10,000, following bid/quote process by the Department Head.
 - 2) Affirmative recommendation for all purchases requiring Council approval.
 - 3) May develop additional requirements.
 - 4) All travel and associated expenses over \$500.

- C. Finance Officer
 - 1) Approval for purchase in excess of \$5,000, following bid/quote process by the Department Head.
 - 2) Affirmative recommendation for all purchases requiring City Administrator and Council approval.

- D. Department Head
 - 1) Signature for all purchases.
 - 2) May authorize designated employee to sign for purchases under \$5,000 (excluding Capital Outlay items).

Section 4 Purchasing Process and Record Keeping Requirements

The general rules and conditions that follow apply to all purchases. Employees are expected to fully inform themselves as to the conditions, requirements and specifications for proper expenditure of funds. Failure to do so will be at the employee's risk and will not bind the Finance Department. **All requests for payment must show the Account Numbers to be charged and may not exceed budgeted limits unless prior approval via budget amendment.**

1. The small purchase (Under \$1,000)

Petty Cash (Under \$25)
Procurement Card
Check request
Invoice

2. Purchases from \$1,001 to \$5000

Procurement Card
Check request
Invoice

- Purchases in this range require a minimum of three quotation requests.
- Preference is for the written quotation, but properly obtained telephone or electronic mail quotations are acceptable. The summary of the results must be attached to the invoice or request for payment.
- In case of purchases such as chemicals and operating supplies, the City Administrator may pre-approve for periods not to exceed one year using a contract approved by the city council.

Departments are required to solicit quotations/bids from suppliers by making available the specifications and conditions of quoting or bidding. A minimum of three written quotations/bids must be received; if this is not possible only the Finance Officer may waive this requirement. Departments must maintain the following information as documentation:

- A. List of vendors receiving specifications.
- B. Specifications, conditions of quoting or bidding, including any addenda.
- C. Tabulation of the prices.
- D. Copies of three lowest quotes/bids.
- E. When required, bond and/or certificates of insurance.
- F. If deemed necessary, a signed document accepting the purchase orders or contracts.
- G. Correspondence concerning the purchase.

- H. A written record of any phone conversations concerning the purchase.
- I. A written explanation by the department head if the purchase is awarded to anyone other than the low bidder.

3. Purchases from \$5,001 to \$10,000

Check request

Invoice

Must be written bids or proposals

- a) List of bidders receiving specification
- b) Specifications, conditions or bidding, including any addenda
- c) Tabulation of bids
- d) Copies of three lowest bids
- e) When required, bond and/or certificates of insurance
- f) If deemed necessary, signed acceptance of purchase order of contract
- g) Correspondence concerning the purchase
- h) A written record of any phone conversations concerning the purchase
- i) When appropriate, copy of a letter notifying unsuccessful bidders
- j) A written explanation by the City Administrator if the contract is to be awarded to anyone other than low bidder

4. Purchases \$10,001 - \$25,000

Check request

Invoice

Must be written bids or proposals

- a) List of bidders receiving specification
- b) Specifications, conditions or bidding, including any addenda
- c) Tabulation of bids
- d) Copies of three lowest bids
- e) When required, bond and/or certificates of insurance
- f) If deemed necessary, signed acceptance of purchase order of contract
- g) Correspondence concerning the purchase
- h) A written record of any phone conversations concerning the purchase
- i) When appropriate, copy of a letter notifying unsuccessful bidders
- j) A written explanation by the City Administrator if the contract is to be awarded to anyone other than low bidder
- k) Record of City Administrator recommendation and City Council approval

5. Public Improvement of over \$40,000

Check request
Contract
Invoice

\$10,000 to \$40,000: City Administrator recommendation and City Council approval required to start the purchasing process and to affect the purchase or contract.

\$40,001 and above: City Council approval and compliance with State requirements.

Departments are required to obtain City Council approval before the purchasing process is started. This may be through the CIP and budgeting process or item approval. The following documentation is required and must be submitted for filing by the City Clerk:

- a) Copies of the approved plan, specifications, schedules and cost estimates
- b) Copy of notice to hold public hearing (if required)
- c) Copy of resolution approving plans and schedules and cost estimates, specifications authorizing City Clerk to advertise for bids (if required)
- d) Copy of notice to advertise for bids
- e) Copy of bidding specifications and addenda
- f) List of contractors receiving specifications
- g) Proposals from all bidders
- h) Tabulation of bids
- i) If desirable, attendance list at bid opening
- j) Internal and outside correspondence concerning the contract
- k) Signed tabulation sheet, account numbers to be charges if applicable
- l) Copy of purchase order or executed contract including performance bond, insurance, etc.
- m) Copies of letters notifying unsuccessful bidders and returning bid security
- n) A written explanation by the City Administrator, if the contract is to be awarded to anyone other than the low bid
- o) Any other information required by the City Council or the City Administrator or the State of Iowa

Section 5 Buy Local Policy

Statement of Purpose

This policy is adopted to give some preference to businesses that pay taxes and participate in our community. Their contributions should be rewarded by some recognition that they are sharing their revenues with the community in a variety of ways- taxes, jobs, donations to community organizations, etc. Preference should not be so great that it imposes unacceptable costs on the general taxpayer. The costs must be carefully weighed in relation to the benefits received.

In awarding bids, the City of Coralville encourages preference being given to local or Iowa based vendors/contractors. However, other factors may be considered in the award with relation to the quality, availability, specialty services, etc. and these may be taken into consideration when awarding bids. The final decision shall be made at the discretion of the Department Head, Finance Officer, City Administrator or the City Council.

Scope

The City of Coralville shall purchase goods and services from the lowest competent bidder. However, pursuant to the Code of Iowa, the City may consider waiving this requirement and purchasing goods or services from locally owned business located within the city if the cost and other considerations are relatively equal but not lowest.

Local business is defined as any business that owns or leases a building within the city limits of Coralville and uses the building for the conduct of actual business operations within the city.

Procedure

It is the policy of the City of Coralville to consider purchasing goods or services from locally owned businesses (as described above) when the cost and other considerations are relatively equal. The following scale shall be used in the clarification as to when the costs of goods and services are considered relatively equal:

1. 10% difference on purchases up to \$5,000 (maximum difference \$500)
2. Any item over \$5,000 (\$500 difference) **may** be purchased locally with the City Administrator approval using the 10% guideline

Section 6 Travel Policy

Statement of Purpose

When any employee travels on behalf of the City, whether it is for a conference, meeting, or seminar, the employee must seek approval prior to the event through the submission of a Business Travel Report. It is the expressed purpose of these policies and procedures to provide the employee with reasonable travel accommodations and related expenses, while maintaining a prudent spending policy. Such attendance and reimbursements of expenses are authorized in accordance with the guidelines and procedures outlined herein. It is each employee's responsibility to learn and abide by these rules.

Procedure

1. Approval of Business Travel Report

- A. Total dollar amounts indicated on the Business Travel Report determine the individuals authorized to approve the request.
 - \$499.99 or less must be approved by the Department Head/Supervisor and Human Resource/Risk Manager;
 - \$500 - \$999.99 must receive approval from the Department Head/Supervisor and the City Administrator;
 - \$1,000 or higher must receive approval from the Department Head/Supervisor, City Administrator, and the City Council.
- B. Requests requiring Council approval must be submitted early enough to:
 - Gain City Administrator's signature
 - Make it on the City Council Meeting Agenda
 - Receive Council approval prior to the actual meeting date.

