



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

PROCUREMENT OF SUPPLIES, MATERIALS, SERVICES AND EQUIPMENT

Number

DPP 500 P III-113

Effective

Supersedes

September 17, 1990

Approved

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1.0 PURPOSE

1.1 To establish procedure by which supplies, materials, equipment, services, including procurement of consulting services and public works.

2.0 ORGANIZATION AFFECTED

2.1 The City Light Department.

3.0 REFERENCES

3.1 City of Seattle Ordinance 102151, relating to the City's Division of Purchases.

3.2 City of Seattle Ordinance 101432, relating to Contract Provisions, Equal Employment Opportunity.

3.3 Public Works Policy Manual.

3.4 City of Seattle Standard Operating Procedure #100-005, "Purchasing Plan."

3.5 City of Seattle Standard Operating Procedure #100-006, "Purchasing Standards and Specifications."

- 3.6 City of Seattle Standard Operating Procedure #100-007, “Purchasing-Receiving and Inspection”.
- 3.7 City of Seattle Standard Operating Procedure #100-010, “Purchasing Supply Contract, “B” Contract, Petty Cash and Unplanned Procurement.”
- 3.8 City Light Department, Materials Management Manual.
- 3.9 Superintendent Memorandum to Directors, Managers, and Supervisors dated August 15, 1990.

4.0 POLICY

- 4.1 By delegated authority, all purchases of supplies, materials, services, equipment, consulting services, and public works shall be made by the Seattle City Light (SCL) Procurement and Contracting Office.
- 4.2 All City Light employees/project managers authorizing work without a contract or who purchase supplies, materials, services, equipment, consulting services, and public works, without procurement authority will be subject to progressive discipline.
- 4.3 Consultants/Contractors/Vendors providing services without procurement authority will not be paid for service [rewrite]

5.0 DEFINITIONS

N/A

6.0 RESPONSIBILITIES

- 6.1 The SCL Procurement and Contracting Office, located at the Seattle Municipal Tower, shall be responsible for administering purchases of all non-stock materials, data processing hardware, services and maintenance, equipment, services, and supplies used by all SCL Divisions.
- 6.2 The Material Control Office located at the SCL South Service Center, shall be responsible for coordinating the procurement of general office supplies and all stock materials for the SCL Department.
- 6.3 The Facility Support Services Unit, Utility Support Services Administrative

Services Division, shall be responsible for coordinating the procurement of office furniture, equipment, and supplies for facilities maintenance.

- 6.4 The Manager of the Shops and Mobile Equipment Unit, Utility Support Services Division, shall coordinate the procurement and/or leasing and maintenance of mobile equipment through the Department of Executive Administration.
- 6.5 The Disbursements Manager, Finance Division, shall be responsible for processing purchase requisitions (for items other than Budget Items 21, 36, 72 and 102). Validate signatures of persons charging against organizational units, order payments, and record general accounts.
- 6.6 The Finance Division shall be responsible for supervising the Management Reporting System, involving performance and postaudit reviewing and reporting. Monthly reports shall go to all division sections indicating current expenditures and budget allocations.

7.0 PROCEDURES

- 7.1 The Materials Management Division – Routine and special order purchases of construction services and maintenance materials and equipment used by all Divisions, shall be processed by the Material Control Unit of the Materials Management Division.
 - 7.1.1 Nonstock requisitions for materials and equipment needed by all divisions shall be forwarded to the Material Control Unit, after approval of the appropriate unit supervisor. These requisitions shall be processed in compliance with procedures set forth by the City Purchasing Agent.
 - 7.1.2 Materials and equipment required on an as-need basis May be obtained directly from the supplier, with the approval of the supervisor, when a “B” Contract (yearly contract authorized by the Purchasing Agent) exists with specific companies. For specific commodities, “Direct Voucher” (DV) purchases may be used for purchases up to \$350 (excluding tax) when a “B” Contract is not available.
 - 7.1.3 Purchase order follow-up for all orders placed by the Material Control Unit shall be coordinated by the Material

Control Unit. Material Control shall make sure that the respective ordering divisions are informed of the status of orders and shall further handle any queries regarding delinquent orders.

- 7.1.4 A periodic review of inventory/stores shall be done by the Material Management Division to ensure that there is efficient use of materials on hand and that cost-saving procedures are followed in all phases of the procurement process.
- 7.2 Shops and Mobile Equipment – The Manager of the Shops and Mobile Equipment Unit shall coordinate the purchasing and/or leasing and maintenance of mobile equipment used by the Department.
 - 7.2.1 The Manager of the Shops and Mobile Equipment Unit shall forward specifications for the requests, including budget information and cost estimates, to the Materials Management Division where the Material Control Unit shall prepare a purchase requisition for the City Purchasing Department where the purchases and/or lease agreements shall be processed.
- 7.3 Office Services – The Manager of the Office Services Unit shall coordinate the purchasing and inventory control of all general office supplies and materials used by the various divisions of the Department.
 - 7.3.1 Office supplies and materials shall be ordered by completing requisition form 400-L, signed by the supervisor of the unit or division submitting the request and sent to Office Supplies.
 - 7.3.2 Personnel in Office Supplies shall attempt to fill the orders from stock. When supplies of materials are not on hand, an interdepartmental requisition shall be sent from Office Supplies to Accounts Payable where a purchase requisition will be prepared and forwarded to the City Purchasing Department.
- 7.4 Facility Management – The Facility Management Manager shall process all requests for office furniture and equipment.
 - 7.4.1 When office furniture or equipment is needed, a memorandum signed by the appropriate supervisor

including purchase plan number and all pertinent information regarding the request shall be forwarded to the Facility Management Unit.

7.4.2 Facility Management Manager shall review the request and forward an interdepartmental requisition to the Accounts Payable Unit. The Accounts Payable Unit shall prepare a purchase requisition which shall be forwarded to the City Purchasing Department.

7.5 Electrical Appliance Service – The Manager of Electrical Appliance Service shall coordinate the purchase and inventory maintenance of electrical appliances and standard inventory stock and replacement parts used for customer appliance servicing.

7.5.1 A standard inventory stock of materials and equipment used frequently for customer service shall be maintained by the Electrical Appliance Unit, dealing directly with suppliers authorized by the Purchasing Agent.

7.5.2 Replacement parts may be ordered for items not in stock, at the request of electrical appliance service personnel, in the Electrical Appliance Unit, dealing directly with suppliers authorized by the Purchasing Agent.

7.5.3 The Manager of the Electrical Appliance Unit is responsible for processing invoices for the purchase of water heaters used by private installers authorized to participate in the Department's water heater leasing program.

7.5.4 Invoices for materials and equipment which are ordered directly from the supplier and/on a bid contract shall be forwarded to Accounts Payable for payment.

8.0 **APPENDIX**

8.1 Distribution: All Department Policy and Procedure Manuals.

