

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 14, 2021
6:45 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of a resolution adopting a Procurement Policy specific to two Community Development Block Grant (CDBG) Awards. (Executive Summary attached)
5. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

Executive Summary
Resolution No. 3603

Title: The adoption of a Procurement Policy specific to two Community Development Block Grant (CDBG) Awards.

Background: The State Department of Administration (DOA) has sent the City of Hartford two awards letters:

- An Award Letter for \$544,643, for Grant CDBG-PF 21-67 for projects at Washington Heights and Harthaven in the Community Development Authority
- An Award Letter for \$129,805, for Grant CDBG-PF 21-31 for the ADA (American Disabilities Act) compliant portion of projects applied for by the Parks Department.

The Awards were for approved projects from our previously submitted application through the CLOSE program.

The Division of Energy, Housing and Community Resources (DEHCR) requires all grant recipients to adopt written procurement/purchasing procedures prior to the Grant Agreement being executed for the CDBG monies. The City of Hartford must use procurement/purchasing procedures for contracts associated with the two CDBG awards that are in conformance with federal, state and local laws and regulations. Federal regulations and standards are identified in 24 CFR 85, which sets forth the applicable rules for procurement for federal grants, cooperative agreements, and sub-awards to state, local, and Indian tribal governments.

The proposed Procurement Policy (*Attached*) outlines the additional policies we would follow for the implementation of the Grant Awards, in addition to, the existing City of Hartford Procurement Policy. These policies primarily deal with how the City will solicit and receive construction quotes for smaller and larger projects and how many quotes will be required.

Recommendation: Approval of the adoption of the Procurement Policy specific for Grant CDBG-PF 21-67 and CDBG-PF 21-31.

Prepared By: Justin Drew 9/7/21
Justin Drew, Date
City Planner

Reviewed By: Lori Hetzel 09/09/21
Lori Hetzel Date
City Clerk

Approved By: Steven Volkert 9/8/21
Steven Volkert, Date
City Administrator

ROUTING: FINANCE & PERSONNEL 09/14/21
COMMON COUNCIL 09/14/21

CDBG-PF 21-67 & CDBG-PF 21-31 / PROCUREMENT POLICY

General Provisions

The City of Hartford will comply with all applicable federal, state, and local procurement and contracting regulations and policies for the Community Development Block Grant (CDBG) project. This procurement policy is addition to the City of Hartford of procurement policy. Conflict of interest and Lobbying provisions will be addressed as part of procurement and contracting processes.

The City of Hartford shall make every effort possible to use local business firms and contract with small, minority-owned, and women-owned businesses in the procurement process whenever possible. The City shall incorporate these businesses and divide procurement requirements when appropriate to permit maximum participation of such businesses; but will not break up contracts to avoid procurement policy requirements.

The City shall ensure that awards are not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs when federal funds are utilized for a project.

The City of Hartford maintains the right to reject any and all bid proposals.

The City shall maintain records to detail the significant history of a procurement and contracting, including establishing procurement and contracting files, and monitoring the contracts to assure that the contracts are completed in a satisfactory and timely manner.

Construction Projects

For construction contracts, the City shall use the procurement options summarized herein to determine the most appropriate option based on the anticipated amount of the construction contract.

Simplified Acquisition

For smaller projects less than \$50,000 (\$25,000 or less for construction contracts) we require written quotes from a minimum of 3 providers. Solicitations shall be in writing; with quotes submitted in writing (Exception for contracts less than \$500, which may be obtained and recorded by solicitor). We shall select the lowest responsible quote and inform all responders in writing of decision/selection. The approval of the common council will be required, as per the City of Hartford Procurement Policy.

Competitive Sealed Bids

For contracts \$50,000 or greater (> \$25,000 for construction contracts) and other large contracts or large quantity of supplies, the City of Hartford will contract principally based on price; fixed-price contracts. The bids shall be by sealed bid open to public bidding, with public advertisement, allowing adequate time for response. The bids shall be opened publicly at a designated date and time. It shall be required that we receive two (2) or more responsible bids, with the award sent in writing to the lowest responsible bidder. The approval of the common council shall be required for acceptance of all sealed bids.

Professional Services

Professional Services contracts must be selected through a competitive process or thorough departmental review. Architectural and engineering services contracts exceeding \$100,000 must be selected through a Request for Qualifications (RFQ) process. Other professional services contracts exceeding \$25,000, excluding auditing and accounting services contracts, must be selected through a Request for Proposals (RFP) process. ALL professional services contracts must be approved by the City Council.

Non-competitive Proposal / Sole-Source

Solicitation from one source is not permissible without prior approval from DOA-DEHCR.

Timothy Michalak – Mayor, City of Hartford

Date