2. Registration

- A. Registration is always the employee's responsibility. The employee shall fill out the form for the conference, seminar, meeting, etc.
- B. If a check is required with registration, the employee must notify Accounts Payable of this requirement.

3. Reimbursements

An employee will be reimbursed for travel and sustenance incurred when on authorized business for the City. All eligible expenses (mileage, transportation, food, lodging etc.) shall be paid according to the procedures set forth in the travel procedures in Appendix F.

4. Meal and Incidental Expenses (M&IE) Guidelines

Meals and Incidental Expenses (M&IE) will be set at a standard rate of \$30/day for in-state travel and \$40/day for out of state. M&IE rates include fees and tips to wait staff, porters, baggage carriers, bellhops, hotel maids, stewards and stewardesses, etc. The cost may be distributed among the meals in any manner as long as the daily total does not exceed the maximum. Receipts are not required for meals when travel involves an overnight stay.

On days of departure/return, the allowance is prorated according to the time and meal charts below:

On date of departure traveler must leave prior to:		In State	Out of State
6:00 AM	To claim breakfast	\$5.00	\$8.00
11:00 AM	To claim lunch	\$10.00	\$12.00
5:30 PM	To claim dinner	\$15.00	\$20.00
On date of return traveler must return after:		In State	Out of State
8:00 AM	To claim breakfast	\$5.00	\$8.00
1:00 PM	To claim lunch	\$10.00	\$12.00
7:30 PM	To claim dinner	\$15.00	\$20.00

Allowances for meals for non-overnight trips are limited to actual expenses not to exceed the specified amounts in the chart above. Detailed receipts must be submitted. Meal cost reimbursed to City employees for non-overnight trips will be subject to withholding and reported as taxable income in accordance with Internal Revenue Service regulations.

Alcoholic beverages and tobacco products are not reimbursable by the City and it is recommended that those items do not appear on receipt listings.

If meal expenses are for more than one person (i.e. hosting a business meeting) the employee shall include with the detailed receipt, a list of those in attendance and their connection to City related business.

Avoid Non-City related meal expenses on the City credit card (i.e. spouse meals.) The employee shall ask for separate checks whenever possible.

Employees receiving an M&IE allowance shall not use the City Credit Card for meal expenses.

5. Lodging

City of Coralville employees are expected to seek standard lodging accommodations that are comfortable, convenient, meet the City business need, and offer good value. Employees are encouraged to ask for the discounted rate when making reservations (i.e. the government or educational or corporate rate.) Employees are also to take advantage of reduced rates they may receive as attendees of a given conference or seminar including any free lodging.

If multiple hotels are available within the conference brochure and the employee does not choose the least expensive one, the employee shall provide justification for his/her decision. (i.e. if most expensive hotel is the conference site or the nearest available to the conference site.)

The City of Coralville will only pay for a single room charge for one City employee. If a double room is reserved, request a charge slip showing single room charges.

When completing an Business Travel Report the employee should be sure to include an accurate estimate of expenses for the room by including applicable local tax charges. The City does not have to pay state tax; however, most likely the employee will need to provide the hotel with a copy of the City's State tax exemption certificate which can be received from Accounts Payable.

If the hotel/motel charges one nights lodging prior to stay (i.e. preauthorization charge) let Accounts Payable know. This charge will appear on the next credit card statement which may precede the actual meeting date, therefore causing confusion as to what account should be charged.

Lodging for one night prior and/or after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the

employee to arrive or depart the same day the conference begins or terminates. This statement also applies if an earlier arrival or later departure date proves to be more cost effective. In such cases supportive documentation will be required.

When claiming hotel expense only the room charge and any city, state, or occupancy taxes are to be included. Room service, movie charges, spa/health club fees and personal phone calls are not reimbursable. An itemized checkout folio must be provided in order for hotel expenses to be reimbursed/paid. A credit card or hotel receipt showing only the total charge is not acceptable.

A. Sharing Rooms:

If employees of the same sex are traveling together, it is encouraged that they share a room.

If the employee is sharing a room with another person (or persons), he/she will attach any documentation and turn it into Accounts Payable that claims whether the person(s) traveled on City business or not. Other attachments shall include:

- If sharing with City employee(s) on City related business, the employee shall provide an attachment that lists the name(s) of the employee(s.)
- If sharing with person(s) from another institution, only the portion for the City employee should be claimed.
- If sharing with person(s) who are not on City related business, reimbursement will be limited to the single room rate. If claiming the single room rate, clear documentation of the single room rate must be provided. Acceptable materials include official housing information from conference materials or official verification of the single room rate provided by the hotel on hotel letterhead.

6. Transportation

Whenever possible the employee should use a City vehicle. Traveling employees using a City-Owned vehicle are expected to return the vehicle to the City with a full-tank of gasoline.

A. Mileage Reimbursement

Any employee traveling on City business and using his/her own personal vehicle may request reimbursement of actual gasoline expenses (receipts required) or a flat mileage reimbursement. If mileage is claimed, gasoline charges may not be claimed separately as they are factored into the mileage allowance.

An employee should be aware that the City's insurance policy WILL NOT provide coverage for travel in his/her personal automobile.

Mileage reimbursement at the rate equal to that rate set forth by the State of Iowa for government employees allowed in the following circumstances only:

- If a City vehicle is not available; or
- The roundtrip distance traveled is less than 100 miles or total trip time (travel and business included) is four hours or less.

Anytime the mileage claim exceeds \$300 or the travel time exceeds 8 hours, an airfare quote must be attached to the request. The mileage claim may not exceed round trip coach class fare for business days of travel plus ground transportation to and from airports.

Only authorized persons are to be drivers and passengers in vehicles operated for City business. Authorized persons include, customers, vendors, and fellow employees. Immediate family members should only be included as passengers upon prior approval of management.

B. Rental Vehicles

Renting vehicles is not commonly approved nor should be requested to be used. If requested, documentation of business necessity or proof that it is cheaper than taking taxi cabs, public transport, etc.

7. Incidental Expenses Incurred

When filling out the Business Travel Report, the employee should be sure to include accurate estimates of expenses. Incidental expenses incurred while at the destination city shall be reimbursed on an actual basis. This includes taxi cabs, bus fares, parking fees, bridge and toll fees, and transportation to and from the airport, train station, and bus terminals. Detailed receipts are to be provided wherever possible. No personal expenses are to be submitted for reimbursement

8. Cost Overruns

It is inevitable that there will be times expenses exceed the employee's estimates. When incurring a cost overrun, the employee shall submit the extra expenses with an explanation as to why they occurred.

9. Extra Days Stay

If the employee can show that by staying an extra day(s)/night(s) is cheaper due to flight costs with meals, lodging, etc. figured in, it is possible to be approved to stay the extra days. Make sure this request is already noted.

10. Cancellation

If the employee decides not to attend an approved conference, he/she shall contact the Human Resource/Risk Manager so that the file may be updated. The employee shall include in the notification exactly how the City is going to be reimbursed for any registration fees (i.e. credit, 10% refund fee, etc.). If 100% refund is not possible, the employee must submit a memo to the City Administrator explaining his/her reasoning for not attending. If the employee does not show proper justification, he/she may be held responsible for expenses the City is unable to be reimbursed.

