

"DRAFT"

Invoice Date	Invoice #	Store/Company	Item Purchased	Dollar Amount	Qty	Total Charge
1/31/2017	7206/CR2523	Port Supply	2XL Navy Weather Gage Hooded Jacket	159.00	1	\$ 159.00
1/31/2017	7206/CR2523	Port Supply	1 year Warranty purchased for SeaBlaze Underwater LED lights	27.55	1	\$ 27.55
1/9/2017	5742	Port Supply	Yamaha - Fuel/Water Separating Filter	23.98	1	\$ 23.98
11/16/2016	5538	Port Supply	CE Smith - 30 degree Flush-Mount Stainless Steel Rod Holder	67.98	6	\$ 407.88
11/16/2016	5538	Port Supply	CE Smith - 30 degree Flush-Mount Stainless Steel Rod Holder- Shipping & Handling Charges	19.95	1	\$ 19.95
9/28/2016	3367	Port Supply	Kisae Technology - Pure Sine Wave Inverter with Transfer Switch	648.00	1	\$ 648.00
8/26/2016	6431	Port Supply	Leash - Sunglass Holz	7.78	1	\$ 7.78
8/25/2016	6130	Port Supply	Yamaha - Fuel/Water Separating Filter	23.98	1	\$ 23.98
8/25/2016	6130	Port Supply	NGK Spark Plug s for Outboard Engines LFR5A-11	5.17	12	\$ 62.04
8/12/2016	9402	Port Supply	SeaBlaze Underwater lights- Shipping & Handling Charges	29.95	1	\$ 29.95
8/25/2016	2200	Port Supply	Fuel Tank	720.00	1	\$ 720.00
8/12/2016	858	Port Supply	SeaClear Antifouling Coating for UnderWater Lights 4 oz.	19.98	1	\$ 19.98
8/9/2016	5029	Port Supply	2XL Grey Aquatek LS Tee	46.98	1	\$ 46.98
7/19/2016	31472	Port Supply	2X-Light Blue Aquatek LS	46.98	1	\$ 46.98
7/19/2016	31472	Port Supply	38-Navy Blackfin Shorts	57.98	1	\$ 57.98
4/10/2015	418	Port Supply	Lumitec Lighting - Rail2 Interior LED lights	68.99	4	\$ 275.96
5/8/2015	1224	Port Supply	CE Smith - 30 degree Flush-Mount Stainless Steel Rod Holder	55.00	4	\$ 220.00
4/17/2015	1427	Port Supply	Lumitec Lighting - Rail2 Interior LED lights	68.00	4	\$ 272.00
4/17/2015	1427	Port Supply	Collinile- Metal Wax 850	16.48	1	\$ 16.48
7/25/2014	1507	Port Supply	SimRad RS12- Marine Fixed mount VHF Radio with Disc	181.00	1	\$ 181.00
5/13/2015	1569	Port Supply	JL Audio - MX770-CCX-CG-WH 7.7" Cockpit Coaxial Speakers, Classic Grille	199.99	2	\$ 399.98
6/26/2015	1734	Port Supply	Costa Del Mar Jose- JO/01 OBMGLP Blackout Sport Polarized Sunglasses	160.00	1	\$ 160.00

Exhibit (A)

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Invoice Date	Invoice #	Store/Company	Item Purchased	Dollar Amount	Qty	Total Charge
5/22/2015	2040	Port Supply	JL Audio - M400/ 4 Full-Range Marine Amplifier	317.00	1	\$ 317.00
9/4/2014	2586	Port Supply	Garmin - GPSMAP 840xs	1,239.00	1	\$ 1,239.00
6/11/2015	2867	Port Supply	Shakespeare - Mariner 8900 8' 6dB VHF Antenna	145.99	1	\$ 145.99
6/11/2015	2867	Port Supply	Shakespeare - AM/FM Centennial Antenna	62.98	1	\$ 62.98
9/29/2014	3004	Port Supply	Lumitec Lighting - Adapter Kit for Halo & Orbit Flush Mount Down Lights	4.48	2	\$ 8.96
9/29/2014	3004	Port Supply	Boatmat Corp - Nonskid Cooler Mats	22.98	1	\$ 22.98
9/29/2014	3004	Port Supply	Lumitec Lighting - Orbit Flush Mount LED Down Lights	68.00	2	\$ 136.00
7/25/2014	5362	Port Supply	Fusion MS - RA205 w/N2K and Fusion link	249.98	1	\$ 249.98
8/4/2014	6606	Port Supply	11-Navy WM Tail Boot	67.98	1	\$ 67.98
2/23/2015	8968	Port Supply	Edspon 1710ST-13-KITCG Stainless Steel Power Wheel Nut CG Knob	380.00	1	\$ 380.00
3/9/2015	9392	Port Supply	Lumitec Lighting - Caprera2 LED White/Red Floodlight	120.00	2	\$ 240.00
9/11/2015	333	Port Supply	Costa - C-Line Sunglasses Retainer Black	8.78	1	\$ 8.78
9/11/2015	333	Port Supply	Seastar Solutions - Fill Hose	18.48	1	\$ 18.48
3/29/2016	1226	Port Supply	1 year Warranty purchased for SeaBlaze Underwater LED lights	27.55	1	\$ 27.55
4/18/2016	2256	Port Supply	1 Year Warranty on purchase (3,000-3,499) for GPSMap 7612xsv invoice 2254	165.15	1	\$ 165.15
7/13/2015	5296	Port Supply	Igloo- Marine Elite Cooler Seat Cushions	44.98	1	\$ 44.98
7/13/2015	5296	Port Supply	Dock Edge - Solar LED Puck Light, 2 Pack	35.98	1	\$ 35.98
7/13/2015	5296	Port Supply	Boat Buckle-Retractable Tiedowns (2)	72.98	1	\$ 72.98
7/27/2015	5731	Port Supply	Simrad - Cables and Accessories Micro-C	33.98	1	\$ 33.98
7/27/2015	5731	Port Supply	Simrade - AC12 Autopilot Computer	763.00	1	\$ 763.00
7/27/2015	5731	Port Supply	Simrade - AP24 Autopilot Control Head Unit	373.00	1	\$ 373.00

