

PROCUREMENT WITH PUBLIC FUNDS

3.1.1

A. PROCUREMENT CODE OF ETHICS AND CONFLICT OF INTEREST

PURPOSE

The purpose of this policy is to establish the administrative framework for the implementation of City Municipal Code No. 2.16.050, 2.16.060 and 2.16.070, titled "Purchasing Standards and Ethics, Conflict of Interest and Gratuity." The purpose of the Policy and these Administrative Procedures is to ensure integrity in the procurement and contract process, to educate City employees, consultants, uncompensated outside parties, and any person involved in the decision to award a contract about potential Conflicts of Interests and the City's Code of Ethics

POLICY

Code of Ethics

- A. Regard public service as a sacred trust, giving primary consideration to the interests of the City.
- B. Purchase the best value obtainable, securing the maximum benefit for each tax dollar expended.
- C. Allow for full and open competition and not participate in uniform bidding.
- D. Know and respect their obligations to the public, private sector and using agencies.
- E. Accord vendor representative's courteous treatment remembering that they are important sources of information and assistance in buying decisions.
- F. Avoid all appearances of unethical or compromising acts during interaction with vendors.
- G. Ensure that any and all vendors have the opportunity to participate in the bidding procedure.
- H. Strive constantly for greater knowledge of purchasing methods and of the goods and services to be procured.
- I. Conduct one-self with fairness and dignity, and demand honesty in buying and selling.
- J. Remember that their conduct reflects on the City.

Conflict of Interest in procurement

No officer or employee of the City having any supervisory authority to purchase any specific goods, services or construction for the City shall have any financial interest in connection with the purchase of such goods, services or construction. No officer or employee shall participate in the procurement or selection process when such officer or employee has a relationship with a person or business entity seeking a contract under this chapter which would subject such officer or employee to the prohibition of California Government Code section 87100 et seq., or Government Code section 1090.

Gratuities

The Purchasing Agent and all other officers and employees of the City are prohibited from accepting directly or indirectly from any person to whom any purchase order or contract is, or might be, awarded, any rebate, kickback, gift, money or other unlawful consideration. The offer of such gratuity to an official

PROCUREMENT WITH PUBLIC FUNDS**3.1.1**

or employee by any supplier or contractor shall be cause for declaring such individual to be an irresponsible bidder and for preventing such supplier or contractor from bidding

INSTRUCTION FOR CITY EMPLOYEES:

For complete purchasing guidelines, procedures and forms, please refer to the internal "Purchasing Guidelines" folder on [J:\Purchasing Guidelines](#).