11. Mandatory Compliance

A. Forfeiture of Claim

The failure to fully and timely comply with this policy shall result in the forfeiture of the right to reimbursement for any expenses claimed. It is expected that prudent judgment be used in approved anticipated or incurred expenses. Incurred but non-approved expenses will be the responsibility of the City employee.

B. Rejection of Claim

In the even that a claim for reimbursement is rejected for failure to comply with the requirements of this policy, the decision may be appealed by providing a request for review stating why reimbursement is appropriate under the provisions of this policy.

C. Violation

Violation of this policy may constitute a basis for employee discipline, including possible termination of employment.

12. Credit Cards

The City of Coralville has credit cards available for use by City employees for travel with advance approval as per this policy and procedures set forth in Appendix F. The employee may check out the MasterCard or Visa Card after signing a form with a Finance Department Representative or the Human Resource/Risk Manager. The credit card is to be returned to City Hall on their return from travel and signed back in. The employee will report immediately if a card is lost or stolen. Credit cards should be used for gas, airline tickets, food, and hotel accommodations. Registration fees should be charged to the credit card only as a last resort.

Attach all credit card receipts to the expense sheet for travel and document the date, location, and purpose of the trip. These must be turned over to Accounts Payable for processing. No personal expenses are to be charged to the City account.

Please Note: See Appendix F (in Employee Personnel Handbook) for more information.

Section 7 Procurement Card Policy

Statement of Purpose

The purpose of this policy is to provide a procedure in the purchasing process for the use of procurement cards for low-dollar routine purchases and to simplify and expedite the process of paying numerous vendors for these purchases. The procurement card program will provide users an effective and efficient way to purchase small-value items while insuring compliance with the purchasing policies of the City of Coralville.

The program is intended to provide documentation of small purchases at the department level and expedite payment to vendors.

The program is intended to eliminate numerous credit application forms and related records required to set up and maintain charge accounts with vendors.

The use of the procurement cards shall be in compliance with other Purchasing policies and procedures of the city. It is the responsibility of each cardholder to comply with these policies.

Scope

1. The procurement card shall be used when:
 - A. The items and/or services to be purchased are for the official use of the City of Coralville.
 - B. The types of items and/or services to be purchased are those established by the department manager and approved by the Finance Officer.
 - C. The cost of the proposed purchase does not exceed the small-value purchase transaction limit established by the Finance Officer.

Procedure

1. Application and Card Issuance
 - A. Employees and City Officials, upon approval from their Department Head, may apply for a procurement card by submitting a completed application. The Finance Officer shall review the application and approve/deny the request based upon employee status, frequency of purchases, overall business necessity, and other related factors.
 - B. The applicant must read, understand and sign the Procurement Cardholder Agreement.

- C. If the applicant is an employee, the applicant's department manager must approve the application. If the applicant is a City official, the application must be approved by the City Council.
- D. The application will include the proposed limits for the card.
- E. The application will indicate whether the proposed card can be used for travel expenses.
- F. Applicants shall attend a training session prior to issuance of a card. Each card applicant will be provided a copy of the Procurement Card policies at the mandatory training session.
- G. New procurement cards are ordered as needed.

2. Use of Procurement Card & Transaction Records

- A. The cardholder will retain vendor's receipts, records of telephone and Internet orders and/or copies of mail orders and file for future reconciliation of the procurement card statement.
 - An original receipt or invoice from the vendor, or other verifying document must support each purchase transaction.
 - Cardholder shall confirm the security of proposed Internet order sites prior to placement of orders.
- B. The cardholder will receive a statement on a monthly basis. It is the cardholder's responsibility to attach the corresponding receipts and return the signed statement to the Finance Department in a timely manner which corresponds with the regular bill paying cycle.

3. Payment

A. Signature Authority

The signature of a person with the appropriate level of purchasing authority as designated by the department head must be included on the request for payment.

B. Accounts Payable Department

The Accounts Payable Department will process payments in accordance with the program policies and procedures, and the contract between the City and the card provider.

4. Disputed Charges

- A. It is the responsibility of each cardholder to resolve any discrepancies between the transaction receipts.
- B. All department managers shall have the authority to resolve disputes on behalf of cardholders in their respective work areas. This is intended to ensure timely resolution of disputes in work areas where cardholders' work schedules do not permit them to directly contact the card provider and/or vendors.

5. Program Violations

- A. **Unallowable purchases:** The cardholder will provide a written statement of explanation if an unallowable purchase appears on his or her statement.
- B. **Unacceptable Documentation:** The cardholder will provide required documentation upon notification to do so by the Finance Officer.
- C. **Late Submission of Procurement Card Reconciliation Documents and/or Failure to Resolve Disputes:** Late submissions and/or failure to resolve disputes may result in de-activation of the card.
- D. **Standards of Conduct Violations:** Conduct not complying with City standards will be reported to the City Administrator. In addition to card de-activation, violations may result in disciplinary action up to and including termination.
- E. **Repeated program violations will be reported to the Finance Officer, City Administrator and City Council.** In addition to temporary de-activation of the card, consequences of violations may include card revocation, payroll deduction for unallowable purchases and expenses that were not reconciled, and/or disciplinary action, up to and including employment termination.
- F. **The City procurement card shall not be used for personal identification or as a personal credit reference.**

6. Security

- A. Procurement cards are the property of the City Coralville.
- B. It is the responsibility of the cardholder to keep the procurement card in a safe location.
- C. Lost or stolen cards shall be immediately reported to the Finance Officer.
- D. Cardholder shall return cards to the Finance Officer when employment with the City is terminated.

7. Transaction Dollar Limits and Excluded Items

- A. Department managers will establish card limits for cardholders in their respective departments.
- B. Purchases are limited to a single transaction limit as determined in each employee's Cardholder Agreement.
- C. The procurement card shall not be used for the following types of transactions:
 - 1) Cash advance.
 - 2) Travel expenses related to spouses or other non-covered persons.
 - 3) Items for personal use that would not be reimbursable to the City.
 - 4) Rental or lease of land or buildings.
 - 5) Rental or lease of motor vehicles unless pre-approved in conjunction with travel expenses.
- D. The City procurement card shall not be used for personal identification or as a personal credit reference.
- E. Personal expenses processed on a City procurement card are considered to be in violation of the program policies and are subject to disciplinary action up to cardholder termination.

Roles and Responsibilities

It is the responsibility of all City employees to meet the highest ethical standards, and that standard is a part of the City's procurement card program. All participants in the program are responsible for conducting themselves in such a way as to exemplify the public trust that they hold.

1. Finance Officer (or Finance Dept. employee as designated by the Finance Officer)
 - a) It is the responsibility of the Finance Officer to coordinate the card application process and to keep a record of all cardholders.
 - b) It is the responsibility of the Finance Officer to coordinate training sessions and keep a record of those who have completed training.
 - c) It is the responsibility of the Finance Officer to handle issues with the card provider and cardholders regarding changes in cardholder status.
 - d) It is the responsibility of the Finance Officer to provide policy and procedure revisions to each department manager.
 - e) It is the responsibility of the Finance Officer to recommend appropriate action in the event of unauthorized use of a card.