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7/27/2015	5731	Port Supply	Simrad - Lowrance BG RC42N Rate Compass Micro-C	462.00	1	\$ 462.00
11/16/2015	8694	Port Supply	Grundens - AWP20 Anuri Hooded Jacket - Black Large	64.98	1	\$ 64.98
11/16/2015	8694	Port Supply	Grundens - AWP20 Anuri Hooded Jacket - Black XLarge	64.98	1	\$ 64.98
11/16/2015	8694	Port Supply	Grundens - Men's Tech Poly Sweatshirt	78.93	1	\$ 78.93
5/16/2016	9514	Port Supply	Shakespeare - VHF Classic 8' Antenna	43.98	1	\$ 43.98
2/22/2018	2589	Port Supply	Life Ext Fld Capri 2 LED Shipping & Handling charge	29.95	1	\$ 29.95
2/22/2018	2589	Port Supply	Grundens - Men's Black NightWatch Puffy Jacket	89.00	1	\$ 89.00
8/10/2017	6302	Port Supply	Grundens - XL - Black Weather Gage Hooded Jacket	180.00	1	\$ 180.00
9/28/2017	9230	Port Supply	Lewmar- Galvanized - Manganese Delta Fast Set Anchor	112.98	1	\$ 112.98
8/19/2013	2008	Port Supply	Mens 11-Dark Brown Performance Flip Flops	29.99	1	\$ 29.99
8/19/2013	2008	Port Supply	Sperry-Men's Mako 2-Eye Canoe Moc Boat Shoes	85.49	1	\$ 85.49
5/7/2014	3974	Port Supply	Grundens- Men's 2XL Black Weather Watch Gage Tech Jacket	39.89	2	\$ 79.78
5/29/2014	8203	Port Supply	Garmin - GCV 10 Scanning Sonar w/xdcr	504.00	1	\$ 504.00
6/10/2014	9474	Port Supply	Garmin - GMR 18x HD Radome	1,349.00	1	\$ 1,349.00
6/20/2014	9478	Port Supply	Garmin - Spread Spectrum CHIRP Transducers	970.00	1	\$ 970.00
8/30/2016	166279	The Bait Shop, Inc.	Lumitec SeaBlaze X LED Surface Mount Underwater Boar lights - 101141	(64.35)	4	\$ (257.40)
4/12/2017	166750	The Bait Shop, Inc.	Lumitec SeaBlaze X LED Surface Mount Underwater Boar lights - 101141	(64.35)	3	\$ (193.05)
4/26/2017	166806	The Bait Shop, Inc.	Lumitec SeaBlaze X LED Surface Mount Underwater Boar lights - 101141	(64.35)	2	\$ (128.70)
6/29/2017	167086	The Bait Shop, Inc.	Lumitec SeaBlaze X LED Surface Mount Underwater Boar lights - 101141	(64.35)	2	\$ (128.70)

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7/24/2014	164022	The Bait Shop, Inc.	Yamaha - Switch Trim Tilt 4-Stroke	56.85	1	\$ 56.85
9/17/2014	164185	The Bait Shop, Inc.	Yamaha - Outboard Oil Filter Cleaner Element Assy	19.68	4	\$ 78.71
9/17/2014	164185	The Bait Shop, Inc.	Yamaha - Outboard Fuel Filter Element Calridge	18.19	4	\$ 72.76
9/17/2014	164185	The Bait Shop, Inc.	Yamaha - Multi-purpose Quart pump lower unit gear oil	9.34	1	\$ 9.34
9/17/2014	164185	The Bait Shop, Inc.	Yamaha - NGK Plug, Spark	6.67	12	\$ 80.07
9/17/2014	164185	The Bait Shop, Inc.	Sierra Marine 21 Micron Replacement Fuel Filter Fram	7.64	4	\$ 30.57
10/15/2014	164337	The Bait Shop, Inc.	Yamaha - Screw, Trim Cylinder	20.10	2	\$ 40.21
10/15/2014	164337	The Bait Shop, Inc.	Yamaha - O-Ring	3.95	2	\$ 7.91
10/15/2014	164337	The Bait Shop, Inc.	Yamaha - Trim Dust Seal	12.88	2	\$ 25.76
10/15/2014	164337	The Bait Shop, Inc.	Yamaha - Ring, Snap	3.95	2	\$ 7.91
4/14/2015	164650	The Bait Shop, Inc.	Yamaha - Switch Trim Tilt 4-Stroke	53.72	1	\$ 53.72
4/14/2015	164650	The Bait Shop, Inc.	Yamaha - Trim Tilt Support 2-3 Ram	48.45	2	\$ 96.90
4/14/2015	164650	The Bait Shop, Inc.	Yamaha - Trim Sender	113.09	2	\$ 226.19
4/14/2016	165738	The Bait Shop, Inc.	Yamaha - Boat Motor Cowling four stroke	1,379.84	1	\$ 1,379.84
5/3/2016	165806	The Bait Shop, Inc.	Yamaha - New Dual Engine Binnacle Control Box	688.95	1	\$ 688.95
1/11/2018	2574	West Marine Pro	GHP 12 Autopilot	250.83	1	\$ 250.83
11/6/2017	1270	West Marine Pro	Shrinkwrap- 40 x 149 7-ml White	315.00	1	\$ 315.00
11/6/2017	1270	West Marine Pro	Shrinkwrap- 40 x 149 7-ml White	315.00	1	\$ 315.00
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Thermostat	33.35	4	\$ 133.40
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Water pump Impeller	24.39	2	\$ 48.78
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Outboard Filter	34.94	2	\$ 69.88
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Gasket, Float Chamber	17.82	3	\$ 53.46
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Filter, Fuel	27.89	2	\$ 55.78
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Element, Filter	13.05	2	\$ 26.10
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - O-Ring element	3.94	2	\$ 7.88
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Marine Outboard Gasket	4.95	2	\$ 9.90
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Spacer 1	4.90	2	\$ 9.80
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - O-Ring	8.98	2	\$ 17.96
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - O-Ring	2.19	2	\$ 4.38

