

Blanket Contract

Policy:	Number:	Last Update:
Purchasing-Blanket Contract	Budget & Finance 95-4	8/11/2010

1.0 Purpose

To provide a means by which staff may purchase goods and/or service from a licensed, private business (vendor) who has negotiated prices with the City for specific goods or services.

2.0 References

2.1

Department of Finance and Administration Services (FAS) [Purchasing Rules on Blanket Contract](#).

2.2

This procedure is used together with the [Expenditure Pre-Authorization and Approval \(EPAA\) policy](#).

2.3

Department of Finance and Administration Services (FAS) [Purchasing Violation Policy](#) and [Noncompliant Purchasing Form](#).

2.4

[City of Seattle WMBE policy](#).

2.5

If your purchase involves food and beverage for employee or volunteer recognition, you must review the [food and beverage policy](#).

2.6

For questions or clarification on this procedure, please contact Accounts Payable Supervisor or Contracting Manager.

3.0 Policy

3.1

Initiate the EPAA procedure.

3.2

Review updated City Purchasing [policy](#) on Blanket Contract use: "You (purchaser) must use an existing Blanket if it includes the product/services you seek, unless it is not suitable. If you decide the Blanket Contract is not suitable, there must be a significant difference between the Blanket Contract and your purchase. Convenience and location are not a basis for finding a Blanket Contract unsuitable, unless there is an essential business requirement the Blanket Contractor cannot meet."

3.3

Please exercise caution when using "B" lists. Since not every item offered for sale by a vendor is available through the Blanket Contract, be sure that the specific item you intend to purchase is listed as a covered item on the Blanket Contract you wish to use.

3.4

New "B" contracts can be obtained as need arises for additional goods or services not covered under existing contracts. Complete a request for a blanket contract using the City's [Blanket Contract Request Form](#) and forward it to your division's finance analyst.

3.5

When selecting a vendor, consider women and minority owned businesses (WMBE). Use this [link](#) for searching the City's the blanket contract vendors. You may do a search by vendor or category or keyword. You cannot circumvent a Blanket Contract if one is suitable to your purchase, even if a WMBE alternative is available.

However, to get just a list of the active blanket contract vendors, you may use the following [link](#). You may use the search criteria or click on the "Current Vendor Contracts" button for the list of active contracts. This list can be sorted by clicking on the column headers.

From either search, select a vendor that can provide the goods or services required.

3.6

If a Blanket Contract doesn't apply, review the following:

	How much is the single invoice excluding taxes and freight?	Will HSD repetitively purchase this item?	How to proceed?
	Consultant contract (including on site and off site training)		Go to HSD Contracting homepage or contact HSD Contracting Manager
Step 1	No dollar Limit unless specified in Blanket Contract	No dollar limit unless specified in Blanket Contract	Blanket Contract
If not Step 2	Under \$8,000	And total HSD spend is expected to be under \$47,000 for 2013	Direct Voucher Rule and Exceptions
If not Step 3	Over \$8,000	And total HSD spend is expected to be under \$47,000 for 2013	Informal Quote or Sole Source
If not Step 4	Over \$8,000	Any predicted spend above \$47,000 for 2013 requires a formal bid/RFP	Competitive Sealed Bid or Sole Source

4.0 Procedures

4.1 Initiate Order

Initiate the EPA procedure if necessary. Review the Blanket Contract lists, and select a vendor that can provide the goods or services required. Include the "B" number on the EPAA form, obtain approval signature(s) and follow the balance of the EPAA procedure. Vendor contact information is available in the blanket contract.

Accounts payable will directly receive the invoice from the vendor. All invoices must be addressed to accounts payable.

Payment terms is 30 days from the date of invoice unless early payment discount is offered or after receipt of goods and/or services whichever is later.

Please be sure to specify shipping or ship to or delivery address with the vendor. You will need to provide a physical address (not a PO Box) if goods are delivered via FedEx or UPS. If you are shipping via expedited services to the Seattle Municipal Tower (SMT), the address is

Seattle Human Services Department
Attn: Your Name
700 5th Ave, Suite 5800
Seattle, WA 98104-5017 (note the zip code is not the same if you are using PO Box address)

Freight terms shall be F.O.B Destination, Prepay & Allowed to include all transportation and unloading.

4.2 Invoicing Requirements

To facilitate payment, when placing orders with the vendor, request that the vendor to reflect, a) the "B" number, b) EPA number, and c) your name on their invoice.

4.3 Receipt of Goods and/or Services

When the item is received, immediately inspect it for damage and verify that the quantity is correct. If there is a problem, resolve it with the vendor. Retain the packing slip or delivery ticket as a record of which items are received or other documentation for returns.

4.4 Payment Processing

Upon receipt of invoice in accounts payable, it will be logged and routed to division's finance analyst.

Division finance analyst will review the invoice and route it to the purchaser 1) to ascertain and sign that goods/services have been received (purchaser will access records such as packing slips or delivery tickets that have been verified for receipt of good/services which can also be attached to the back of invoice) and 2) to verify the pricing is consistent against the blanket contract. If there is a problem, purchaser will resolve it with the vendor directly.

Purchaser must indicate on the invoice which purchasing rule was used. For a blanket contract, indicate "B" then the blanket contract number (e.g. B-1254) if it is not already on the invoice. The blanket contract number is a 10 digit number. You may omit the preceding zeros.

Purchaser must return the invoice back to your division's finance analyst.

Division finance analyst writes the accounting codes on the invoice or attaches the previously completed EPA form (if one was required).

Finance analyst will submit the properly reviewed invoice to accounts payable with the completed original EPA form stapled to the back of the invoice when necessary.

Accounts payable processes payment within terms indicated on the contract, mostly net 30 days from the date of invoice unless early payment discounts are offered.

4.5: Purchasing Code

Accounts payable will process these invoices as DOC TYPE "B" with the corresponding blanket contract number in Summit financial system.

Accounts payable will process invoices for payment only when sufficient documentation is provided.

5.0 Policy Noncompliance

For EPAA noncompliance review section 6.0 of EPAA policy

For City Purchasing noncompliance, complete Noncompliant Purchasing Form. If you made a purchase without following City rules, HSD accounts payable will not be able to process the invoice. Completing the Noncompliant Purchasing Form will not correct the rule violations, but will provide a mechanism by which payment can be made to the vendor. Noncompliant purchases are flagged as DOC TYPE "NC" in Summit financial system.

Sign and route the [Noncompliant Purchasing Form](#) to your supervisor and submit to your finance analyst. The form will be submitted to the City Purchasing Director via HSD Contracting Manager. The City Purchasing Director will review the violation and authorize accounts payable to pay the invoice.

Please review this [document](#) for additional information.