2. Finance Department

- a) It is the responsibility of the Finance Department to provide transaction reports to department managers in accordance with the procedures established to comply with the contract between the City and card provider.
- b) It is the responsibility of the Finance Department to process payment in accordance with the program policies and the contract between the City and the card provider.
- c) It is the responsibility of the Finance Department to handle questions concerning payment procedures and transaction reports.
- d) It is the responsibility of the Finance Department to report all variances from policies and procedures to the Finance Officer.

3. Department Manager

- a) The department manager is the primary contact person for the Finance Officer, the Finance Department, and the card provider for all accounts in his or her department.
- b) It is the responsibility of the department manager to promptly distribute transaction reports to the cardholders in his or her department.
- c) It is the responsibility of the department manager to reconcile, sign, and approve the summary transaction report for his or her department and to return it to the Finance Officer in accordance with the procedures established to comply with the contract between the City and the card provider.
- d) The department managers shall have the authority to resolve disputes in accounts within their department.
- e) It is the responsibility of the department manager to ensure that all disputes are resolved in accordance with the program guidelines.
- f) It is the responsibility of the department manager to report any discrepancies between the transaction report and transaction receipts to the Finance Officer in accordance with the procedures established to comply with the contract between the City and the card provider.
- g) It is the responsibility of the department manager to notify the Finance Officer when a cardholder in his or her department is no longer eligible for the program or will no longer be participating in the program.
- h) It is the responsibility of the department manager to report any variances from program policies to the Finance Officer.

4. Cardholder

- a) It is the responsibility of the cardholder to know and to comply with program policies and procedures as well as those of his or her department.

- b) It is the responsibility of the cardholder to ensure that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
- c) It is the responsibility of the cardholder to keep informed about policy and procedure revision information.
- d) It is the responsibility of the cardholder to verify that the quantity and quality of the items and/or services purchased are in compliance with the agreement, whether verbal or written, with the vendor.
- e) It is the responsibility of the cardholder to notify the vendor, when applicable, that the purchase is tax exempt and to ensure that such taxes are not added to the prices of items and/or services purchased. Tax exempt cards and forms will be issued to all cardholders to present to vendors.**
- f) It is the responsibility of the cardholder to instruct the vendor to include the required information on the shipping document.
- g) It is the responsibility of the cardholder to report any discrepancies between the transaction report and transaction receipts to his or her department manager in accordance with the procedures established to comply with the contract between the City and the card provider.
- h) It is the responsibility of the cardholder to report any variances from program policies to the Finance Officer.

**Section 8
Federal Transit Administration Policy**

Statement of Purpose

All procurement utilizing Federal Transit Administration funding shall include the City of Coralville General Conditions and Instructions to Bidders and Instructions, Conditions and Certifications (See Federal Transit Administration attachments A & B).

Protest procedures for bidders are included with the instructions, conditions and certificates.

**Section 9
Emergency Purchase Policy**

Statement of Purpose

Emergency purchases are allowed when an event interrupts the normal administration of municipal services. The purchase of supplies, materials, equipment or services may be done so without regard to normal purchasing policies to protect the health and welfare of the public. The City Administrator shall report to the City Council at the earliest possible time of the details of any emergency purchases.

Scope

In the event that emergency purchases are deemed necessary, the City Administrator shall have the authority to make any necessary purchase as well as grant purchasing requests by employees and City officials.

Section 10
Compliance with Uniform Grant Guidance in Title 2 C.F.R.

Statement of Purpose

This section requires compliance with requirements for federal grants. The specific requirements have to do with contractors that have been debarred or suspended; inclusion of small and minority businesses, women's business enterprises and labor surplus area firms; and requirements for the expenditure of dollars.

Scope

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, all non-Federal entities must follow 2 CFR Part 200 Subpart D Subsections §200.318 General procurement standards through §200.326, and Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Accessible online at

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Where State and/or local requirements conflict with Federal requirements, the strictest requirement, will be followed.

2 CFR 180 Debarment and suspension

OMB Guidelines to Agencies on Government wide Debarment and Suspension govern debarment and suspension. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. It is a requirement to check for suspended or debarred parties before awarding work for all covered transactions. Debarred or suspended parties may be found by searching the System for Award Management (SAM) for exclusion records, active or excluded at www.sam.gov.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

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(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5)

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Cost Principles

Cost principles govern how NON-FEDERAL ENTITIES spend Federal grant funding. Federal cost principles are found in 2 CFR Part 200 Subpart E, accessible online [2 CFR PART 200 SUBPART E](#).



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THE CENTRAL PURCHASING POLICY

Under the control and direction of the Finance Officer there shall be established a centralized purchasing system for City of Coralville departments. The goal of this centralized function is to provide quality service and responsible spending, while consolidating the purchases of similar items for City departments combining volume, producing lower costs, improved quality, and better service. This policy recognizes the lowest reasonable purchase price, quality, product/service reliability, timeliness, reliability of delivery, customer service, reliable after sales service and environmental considerations are equally important, and in compliance with our approved Purchasing Policy.

Items, may include, but are not limited to, office supplies, printing, paper supplies, etc. that are used by numerous departments. A contract is awarded to one vendor and all departments purchasing that type of item must use that vendor. These city-wide contracts are usually bid by The Central Purchasing Department.

All purchases shall be made in accordance with the City of Coralville's Accounting & Purchasing Policy. Purchasing policy and practice is under review of the Finance Officer.



The Centralized Purchasing Department is responsible for the following:

- Coordinate centralized purchasing system.
- Consolidate a list of similar items and services for all City of Coralville departments. Assist departments in determining needs.
- Write proposals. Determine contract period.
- Maintain list of Vendors desiring to transact business with the City. Invite businesses to submit bids.
- Schedule bid openings.
- Obtain quotations.
- All eligible purchases, from all departments, shall be purchased from contracted vendors.
- Award contract. Determine best company for the City. Review price, customer service, quality, product availability, delivery time, online ordering, and procurement card purchasing availability. Provide advice and guidance on purchasing matters, and act as a source of reference for purchasing practice.



The Department Head is responsible for the following:

- Department heads, or one representative from each department, are responsible for the purchasing arrangements of goods and services charged to budgets and accounts under their control, and for ensuring they comply appropriately with their legal obligations.
- All purchases eligible under the contract shall be purchased from the approved vendor.
- Invoices or procurement card purchases are paid as per the City of Coralville Accounting and Purchasing Policy.

Employees, authorized by the Department Head to make purchases, are encouraged to report the following:

- New sources of supply, new products or services that may meet our needs
- Instances of outstanding good works by suppliers
- Ideas for further streamlining and improving our efficiency.

The City reserves the right to make awards based on the entire bid or on an individual basis. The City of Coralville may also utilize state and national government contracts. All purchases shall be made in accordance with the City of Coralville Accounting and Purchasing Policy.

Decentralized Purchasing is allowed by Department heads or a representative from each department while adhering to the City of Coralville Accounting and Purchasing Policy. Decentralized buyers are allowed to make decentralized requisitions for purchases of restricted items.