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4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Ring, Snap	2.06	2	\$ 4.12
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Seal-Trim Dust	15.10	2	\$ 30.20
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Screw, Trim Cylinder	23.29	2	\$ 46.58
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - O-Ring	4.90	2	\$ 9.80
4/6/2015	96152535	Catalano & Sons, Inc	Yamaha - Buzzer	42.77	2	\$ 85.54
4/14/2015	96152606	Catalano & Sons, Inc	Yamaha - Anode	13.05	8	\$ 104.40
4/14/2015	96152606	Catalano & Sons, Inc	Yamaha - Grommet, Anode	2.19	6	\$ 13.14
4/24/2015	96152734	Catalano & Sons, Inc	Yamaha - O-Ring	5.70	1	\$ 5.70
4/24/2015	96152734	Catalano & Sons, Inc	Yamaha - Body, Reservoir	171.60	1	\$ 171.60
4/24/2015	96152734	Catalano & Sons, Inc	Yamaha - O-Ring	2.66	1	\$ 2.66
4/24/2015	96152734	Catalano & Sons, Inc	Yamaha - Plug, Reservoir	9.94	1	\$ 9.94
4/24/2015	96152734	Catalano & Sons, Inc	Yamaha - Bolt, Socket	5.38	3	\$ 16.14
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Thermostat Outboard	33.35	4	\$ 133.40
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Water Pump Impeller	24.39	2	\$ 48.78
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Fuel Filter Element	13.05	2	\$ 26.10
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Outboard Gasket	3.94	2	\$ 7.88
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Element Assembly Oil Filter	20.26	2	\$ 40.52
6/22/2015	96153492	Catalano & Sons, Inc	Yamaha - Outboard Motor cover F200/2	83.05	2	\$ 166.10
6/26/2015	96153533	Catalano & Sons, Inc	Yamaha - NGK 10Pk Plug, Spark	7.00	12	\$ 84.00
6/26/2015	96153533	Catalano & Sons, Inc	Yamaha - V-Belt	118.94	1	\$ 118.94
4/12/2016	96155845	Catalano & Sons, Inc	Yamaha- Top Cowling Assembly	1,342.27	1	\$ 1,342.27
4/12/2016	96155845	Catalano & Sons, Inc	Yamaha - Lower Unit Gasket	0.96	4	\$ 3.84
4/12/2016	96155845	Catalano & Sons, Inc	Yamaha - Fuel/Water Filter	18.73	2	\$ 37.46
4/14/2016	96155863	Catalano & Sons, Inc	Yamaha - O-Ring	2.75	1	\$ 2.75
4/14/2016	96155863	Catalano & Sons, Inc	Yamaha - O-Ring 1	4.90	1	\$ 4.90
4/14/2016	96155863	Catalano & Sons, Inc	Yamaha - Ring, Back Up	6.21	1	\$ 6.21
4/14/2016	96155863	Catalano & Sons, Inc	Yamaha - Oil Seal	6.66	1	\$ 6.66
4/14/2016	96155863	Catalano & Sons, Inc	Yamaha - Screw, Cylinder End	68.51	1	\$ 68.51
6/2/2016	96156339	Catalano & Sons, Inc	Yamaha - Outboard Control Premium Dual Binnacle	551.57	1	\$ 551.57
8/2/2016	96157283	Catalano & Sons, Inc	Yamaha - Gasket, Cover	4.51	2	\$ 9.02
8/2/2016	96157283	Catalano & Sons, Inc	Yamaha - Thermostat Outboard	24.08	2	\$ 48.16
8/9/2016	96157364	Catalano & Sons, Inc	Yamaha - Sender Unit Assembly, Fuel Meter	234.63	1	\$ 234.63

