

RESOLUTION NO. 25-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, ESTABLISHING RULES & PROCEDURES FOR THE PROCUREMENT OF GOODS, SERVICES, AND CONSTRUCTION CONTRACTS AND ESTABLISHING PURCHASING AUTHORITY AND CONTRACT EXECUTION AUTHORITY

WHEREAS, Chapter 3.12 of the Meniffee Municipal Code and the California Public Contract Code govern the procurement of goods, equipment, supplies, services, and other procurements by the City of Meniffee; and

WHEREAS, on October 1, 2008 the City Council of the City of Meniffee adopted Resolution No. 08-15, electing to become subject to the California Uniform Public Construction Cost Accounting Act and thereafter notifying the State Controller of that election; and

WHEREAS, the City Council desires to adopt rules and procedures governing the procurement of all supplies, materials, and services including procurement methods and contract requirements.

NOW, THEREFORE, the City Council of the City of Meniffee resolves and orders as follows:

Section 1. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Terms not defined herein shall have the same meaning set forth in Chapter 3.12 of the Meniffee Municipal Code.

Section 3 The following rules and procedures attached hereto as Exhibit A are hereby adopted into the City's centralized purchasing system.

Section 4. The Mayor, the City Manager, the City Clerk, and all other proper officers and officials of the City are hereby authorized and directed, jointly and severally, to do any and all things and to do and take any and all actions necessary to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to, and comply with the terms and intent of this Resolution.

Section 5. This Resolution is not subject to the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) ("CEQA") pursuant to sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activities are not a project as defined in section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

Section 6. The City Clerk shall certify to the adoption of this Resolution.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 16 day of April 2025.

Attest:

Ricky Estrada, Mayor

Stephanie Roseen, City Clerk

Approved as to form:

Jeffrey T. Melching, City Attorney

EXHIBIT A
PROCUREMENT RULES AND PROCEDURES

Table 1: Purchase Order (PO) and Procurement Method

Category	PO/Contract Requirement	Procurement Method
Goods, Supplies, Equipment, General Services (Less than \$10,000)	Invoice only for goods, supplies and equipment Contracts shall be used for general services	Any legal method. May include sole source based on cost reasonability and completeness.
Goods, Supplies, Equipment, General Services (\$10,000 to \$75,000)	PO and/or Contract Contracts shall be used for general services	Simplified procurement
Goods, Supplies, Equipment, General Services (Greater than \$75,000)	PO and/or Contract Contracts shall be used for general services	(Competitive Bidding (Formal Bidding))
Professional Services (Less than \$25,000)	Contract	Any legal method. May include sole source based on cost reasonability and completeness.
Professional Services (\$25,000 - \$50,000)	Contract	Informal proposals solicited from at least three (3) vendors.
Professional Services (\$50,000 or Greater)	Contract	Formal solicitation (Request for Proposals (RFP)) or Request for Qualifications (RFQ)
Public Projects (as defined in the Public Contract Code) (\$75,000 or Less)	Contract	Force account, negotiated contract, purchase order
Public Projects (\$75,000 to \$220,000)	Contract	(Competitive Bidding (Informal Bidding))
Public Projects (More than \$220,000)	Contract	(Competitive Bidding (Formal Bidding))
Real Property Contracts	Contract	Any legal method.
Cooperative, Piggybacking, or Multiple-Award Bid Contracts	Contract	Any legal method required by the underlying cooperative, piggybacking, or multiple-award bid agreement structure

Table 2: Purchasing Approval and Execution Authority

Title	Professional Services	Goods, Supplies, Equipment, General Services	Public Projects
Department Head	N/A	Less than \$10,000 and within approved budget	N/A
City Manager or Designee	\$100,000 or less, except for CEQA consulting services agreements which shall be approved consistent with Resolution No. 21-1073	\$100,000 or less	\$100,000 or less
City Council	Over \$100,000 except for CEQA consulting services agreements which shall be approved consistent with Resolution No. 21-1073	Over \$100,000	Over \$100,000

Table 3 Amendment / Change Order Approval and Execution Authority

Title	Aggregate Amendment(s) or Change Order(s) Amount	Aggregate Percent of Total Contract / Purchase Order (PO)	Extension Limit of Contract(s)
City Manager or Designee	\$100,000	10%	120 Days
City Council	All amendments to change orders exceeding the City Manager or Designee's authority.		

*Exceedances of any limit requires City Council Approval

Real Property Contracts: Real property contracts and amendments require the approval of the City Council, except for contracts for the lease or use of real property for one (1) day or less with an aggregate cost to the City of equal to or less than the City Manager's approval authority for professional services agreements, which may be approved by the City Manager or designee. Automatic lease renewals and/or optional renewals included within original lease agreements can be approved by the City Manager.

Cooperative, Piggybacking, or Multiple-Award Bid Contracts: Cooperative, piggybacking, or multiple-award bid contracts and amendments thereto may be approved by the City Manager if the aggregate cost to the City is equal to or less than the City Manager's approval authority for the underlying procurement type. All other cooperative, piggybacking, or multiple-award bid contracts shall require the approval of the City Council. The contract shall be accompanied by a statement describing the legal basis for the cooperative, piggyback, or multiple-award structure.

Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs): MOUs and MOAs require the approval of the City Council.

Agreements with No Fiscal Impact: With the exception of MOUs and MOAs, agreements with no fiscal impact to the City, as determined in the reasonable discretion of the City Manager, may be approved by the City Manager or designee.

Delegation of Authority: Consistent with administrative policies, the City Manager may assign designees to fulfill the City Manager's approval and execution responsibilities hereunder. Such designee shall be filed in writing with the Finance Department. Upon approval of any agreement requiring City Council approval, the City Council may authorize the City Manager or designee to further negotiate, modify, and execute agreements, in the City Council's discretion.

Procurement by Department Heads or Designees: Department heads may authorize and execute purchases for goods, supplies, equipment, and general services in amounts less than \$10,000 provided that such amounts are included within the department's approved budget. All procurements and contracts must be submitted through requisition to the purchasing officer (City Manager) or designee.

Thresholds Based on Expenditures. Except as expressly provided otherwise, the approval and procurement thresholds herein are based on the city-expenditure associated with the procurement notwithstanding the amount of any potential liability or risk associated with the procurement.

Legal Approval Required: All terms attached to any contract, purchase order, or invoice must be in a form approved in advance by the City Attorney. The final form of purchase orders and contracts must be approved by the City Attorney.

Referral to City Council: The City Manager or designee may refer any procurement subject to the City Manager or designee's approval authority to the City Council.

Exemptions from Purchase Requisition/Purchase Order Requirements: The following goods, supplies, and services shall be exempt from Purchase Requisitions/Purchase Order requirements and will be processed for payment as direct payment through the Accounts Payable (AP) or other applicable payment methods.

- Utilities and all related fees imposed by utility providers.
- Lease and rental payments made through executed lease and rental agreements.
- Regulatory fees.
- Legal advertising fees.
- Legal services.
- Debt service.
- Insurance premium(s), claims/settlement payments subject to approval under separate city policy.
- Travel/training related costs regulated by the city's travel policy.
- Fees, services provided, or acquisitions of supplies and/or equipment originating from another government agency, this includes mutual contractual agreements, joint power authorities, and memberships with other government agencies.
- Down payment assistance approved grant/loan payments.
- Professional memberships through professional organizations.