4/24/06

CITY OF CORALVILLE ACCOUNTABLE PLAN

Part I: Accountable Plan

The City of Coralville desires to establish an expense reimbursement policy to allow for the purchase and cleaning of clothing intended for the express purpose of duty related activity for the Police Department. This policy is pursuant to IRS Reg. 1.62-2 and shall be implemented with the following terms and conditions:

1. Advances will be made per the Police Officers Union Contract. Annual amounts per employee classification shall be set by the City Administrator and will remain status quo until action is taken otherwise. In cases where the Coralville Police Officers Association Contract is in conflict with set amounts, the contract shall take precedence.
2. Except as otherwise noted in Part II below, all sworn police officers within the Coralville Police Department shall be reimbursed for expenses incurred on behalf of the City of Coralville for the following duty related items:

Officers predominantly assigned to the Patrol Division

- Professional Cleaning Service of city issued uniform
- Professional tailoring/repair/mending services
- Pre-authorized duty related wear

Officers predominantly assigned to plain clothes positions

- Suit / Sport Coat
- Dress Slacks or Business Casual – No denim (Drug Task Force seek pre-authorization)
- Dress Shirts & ties
- Dress shoes & belts
- Dress Overcoats
- Professional Cleaning Service
- Professional tailoring/repair/mending services
- Pre-authorized duty related wear

3. Reimbursements must be adequately substantiated with original receipt that includes:
 - Date of Purchase
 - Description of Item
 - Amount of Purchase
4. Under no circumstances will the City of Coralville reimburse employees for expenses incurred on behalf of the City that are not properly substantiated.

5. **DEADLINE:** All expenses for the current year must be substantiated prior to the time sheet due date of the last pay period of the calendar year.

Part II: Exceptions to Accountable Plan

Notwithstanding any term or condition in Part I of this document, the following expenses are **not** considered to be covered under this accountable plan:

1. socks
2. training gear/athletic wear
3. non-issued special assignment clothing (***unless pre-authorized***)
4. outerwear accessories (gloves; hats; scarves; etc.)
5. winter/inclement weather footwear (snow boots)
6. coats/jackets other than dress overcoats cited in Part I
7. jewelry including but not limited to cuff links; lapel pins; and tie tacks
8. under garments
9. any clothing purchased that is not intended nor worn for the express purpose of duty related activity

Part III: Non-Accountable Plan

1. Employees understand that this requirement is necessary to prevent our expense reimbursement plan from being classified as a "non-accountable" plan.
2. Advances that are not substantiated by the deadline stated above will be classified as "non-accountable".
3. If, in a calendar year, the amount advanced to the employee exceeds the substantiated expenses, the excess paid will be included in the employee's taxable gross income for such calendar year.

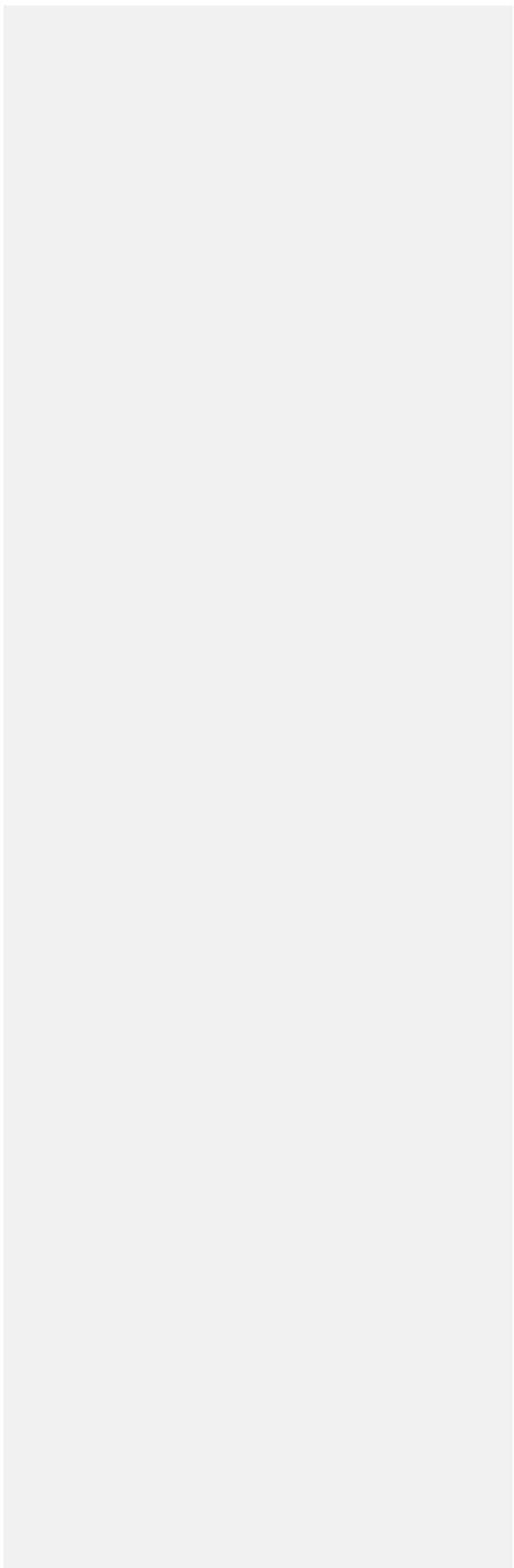
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Quick Reference Guide to Purchasing
City of Coralville Reference Guide to Purchasing

Dollar Value	Description	Approval Necessary	Purchasing Process / Payment Method	Council	Exceptions
Under \$25	Commodities Gen. Services	Department Head or employee designated by Dept. Head	Petty Cash, check, or purchasing card	None	
\$26 - \$500	Commodities Gen. Services Professional Services	Department Head or employee designated by Dept. Head	Check or purchasing card	None	
\$501-\$5,000	Budgeted Commodities General Services Professional Services	Department Head or employee designated by Dept. Head	Minimum three price quotes. Telephone quotes accepted. Check or purchasing card if limit allows	None	* Legal services * Marketing & Consulting
\$5,001-\$10,000	Budgeted Commodities General Services Professional Services	Department Head Finance Officer	Minimum three written bids/ proposals. Invoice & check. Bids or proposals are encouraged but not required.	None	* Legal services * Marketing & Consulting
\$10,001-\$25,000	Budgeted Commodities General Services Professional Services	Department Head, Finance Officer City Administrator, City Council	Minimum three written quotes / proposals. Purchase & payment approved on same consent. Invoice & check Does not require bids or proposals.	Consent	* Legal services * Marketing & Consulting
Over \$25,000 Non-CIP	Commodities	Department Head, Finance Officer City Administrator, City Council	Minimum three written price bids / proposals. Model specs from Attorney Purchase & payment approved on same consent. Invoice & check	Consent	
Public Improvements \$10,000 - \$40,000	Public Improvements	City Administrator, City Council	Contract approved by Attorney prior to council.	Consent	
\$40,000 - \$100,000	Public Improvements	City Council, State requirements	Competitive Quotes / Construction Agreement	Consent	
Over \$100,000 CIP		City Council, State requirements	Public Bid Process	Agenda	
Any amount	Payments on contract	City Council	Invoice & check	Consent	

Dollar Value refers to individual item cost not total cost. Excludes shipping and handling costs

- Commodities:** Equipment, materials, supplies, and other tangible goods
- General Services:** All contractual services not included in professional services Ex: Aaramark, Quality Care
- Professional Services:** Architectural, engineering and related design services. Legal services, medical services & other consulting services
All services should have a written agreement. Sometimes is an annual agreement.
Does not require bids or proposals.
- * Legal Servies should have an agreement but does not go on consent.
 - * Services such as marketing & consulting with monthly payments agreed to in the agreement do not go on agenda since council approved the monthly payments via the agreement.
- Payment made on contract & agreements for Professional Services must be approved on consent.
Agreement says no payment until work is complete and approved by council.