City of Stamford
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8/23/2016	96157501	Catalano & Sons, Inc	Yamaha - Outboard Lower Unit Drain Plug Gasket	0.96	4	\$ 3.84
8/23/2016	96157501	Catalano & Sons, Inc	Yamaha - Fuel/Water Filter	19.13	1	\$ 19.13
8/23/2016	96157501	Catalano & Sons, Inc	Yamaha - Element Assembly Oil Filter	20.36	2	\$ 40.72
12/2/2016	96158358	Catalano & Sons, Inc	Lumitec - Seablaze X UW LED lights	364.65	4	\$ 1,458.60
3/20/2017	96158821	Catalano & Sons, Inc	Lumitec - Seablaze X UW LED lights	364.65	2	\$ 729.30
3/20/2017	96158821	Catalano & Sons, Inc	Yamaha - Fuel/Water Filter	19.13	2	\$ 38.26
3/20/2017	96158821	Catalano & Sons, Inc	Yamaha - Outboard Lower Unit Drain Plug Gasket	1.00	4	\$ 4.00
3/20/2017	96158821	Catalano & Sons, Inc	Yamaha - Thermostat Outboard	34.27	4	\$ 137.08
3/20/2017	96158821	Catalano & Sons, Inc	Yamaha - NGK 10Pk Plug, Spark	7.13	12	\$ 85.56
3/20/2017	96158821	Catalano & Sons, Inc	Yamaha - Outboard Water Pump Impeller	25.26	2	\$ 50.52
4/14/2017	96158977	Catalano & Sons, Inc	Lumitec - Seablaze X UW LED Green	(3.00)	1	\$ (3.00)
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Element Assembly Oil Filter	21.30	2	\$ 42.60
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Outboard Gasket	5.35	2	\$ 10.70
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Gas Fuel Filter Element Cartridge	13.68	2	\$ 27.36
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Gasket Float Chamber	18.95	2	\$ 37.90
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Fuel Filter	36.57	2	\$ 73.14
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - Outboard Lower Unit Drain Plug Gasket	1.04	4	\$ 4.16
10/11/2017	96160797	Catalano & Sons, Inc	Yamaha - NGK 10Pk Plug, Spark	7.34	12	\$ 88.08
4/20/2016	325844	Ring's End Inc	24 x 36 Door Mat Compass Navy	39.99	1	\$ 39.99
4/22/2016	328680	Ring's End Inc	24 x 36 Door Mat Compass Navy	39.99	1	\$ 39.99
4/19/2017	687443	Ring's End Inc	DeWalt - Flex Volt Fast Charger	79.00	1	\$ 79.00
6/30/2017	770176	Ring's End Inc	DeWalt - 20V Compact Drill/Impact Driver Combo Kit	199.00	2	\$ 398.00
6/30/2017	770176	Ring's End Inc	Werner- 32' Fiberglass Extension Orange Ladder	318.49	1	\$ 318.49
6/30/2017	770176	Ring's End Inc	DeWalt - Reciprocating Saw 20Volt Max Lithium-Ion Cordless	129.99	1	\$ 129.99
6/30/2017	770183	Ring's End Inc	DeWalt - 20 Volt Max XR 6.0 Lithium-Ion Battery	131.99	1	\$ 131.99

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8/17/2017	820397	Ring's End Inc	Makita - Cordless CXT 12V Impact Driver Combo Kit	139.00	1	\$ 139.00
8/17/2017	820497	Ring's End Inc	DeWalt - 20V Hammer Driver Combo Kit	349.99	1	\$ 349.99
11/6/2017	908972	Ring's End Inc	DeWalt - 20V Oscillating Multi-Tool	175.00	1	\$ 175.00
8/14/2014	9517296209	Grainger (Inc)	DeWalt - 1/4" Cordless screwdriver kit, 12V	137.60	1	\$ 137.60
8/14/2014	9517296209	Grainger (Inc)	DMT - Fine/Coarse Grade Diamond Double Sided Sharpening Stone	65.93	1	\$ 65.93
12/18/2014	9622501543	Grainger (Inc)	Westward-Socket & Wrench Set, No of pieces 89	107.18	1	\$ 107.18
4/7/2015	9709687983	Grainger (Inc)	Reese-Draw Bar Class III, IV 16,000 lb	74.75	1	\$ 74.75
4/21/2015	9721320159	Grainger (Inc)	Westward- Portable Power Source, Crank, 250A	171.00	1	\$ 171.00
5/7/2015	9735998214	Grainger (Inc)	AR Blue Clean-Light Duty Electric Cart Pressure Washer, 1.8HP	256.96	1	\$ 256.96
6/30/2014	9479170095	Grainger (Inc)	Makita - Polisher Sander W/Tool Bag, 7 in	210.20	1	\$ 210.20
8/8/2016	9189233571	Grainger (Inc)	Milwaukee - Tool Battery Pack, 18V, Cordless	221.40	1	\$ 221.40
8/8/2016	9189233571	Grainger (Inc)	Milwaukee - Power Source, 18V	31.00	2	\$ 62.00
8/8/2016	9189233571	Grainger (Inc)	Milwaukee - Tool Battery Pack and Charger Kit, 18V	167.00	1	\$ 167.00
8/29/2016	9210026622	Grainger (Inc)	Milwaukee - Tool Battery Pack, 12V, Cordless	184.88	1	\$ 184.88
12/29/2016	9318019156	Grainger (Inc)	Milwaukee - Tool Battery Pack, 18V, Cordless	238.00	2	\$ 476.00
12/29/2016	9318019156	Grainger (Inc)	Milwaukee - Tool Battery Pack, 12V, Cordless	92.44	3	\$ 277.32
2/13/2017	9359007920	Grainger (Inc)	Westward - Backlit LCD Infrared Thermometer, Laser Sighting Single Dot	51.66	1	\$ 51.66
7/11/2014	9488638686	Grainger (Inc)	Westward - Handheld Portable 12V Power Source, Crank 250A	130.41	1	\$ 130.41
10/9/2014	9563932939	Grainger (Inc)	Weathertech - Aerospace Window Deflector, front & rear	144.23	1	\$ 144.23
10/15/2014	9569066906	Grainger (Inc)	Weathertech - Rear Floorliner, Black	139.05	1	\$ 139.05

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10/24/2014	9577456461	Grainger (Inc)	Grainger - Quick Connect Coupler, 3/8 x 3/8 in	38.24	1	\$ 38.24
10/24/2014	9577456461	Grainger (Inc)	Grainger - Quick Connect Nozzler, 4.0, 5pk	34.32	1	\$ 34.32
6/23/2015	9773304424	Grainger (Inc)	Tactical - Knife, Plain Blade Edge 2.85"	25.88	1	\$ 25.88
6/23/2015	9773304424	Grainger (Inc)	Tactical - Folding Knife, Serrated Blade Edge 3-1/4", Locking Blade	39.22	1	\$ 39.22
6/23/2015	9773304424	Grainger (Inc)	Fluke - Split Digital Clamp Meter, .5" (13mm) Jaw Capacity	134.42	1	\$ 134.42
6/30/2016	9155025126	Grainger (Inc)	DeWalt - Cordless Circular Saw Kit, 18V, 6-1/2 in	319.00	1	\$ 319.00
6/30/2016	9155025126	Grainger (Inc)	Dewalt - 18V Compact, 1/2" Cordless Drill/Driver Kit, Battery included	211.40	1	\$ 211.40
6/9/2016	9135608991	Grainger (Inc)	Rigid - Ratching Cutting Action Soil Pipe Cutter, 17 in	553.88	1	\$ 553.88
7/19/2016	9170702501	Grainger (Inc)	Senco - Cordless, Battery Pack, 18V, LI-ION	109.16	1	\$ 109.16
9/20/2016	9230332034	Grainger (Inc)	Dayton - Carpet/Floor dryer, 120V, 1000, CFM, Yellow	215.69	1	\$ 215.69
9/20/2016	9230332034	Grainger (Inc)	Milwaukee - Cordless Rotary Tool Kit, 12.0V	102.12	1	\$ 102.12
9/30/2016	9240527797	Grainger (Inc)	Milwaukee - Cordless PEX Expansion Tool, Tool Only	340.13	1	\$ 340.13
11/22/2016	9287589106	Grainger (Inc)	Milwaukee - Battery, 18V, 9, LI-ION, Cordless	238.00	2	\$ 476.00
2/13/2017	9358950922	Grainger (Inc)	Milwaukee - Transfer Pump, LI-ION battery	179.00	1	\$ 179.00
2/13/2017	9358950930	Grainger (Inc)	Milwaukee - Power Source, 18V	29.36	1	\$ 29.36
2/13/2017	9358950930	Grainger (Inc)	Milwaukee - Battery, 18V, 3, LI-ION, Cordless	141.40	1	\$ 141.40
4/12/2017	9414092719	Grainger (Inc)	Milwaukee - Cordless Polisher Kit, Battery included	218.80	1	\$ 218.80
4/12/2017	9414092719	Grainger (Inc)	Milwaukee - Battery, 18V, 4, LI-ION, Cordless	150.20	1	\$ 150.20
5/25/2017	9455186156	Grainger (Inc)	Milwaukee - Cordless Drill/Driver Kit, 12V, Battery included	277.40	1	\$ 277.40

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Invoice Date	Invoice #	Store/Company	Item Purchased	Dollar Amount	Qty	Total Charge
5/25/2017	9455186156	Grainger (Inc)	Milwaukee - Battery Handheld Blower, 160 mph air speed	106.22	1	\$ 106.22
5/25/2017	9455186156	Grainger (Inc)	Milwaukee - Battery Charger, LI-ION, 12-18V, 120 Vac	82.60	1	\$ 82.60
5/25/2017	9455186156	Grainger (Inc)	Milwaukee - Battery, 18V, 5, LI-ION, Cordless	140.40	1	\$ 140.40
8/10/2017	9524520179	Grainger (Parts Operation)	Milwaukee-Digital Clamp Meter, 600A, 1.4"	467.10	1	\$ 467.10
9/20/2017	9561735144	Grainger (Parts Operation)	Milwaukee-Battery, 12V, 6, LI-ION, Cordless	98.88	2	\$ 197.76
9/20/2017	9561735144	Grainger (Parts Operation)	Milwaukee-Battery, 18V, 6, LI-ION, Cordless	169.80	2	\$ 339.60
1/3/2018	9633524765	Grainger (Parts Operation)	Milwaukee-Cordless Work Light, 8.2lb, LED, Bare Tool	676.80	1	\$ 676.80
1/3/2018	9633524765	Grainger (Parts Operation)	Milwaukee- Cordless Rotary Hammer, 18V, 2.1 ft.-lb.	301.20	1	\$ 301.20
9/21/2017	12328	Rex Marine Center, Inc	Yamaha Water Seal Damper	10.35	1	\$ 10.35
9/21/2017	12328	Rex Marine Center, Inc	Yamaha Impeller	36.95	1	\$ 36.95
9/21/2017	12328	Rex Marine Center, Inc	Yamaha Outboard Motor Thermostat	57.98	1	\$ 57.98
6/8/2017	952-18057-33443	Rex Marine Center, Inc	Appers to be an error on SPD Investigation report, double recorded items for \$639.92.	(639.92)	1	\$ (639.92)
6/30/2017	957-18079-38166	Rex Marine Center, Inc	Grundens deck boots 2 pairs were not included on SPD Investigation report	99.99	2	\$ 199.98
3/2/2017	31862	Rex Marine Center, Inc	Appears to be an error on SPD Investigation report of amount recorded for	(59.99)	1	\$ (59.99)
5/21/2015	284268	Karp's True Value Hardware	LIB 22X36 Loop Pile Mat	37.99	1	\$ 37.99
5/21/2015	284268	Karp's True Value Hardware	Grill Zone 12'- Train Grill Brush	7.59	2	\$ 15.18
6/23/2015	286479	Karp's True Value Hardware	Suncast Slide Trak Hideaway Hose Reel, Brown Resin Wicker, 175-ft	60.32	1	\$ 60.32
3/17/2016	303404	Karp's True Value Hardware	RCA 50' White RG6 Coax Cable	18.04	1	\$ 18.04
3/17/2016	303404	Karp's True Value Hardware	RCA 2 Way Sat Splitter	9.49	1	\$ 9.49
3/17/2016	303404	Karp's True Value Hardware	RCA 20 pk White Coax Nail Clip	2.65	1	\$ 2.65
3/17/2016	303404	Karp's True Value Hardware	RCA 8ft RND HDMI Cable	25.64	1	\$ 25.64