Agreements under \$10,000 may be executed by the City Administrator. Over \$10,000 require council approval.

All non-budgeted purchases must have prior budget amendment approval.

Procurement Cardholder Agreement

The use of the City of Coralville procurement card for small-value purchases is a standard procedure of the city.

I have read and understand the City of Coralville Procurement Card Policy.

I will be expected to use the City of Coralville procurement card issued to me as directed by my supervisor under the provisions of the standard purchasing policy of the city.

I will be responsible for reconciliation and the submittal of all receipts from use of my procurement card.

I will not permit another person to use the City of Coralville procurement card issued to me. Any such purchases made with my card will be considered to have been made by me and will be my responsibility.

I will be responsible for the safekeeping of the City of Coralville procurement card issued to me and, if lost, will report its loss immediately to my supervisor.

I understand that my personal credit will not be affected by any use of the City of Coralville procurement card.

I understand that in the event of termination of my employment with the City of Coralville, my final payroll check will be retained subject to the return of the City of Coralville procurement card to my supervisor.

The use of the City of Coralville procurement card to purchase goods and services for other than the official use of the City of Coralville is fraudulent use and is subject to disciplinary action and/or termination of employment as may be determined by the City Administrator, as well as to legal action to recover losses incurred by such use.

I have read, understand, and agree to the conditions above:

Cardholder Name (Please print)

Card Account Number

Date Issued to Cardholder

Cardholder's Signature

Department Head Authorization

Finance Officer's Signature

Date Card Returned

ACCOUNTABLE PLAN – CLOTHING ALLOWANCE

I _____ certify that I received a payment of
\$_____ on _____ for 2009 Clothing Allowance. I confirm
that I spent said monies in compliance with the Accountable Plan adopted by the City
Council on June 23, 2009.

NAME _____	CONFERENCE TITLE _____	TRAVEL DAYS _____
DEPARTMENT _____	DESTINATION _____	DEPART DATE/TIME _____
ACCOUNT # _____	A.P. _____ D.H. _____ C.C. _____ P.F. _____	RETURN DATE/TIME _____

EXPENSES	ESTIMATED TRIP COST			ACTUAL TRIP COST			PAID BY			
	Qty	Rate	Cost	Qty	Rate	Cost	Credit Card	Account Payable	Advance	Employee
*REGISTRATION										
*MILEAGE										
Flight			\$0.00			\$0.00				
City Auto			\$0.00			\$0.00				
Personal Vehicle			\$0.00			\$0.00				
Taxi; Bus; Shuttle			\$0.00			\$0.00				
MEALS & IE										
Meals on Depart Day			\$0.00			\$0.00				
Full Per Diem Days			\$0.00			\$0.00				
Meals on Return Day			\$0.00			\$0.00				
*Meals for non-overnight travel			\$0.00			\$0.00				
*LODGING			\$0.00			\$0.00				
*MISCELLANEOUS (enter detail below)			\$0.00			\$0.00				
			\$0.00			\$0.00				
			\$0.00			\$0.00				
			\$0.00			\$0.00				
			\$0.00			\$0.00				

BUSINESS TRAVEL REPORT

*Receipts and/or documentation must be attached.

TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Council Approval Required? Yes No Comments:

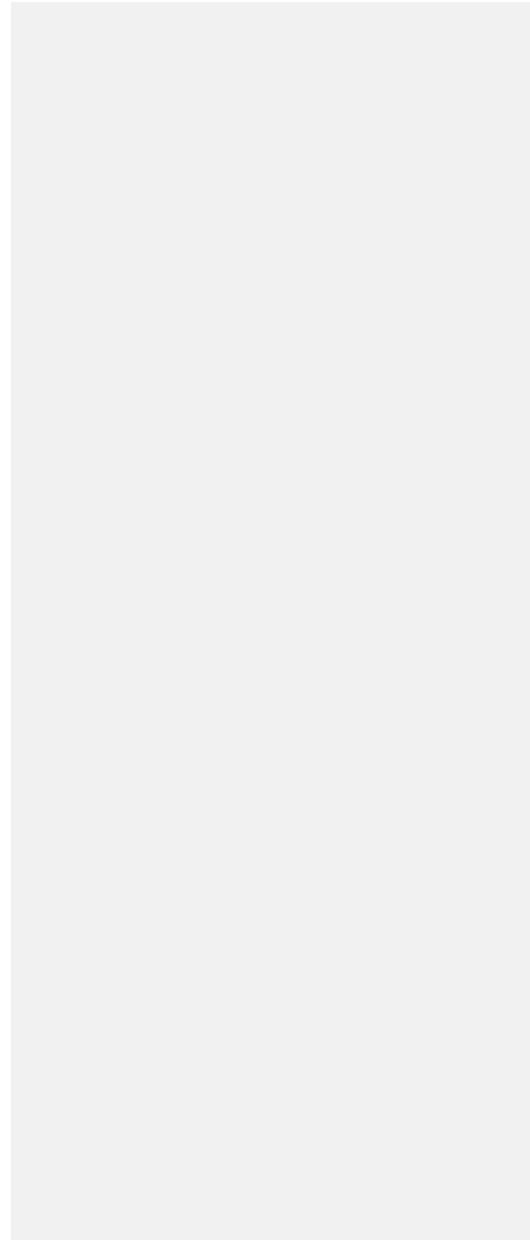
Requesting an Advance? Yes No (Enter the advance amounts under the advance column above prior to submitting for approval)

EMPLOYEE TRAVEL ACKNOWLEDGEMENT

I agree to verify the accuracy of all travel expenses and to forward this statement along with supporting receipts (the receipts are to be descriptive documents from the vendors) to the appropriate authority within 5 business days of my return. I understand that failure to comply with travel policy may result in either non-reimbursable expenses or a taxable reimbursement. I also authorize deduction from my paycheck for any unused travel advance or non-reimbursable expenses.