[illegible]

COS Purchasing Ordinance Compare Table
Capital Projects/Operating Expenditure BOE Capital Projects
Updated: 12-7-20

Chp 23, Ordinance 1177, Article II, Purchasing, amended effective date 11-22-14

Exhibit (B)

Ordinance Sections	Description	Dollar Threshold	Required Documentation	Approval Required
1	Sec. 23-16 & 17 Goods and General Services (Misc. supplies, hardware, tools, one time small and/or minor repairs (BIDs))	Under \$3,000	No quotes	PA in H.T.E system
		\$3,000 - \$10,000	3 quotes (oral/written)	PA in H.T.E system
		Drawdowns up to \$10,000	Only 1 drawdown, per vendor, per department.	PA in H.T.E system
		Over \$10,000	Competitive Bids - Public notice is issued inviting sealed bids, solicitation of sealed bids.	PA will award contract
2	Sec. 23 - 18 Special or Professional Services (RFP) & (RFQ)	Under \$10,000	No quotes	PA in H.T.E system
		\$10,000 - \$25,000	3 quotes (written)	PA in H.T.E system
		Over \$25,000	Competitive Proposal (Written)- Public notice issued inviting sealed bids, solicitation or sealed proposals, and insurance	PA will award contract
		Over \$100,000	Approval by BOF, BOR, and Mayor	
Sec. 23 - 18.1 & 18.4	Purchases and Purchase Orders (PO's)	Under \$50,000	No Contracts	
		Over \$50,000	Written Contracts	
		Over \$100,000	Approval by BOF, BOR, and Mayor	
Sec. 23 - 18.13	Surplus Property/Equipment	Listing/Disposal/Donation and Records to be Maintained of Surplus Property/Equipment	Departments must provide statement form requestion disposal by including date item purchased, purchase price, and use to which property/equipment were put to use.	PA (under \$1k), Mayor
Sec. 23 - 18.3B	Bid Waivers (BW) - As specified in Purchasing Ordinance. "For either critical emergencies or other reasons specified in the PO. Waives the competitive bid or proposal process.	Under \$50,000	Department requests (PQ can be issued). Time is a critical factor and sole provider for the product type. No Competitive Bid or Proposal Process	PA, DOA, and Mayor
		Over \$50,000		PA, DOA, and Mayor
		Over \$100,000		PA, DOA, BOF, and Mayor

2/2

COS Purchasing Ordinance Compare Table
Capital Project/Operating Expenditure BOE Capital Projects
Updated: 12-7-2011

Chp 23, Ordinance 1177, Article II, Purchasing, amended effective date 11-22-14

Exhibit (b)

Ordinance Sections	Description	Dollar Threshold	Required Documentation	Approval Required
4	Sec. 23 - 18.5 Federal Contracts (GSA), (COOP), and State Contracts	When determined by purchasing agent may utilize if in the best interest of the city.	Award is made. Providing that proper bidding and award procedures have been used at the state level.	PA
5	Miscellaneous Contracts-(MISC) No other category to fall under. Examples include Grants, Contracts from other states, towns.	When determined by purchasing agent may utilize if in the best interest of the city.	Award is made. Providing that proper bidding and award procedures have been used.	PA
6	Sec 23 - 18.8 Reporting	Contracts Awarded by Competitive Bid process.	PA files written quarterly reports to DOA, Mayor, BOF, and BOR	
		Contracts Awarded Competitive Proposal process.		
		Contract Extensions		
		Contract through state bids		
		Bid Waivers		
7	Sec. 23 - 18.7 Exemptions from City's Purchasing Ordinance	A List of All Contracts Awarded for Purchase of Goods and Services.	PA files annually with City's Town Clerk	
		(Name, address, department making purchase, minority status of vendor/contractor, type of goods/services, total price paid.		
7	Sec. 23 - 18.7 Exemptions from City's Purchasing Ordinance	Public Utilities are not subject to Purchasing Ordinance	Invoice from vendor	PA in H.T.E system
8	Muni Code Sec. C5-20-4 Not in Purchasing Ordinance but Charter Code (Exemption)	Legal/Professional Fees from Legal Department	Invoice from vendor	PA in H.T.E system

Descriptions	Legends
Purchasing Agent	PA
Director of Administration	DOA
Legal Department	LD
Risk Manager	RM
Board of Finance	BOF
Board of Representative	BOR

212

Sec. 23-18.13. - Surplus personal property and equipment.

Exhibit (C)

1. *Listing of Surplus Property.* Each city office, department, board, commission, authority, the Board of Education or other agency shall furnish to the Purchasing Agent, on such forms and at such time as the Purchasing Agent may prescribe, a statement of surplus or unusable supplies, material or equipment in its custody or control. To the extent that it is possible, using due diligence and inquiry, said statement shall include the date such items were purchased, the purchase price, and the use to which they were put from the date of purchase to the present. Copies of said statements shall be provided by the Purchasing Agent to the Board of Representatives.
2. *Disposal by Public Auction.* If the Purchasing Agent believes that the surplus or unusable supplies, materials or equipment cannot be used or made available for use by the City, the Purchasing Agent may dispose of such supplies, materials or equipment from time to time at public auction or upon sealed bids.
3. *Exemptions.*
 - (a) The provisions of this ordinance shall not require a public auction for the disposal of surplus or unusable supplies, materials or equipment which has a current value of one thousand dollars (\$1,000.00) or less. The Purchasing Agent may, at his or her own discretion, dispose of such property, either singularly, or in lots, by the sealed bid process.
 - (b) In the event that the Purchasing Agent determines that surplus or unusable supplies, materials or equipment have no market value, then he or she shall make a list of said property and forward said list to the Mayor. Upon written approval of the Mayor, the Purchasing Agent may throw out or otherwise dispose of said surplus or unusable supplies, materials or equipment.
4. *Donation of Surplus Property.* Upon written approval of the Mayor, the Purchasing Agent may donate city surplus or unusable supplies, materials or equipment to not-for-profit agencies and/or causes, or other governmental or quasi-governmental agencies.
5. *Records to be Maintained.* The Purchasing Agent shall maintain records of all transactions made pursuant to this ordinance. Said records shall include, but not be limited to: lists of equipment that has been sold, including the name of the purchaser and the purchase price; lists of equipment that has been disposed of; and lists of equipment that has been donated, including the name and address of the donee, the date of the transaction and the approximate value of the equipment on the date that it was donated.

Department Name: _____

Surplus Item For Sale () or Disposal (): Please Check one

Item: _____ Purchase Date (Estimated): _____

Original Purchase Price (Estimated): \$ _____

Usage of Item/General Comments: _____

Is item currently usable/functional? Yes _____ No _____

Does the item have any value? Yes _____ No _____ If yes, what is the estimated value: _____

Name of Individual Requesting Sale/Disposal: _____ Title: _____

Approved by Department Head: _____ Date: _____

Approved by Purchasing Agent: _____ Date: _____

Approved by Mayor: _____ Date: _____

Upon completion of form by department personnel, please return to: Erik J. Larson, City Purchasing Agent.

Exhibit (D)

MAYOR
DAVID R. MARTIN



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
STAMFORD, CT 06901

Exhibit (E)

CONTROLLER
DAVID A. YANIK
203 977.4186

EMAIL: DYANIK@STAMFORDCT.GOV

Date: May 26, 2017

To: City Directors and Department Managers
Board of Education Administrators and Managers

Cc: Bev Aveni
Jay Fountain
Lee Berta
Karen Vitale
Joy Hussey
Nikoleta McTigue, Blum Shapiro

From: David Yanik

Subject: June 30, 2017 (F2017) Year-End Closing Instructions –
Purchasing & Procurement

This memo provides guidance to Department Managers and Directors regarding purchasing and procurement cut-off dates as we transition from Fiscal Year 2017 (F2017) to Fiscal Year 2018 (F2018). With June 30, 2017 falling on a Friday this year, you should plan to complete all approvals and system input activity as far ahead of that date as possible.

Please email Bev Aveni with any questions you might have regarding these guidelines.

Purchases/Encumbrances

- The final day for submitting purchase requisitions for current fiscal year operating expenditures is Friday, June 2nd. All department approvals (HTE Levels 1, 2 and 3) required on the requisition must be completed by this date.
- Beginning July 1, 2017, please clearly indicate on each vendor's invoice the applicable fiscal year (F2017 versus F2018) for processing purposes.
- All open non-capital purchase orders that will not be encumbered should be cancelled or closed out in conjunction with the fiscal year-end closing:
 - Email Beverly Aveni, City Purchasing Agent to cancel or closeout any current-year non-capital expenditure purchase orders for the City of Stamford.
 - Email Vivens Joachim, BOE Purchasing Department, to cancel or closeout any current-year non-capital expenditure purchase orders for the Board of Education.

Procedures for the new Fiscal Year (F2018)

- New purchase requisitions (for either operating expenditures or capital projects) for F2018 must not be entered until after July 1st.

PA 1/2

Exhibit (E)

- As a reminder, all periodic recurring expenditures should be encumbered for the full year amount.
 - For, example, if you are leasing a copy machine and need to make monthly payments, you should enter only one purchase requisition/purchase order for the 12 months of estimated expenditures (HTE will not allow you to enter 12 separate purchase requisitions/purchase orders).
 - Another example would be for office supplies. You should enter one draw-down requisition for what you expect to spend for the full year (you can always add to, or reduce, draw-down amounts as the year progresses). This approach will save us all time and effort in issuing and re-issuing purchase requisitions/purchase orders month after month.
- Continue to submit your prior fiscal year invoices, as coded against existing purchase orders, to Accounts Payable for payment. We need your cooperation to review and code vendor invoices and to submit them promptly so the Accounts Payable Dept. can process them before the fiscal year-end processing cut-offs.
- You should expect to continue to be required to provide written explanations for all purchase requisitions for goods/services ordered before a valid purchase order has been issued. Your explanation should describe the 'emergency' that existed that necessitated circumventing existing procurement policies.
- Please do not hold onto vendor invoices. You should be forwarding them to Accounts Payable as soon as they are approved so they can be entered into HTE.

Summary of Key Dates:

Jun 2, 2017 Last day to submit F2017 Operating Expenditures Requisitions

Jul 1, 2017 Date to begin entering F2018 Purchase Requisitions

Aug 25, 2017 Cut-off for submitting vendor invoices for F2017 encumbrances

Rg 2/2



3. Purchasing

A. Process Overview

City policies and procedures related to purchasing are designed to ensure that goods and services are procured in a manner that is fair and competitive; that public funds are properly controlled and wisely spent; and that transactions are properly authorized and approved.