Employee Signature: _____ Date: _____

TRAVEL AUTHORIZATION	EXPENSE AUTHORIZATION (Signatures required when final expenses submitted)	
Department Head/Supervisor _____	Date _____	Employee _____ Date _____
Human Resource/Risk Manager _____	Date _____	Department Head/Supervisor _____ Date _____
City Administrator _____	Date _____	

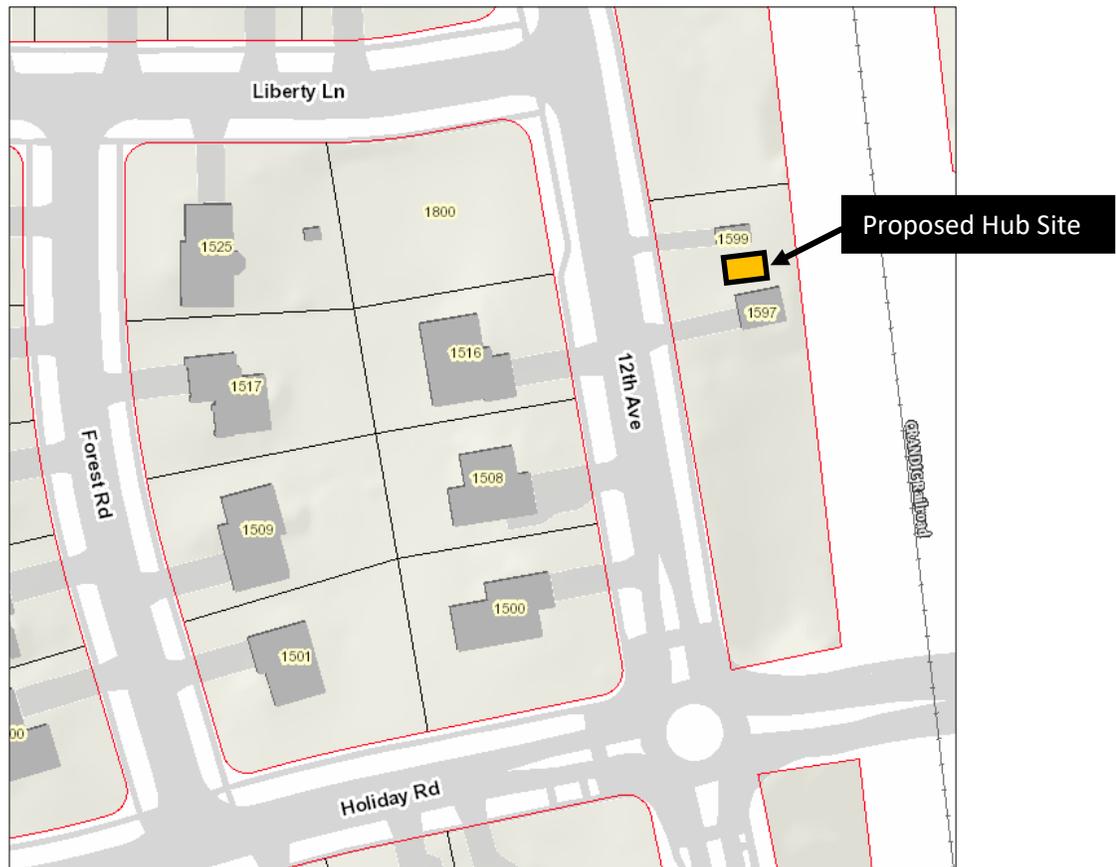


City of Coralville MEMORANDUM



Date: 8/19/2021
To: Mayor & City Council Members
From: Scott Larson, PE
Title: City Engineer
CC: City Administrator Kelly Hayworth, City Clerk Thor Johnson
Re: Set public hearing for ImOn Communications Hub Lease Agreement

ImOn Communications, LLC, a Cedar Rapids-based broadband provider, desires to enter into a lease agreement with the City of Coralville to construct and operate a communications hub on City property located along the east side of 12th Avenue and just north of Holiday Road. See location below. A public hearing will be held at the September 14 Council Meeting.



Prepared by and return to: Kevin D. Olson, Coralville City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)248-1700

RESOLUTION NO. 2021-_____

RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSAL TO ENTER INTO A LEASE AGREEMENT WITH IMON COMMUNICATIONS.

WHEREAS, the City of Coralville is the owner of property on the east side of 12th Avenue just north of Holiday Road, (the "Property"); and

WHEREAS, ImOn Communications has approached the City about leasing a portion of the Property for the location of a hub for its services; and

WHEREAS, prior to the entering a lease agreement of more than three (3) years, the City is required to hold a public hearing pursuant to Section 364.4 of the Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coralville, Johnson County, Iowa that a public hearing on the proposal to enter into a lease agreement with ImOn Communications for a portion of the Property is hereby set for 6:30 p.m. on September 14th, 2021 at the Council Chambers in City Hall, Coralville, Iowa. Further, the City Clerk is hereby directed to publish notice of said hearing in accordance with applicable law.

Passed and approved this 24th day of August, 2021.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

City of Coralville

MEMORANDUM



Date: 8/19/2021
To: Hon. Mayor and City Councilmembers
From: Kevin D. Olson
Title: City Attorney
CC: Thorsten J. Johnson
Re: Wage theft resolution

As we discussed before, this wage theft resolution is based upon a similar resolution passed by the Iowa City Council. This resolution restricts the rights of the City to enter into contracts for goods or services and/or to grant discretionary economic development assistance for any person or entity who repeatedly or willfully violations the Iowa Wage Payment and Minimum Wage Law and the Federal Fair Labor Standards Act.

To become ineligible under this resolution, the city needs to receive an adjudication or admission of guilt from that person or entity that violations of the Wage Laws described above have occurred.

This resolution also allows exceptions to this policy based upon cause which have to be approved by the City Council.

RESOLUTION NO. 2021-_____

RESOLUTION DISQUALIFYING PERSONS OR ENTITIES THAT HAVE ADMITTED GUILT OR HAVE BEEN ADJUDICATED LIABLE OF COMMITTING A REPEATED OR WILLFUL VIOLATION OF THE IOWA WAGE PAYMENT COLLECTION LAW; THE IOWA MINIMUM WAGE ACT; THE FEDERAL FAIR LABOR STATNDARDS ACT OR OTHER COMPARABLE LAWS OR REGULATIONS FROM ENTERING INTO CONTRACTS WITH THE CITY OR RECEIVING DISCRETIONARY ECONOMIC DEVELOPMENT ASSISTANCE FROM THE CITY.

WHEREAS, the Iowa Wage Payment Collection Law set forth in Chapter 91A of the Code of Iowa governs the payment of wages required to be made to employees; and

WHEREAS, the Iowa Minimum Wage Law set forth in Chapter 91D of the Code of Iowa outlines the requirements to pay employees minimum wages in the state; and

WHEREAS, the federal Fair Labor Standards Act (“FLSA”), set forth in 29 U.S.C Section 210, et al, prescribes standards for the payment of wages and overtime for certain employers (the Iowa Wage Payment Collection Law; the Iowa Minimum Wage Law and the FSLA collectively be referred to as the “Wage Laws”); and

WHEREAS, “wage theft” includes, but is not limited to, the failure to pay overtime, the failure to pay minimum wage, misclassification of employees as independent contractors, illegal deductions from paychecks and other violations of the laws described above; and

WHEREAS, the City Council of the City of Coralville desires to assure that City funds are not used to support persons or entities who have committed repeated or willful wage theft.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coralville, Johnson County, Iowa, that:

1. A person or entity (including an owner of 25% or more of an entity) who has admitted guilt or been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Wage Laws shall be ineligible to enter into any contract for goods, services or public improvements (hereinafter a “Contract”) with the City in excess of \$25,000 for a period of five (5) years following the date of the last conviction, entry of plea, administrative finding or admission of guilt.

2. A person or entity (including an owner of 25% of more or an entity) who has admitted guilt or liability or has been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Wage Laws is not a “responsible bidder” to whom a contract for a public improvement may be awarded pursuant to Chapter 26 of the Code of Iowa for a period of five (5) years from the date of last conviction, entry of plea, administrative finding or admission of guilt.

3. A person of entity (including an owner of 25% or more of an entity) who has admitted guilt or liability or has been adjudicated guilty or liable in any judicial or administrative proceeding of committing a repeated or willful violation of the Wage Laws shall not be eligible to receive any discretionary economic development assistance from the City for a period of five (5) years from the date of last conviction, entry of plea, administrative finding or admission of guilt.

4. The City shall obtain a certification with whom the City intends to enter into a contract in excess of \$25,000 or provide discretionary economic development assistance, certifying that the person or entity seeking to do business with the City or obtain discretionary economic development assistance from the City, and any owner of 25% or more of an entity, has not admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative hearing of committing a repeated or willful violation of the Wage Laws for a period of five (5) years prior to the award of the contract or discretionary economic development assistance.

5. For contracts entered into or discretionary economic development assistance awarded after the effective date of this Resolution, if the City becomes aware that a person or entity (including an owner of more than 25% of an entity) has admitted guilt or liability or been adjudicated guilty or liable in any judicial or administrative hearing of committing a repeated or willful violation of the Wage Laws within a five (5) year period prior to the award or at any time after the award, such violation shall constitute a default under the contract or agreement for discretionary economic development assistance.

6. If a person or entity is ineligible to contract with or receive discretionary economic development assistance from the City it may submit a request in writing indicating that one or more of the following actions have been taken:

- a. There has been a bona fide change in ownership or control of the ineligible person or entity;
- b. Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation(s);
- c. Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default;
- d. Other factors that the person or entity deems relevant.

The City Administrator or his/her designee shall review the documentation submitted, make any further inquiries, request additional information if warranted and determine whether a reduction in the ineligibility period or waiver is warranted. Should the City Administrator determine that a reduction or waiver of ineligibility period is warranted, the City Administrator shall make such recommendation to the City Council. The City Council will make the final determination if a reduction or waiver shall be granted.

7. If a person or entity is ineligible to contract with or receive discretionary economic development assistance from the City hereunder, the City Administrator or designee may submit a recommendation to the City Council that it is in the best interests of the City to enter into a contract or provide discretionary economic development assistance to the ineligible person or entity. The City Council will determine whether to accept the City Administrator's recommendation and make an exception. If an exception is granted, such exception shall apply to that contract or discretionary economic development assistance only.

8. This resolution shall not be applicable to emergency purchases of goods or services, emergency construction or public improvement work, sole source contracts excepted by the City's purchasing manuals, cooperative or piggyback purchasing or contract with other governmental entities.

Passed and approved this 24th day of August, 2021.

John A. Lundell, Mayor

ATTEST:

Thorsten J. Johnson, City Clerk

City of Coralville

MEMORANDUM



Date: 8/19/2021
To: Honorable Mayor and City Council
From: Vicky Robrock
Title: Director of Parking and Transportation
CC: Kelly Hayworth, Ellen Habel
Re: IRL Parking Monitoring System

As the Iowa River Landing continues to expand so does the parking needs of the area. In an effort to position the Parking Department with the ability to grow and develop in the future, while maintaining good customer service, moving to a monitoring system is beneficial. This allows the department the ability to monitor several lanes of traffic utilizing one employee. In the past Coralville's patrons required physical cashing. The pandemic however has had the effect of patrons preferring automated device lanes over cashiered lanes. Even before the pandemic the percentage of transactions with cashiers versus automated equipment had slowly been trending toward an automated preference.

A TECH Freeman Security would provide the cameras and access control equipment that integrate with the existing security systems we have in the City. Parking Inc. would provide the equipment necessary to integrate with our existing TIBA parking equipment. The monitoring system will require additional computers, monitors, and labor costs as a separate purchase.

I would respectfully request your consideration to approve the quote from ATECH Freeman Security for cameras and access control equipment for an amount not to exceed \$49,455.43 and from Parking Inc. in Des Moines, IA for workstation software, license and equipment for an amount not to exceed \$13,835.00. Thank you for your consideration.

ATECH FREEMAN SECURITY

9440 Atlantic Dr Ste 3
Cedar Rapids, IA 52404
319-632-1355

August 9, 2021
City of Coralville

Quote for Cameras and Access

We require 50% down upon acceptance of your quote. When you return accepted quote please sign on the bottom and print your name.

Warranty: 1 year for parts/90 days for labor

Quote is good for only 30 days.

1 – Software/Hardware	\$41,165.43
Windows 10 Exacq NVR with 28TB HDDs, RAID, CPU & Ram Upgrade, Transfer of current licenses from existing Intermodal NVR. Comes with 3 years licensing, 22 Additional Exacq Camera Licenses, 10 Dual Lens Cameras with Parapet Mounts & Pendant Kits, 10 Pinhole Cameras, 2 IP Dome Cameras, 1 NetDCD, 1 Back Box, 1 Power Supply, 1 Reader, 1 Strike, Battery, Wire for cameras and access.	

1 – Labor	\$8,280.00
Replace NVR and transfer configuration; upgrade existing camera's firmware; Install 10 IP Pinhole cameras in Parking Meters and 10 Dual Lens IP Cameras over Parking Meters, Install 2 Dome cameras inside And outside N Ramp Office, Pull wires to provided POE Switches, Program new cameras onto network and pull in to NVR, Confirm video recording on cameras. Pull wires and install strike, reader, power supply, and door controller for N Ramp office door. Program onto network and into City of Coralville's Millennium software.	

Subtotal	\$49,445.43
	+applicable taxes

***City of Coralville with provide all POE Switches and network programming information*

If you have any questions, please contact me anytime at 319.535.5373 or email us at Jillian@atechbt.com or Bill@flainc.net

Sincerely,

Bill Freeman & Jillian Cogan

This is a quotation on the goods named, subject to the conditions noted below: Price quoted is cash/check payment only. A processing fee may be applied on credit card payments. Prices quoted are subject to sales tax.

Printed Name

Date

Signature

P PARKING-INC. *Proposal*

515-244-5325 | 515-314-8400 | Parking-Inc.com

CUSTOMER
Coralville

ADDRESS
901 Quarry Rd.,

CITY/STATE/ZIP
319-530-6822

PROJECT
Command Center

ESTIMATE NO
Mar382021

DATE
Mar 8 2021

SALESPERSON
Craig Buscher

E-MAIL
craig@parking-inc.com

PHONE
515 314 8400

ATTENTION
David Gerdtz

PAYMENT TERMS
40%,40%,20%

THIS PROPOSAL IS GOOD UNTIL THE FOLLOWING DATE

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	TMS-SmartPark - Initial workstation software license package. Workstation license bundle - First 3 Workstation license pack (Stations 1 to 3) . Single site license.	\$4,700.00	\$4,700.00
1	Link Intercom controller	\$1,925.00	\$1,925.00
3	Stentofon Master Station	\$870.00	\$2,610.00
1	Labor to install and configure Command Center	\$4,600.00	\$4,600.00

SUBTOTAL	\$13,835.00
TAX RATE	0.00%
SALES TAX	
OTHER	
TOTAL	\$13,835.00

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:
Enter conditions here

Sign Here to Accept Quote:

Authorized Rep

Date