B. City Charter/Code of Ordinances References

<u>Reference</u>	<u>Subject</u>
§§ 23-14 to 23-18	City Purchasing ordinance, revised 2/1/99

C. Significant Policies

- ♦ **Quotations – Goods and General Services:** Purchases of goods or general services which are in excess of three thousand dollars (\$3,000), but are less than the limit set by the Board of Finance (currently \$7,500) shall be based upon price quotations. Purchase requisitions shall not be split to avoid this requirement. Price quotations, either oral or written shall be solicited from at least three vendors or service providers, or obtained from current catalogs or price sheets (Code §23-16, B.).
- ♦ **Competitive Bids – Goods and General Services:** Purchases of goods and general services which are in excess of the limit set by the Board of Finance (currently \$7,500) shall be made by sealed competitive bid as described in Code §23-17. Purchase requisitions shall not be split to avoid this requirement.
- ♦ **Special or Professional Services:** Purchases of special or professional services costing less than \$10,000 do not require price quotations. For purchases of \$10,000 but less than \$25,000, proposals should be requested from at least three qualified firms. For purchases of \$25,000 or greater, a sealed competitive bid shall be administered by the Purchasing Agent. For purchases of \$100,000 or greater, a sealed competitive bid shall be administered by the Purchasing Agent, and approved by the Mayor, Board of Finance and the Board of Representatives.



**CITY OF STAMFORD
ACCOUNTING POLICY AND
PROCEDURES MANUAL**

Exhibit (F)

D. Attachments – See Appendix A

1. Procedures Concerning City Surplus Property
2. Exemption Certificate
3. City Purchasing Ordinance

3 Purchasing

Note to Users: The City's purchasing policies and procedures are outlined in the City Purchasing Ordinance.



**CITY OF STAMFORD
ACCOUNTING POLICY AND
PROCEDURES MANUAL**

(Exhibit F)

4 Accounts Payable

4.1 Pre-Audit Approval of Purchase Requisitions

- 4.1.1 The Controller's Office is responsible for Pre-Audit approval of all purchase requisitions.
- 4.1.2 Once each purchase requisition has been approved on the HTE system at the first, second and third levels, the Controller's Office is responsible for reviewing the requisition for the following items:
- Proper completion and approval of requisition
 - Correct commodity code
 - Proper general ledger account and project code
 - Availability of funds
 - Compliance with requisition policy
 - Multiple approval levels

4.2 Receipt of Goods/Services

- 4.2.1 All goods should be shipped to, or otherwise delivered to the department that authorized the related purchase order.
- 4.2.2 When goods are delivered, the receiving personnel from the ordering department are responsible for documenting those items received and accepted. The packing slip is to be compared to each item received and a check mark (✓) is to be placed next to each item on the packing slip that has been received in working condition and in the quantity ordered. If a packing slip is not enclosed, a copy of the corresponding purchase order should be used.
- 4.2.3 If items listed on the packing slip are not received, those items should be identified on the packing slip and the initials N.R. (not received) noted next to them. If the quantity received is less than the amount ordered, that information should also be noted on the packing slip.
- 4.2.4 If the packing slip indicates that certain items are back ordered, those items should be identified and the initials B.O. (back ordered) noted next to them.
- 4.2.5 The individual responsible for unpacking and checking the shipment should be someone other than the requisitioner and should note any pertinent information about the order on the packing slip (see 4.2.2 through 4.2.4 above). This individual should also sign his/her name and note the date that the shipment was inspected.
- 4.2.6 Receipt of goods and services must be documented electronically on the HTE system in order for an invoice to be paid. Departments should only receive amount to be paid (not entire P.O.) unless order is complete. Upon receipt of goods and services, the appropriate departmental personnel are responsible for acknowledging the receipt on the system and noting partial shipments and backorders accordingly.
- 4.2.7 If a shipment is received and the receiving department does not have a corresponding purchase order on file, the City Purchasing Department should be contacted immediately. No department should accept or use items that do not appear on a properly authorized purchase order, or are

J Catalano & Sons, Inc

34 South Water St.
Greenwich, CT 06830
(203) 531-8207

Sold To: CITY OF STAMFORD

185 MAGEE AVE.
STAMFORD, CT 06902
203-914-3378

Invoice Reprint

Invoice Number: 96152734
Salesperson: PHIL CATALANO III
Cashier: PHIL CATALANO III
Date: 04/24/2015 10:33 AM

Qty	S/O	PA	Part Number	Description	Price	Discount	Sold Now	Bin
1	0	0	0 6H1-43869-00-00	O-RING	\$6.70	\$5.70	\$5.70	03 D
1	0	0	0 69J-43826-00-00	BODY, RESERVOIR	\$201.88	\$171.60	\$171.60	
1	0	0	0 93210-09350-00	O-RING	\$3.13	\$2.68	\$2.68	06 E
1	0	0	0 6H1-43829-00-00	PLUG, RESERVOIR	\$11.69	\$9.94	\$9.94	03 C
3	0	0	0 69J-43888-00-00	BOLT, SOCKET	\$6.33	\$5.38	\$16.14	

Subtotal \$242.39
Less Discount (\$36.35)
Sales Tax \$0.00
Invoice Total \$206.04
Total Amount Due \$206.04

CITY OF STAMFORD - AR
CHARGE \$206.04

THANK YOU FOR YOUR BUSINESS! NO ITEMS MAY BE RETURNED WITHOUT A RECEIPT. ITEMS MUST BE RETURNED WITHIN 7 DAYS.
BOATS, OUTBOARDS AND ELECTRICAL PARTS CANNOT BE RETURNED.

CHK # 161109
CHK dated: 4/29/2015



181 West Avenue
Darien, CT 06820
T: 203-655-2525
F: 203-655-7557

Exhibit (G)

Bethel, CT (203) 797-1212 (800) 797-6511	Branford, CT (203) 488-3551 (866) 758-3551	Darien, CT (203) 655-2525 (800) 390-1000	Lewesboro, NY (914) 533-2517 (888) 533-2517
New London, CT (860) 439-0155 (866) 439-0155	New Milford, CT (860) 355-5566 (888) 350-8966	Niantic, CT (860) 739-5441 (800) 303-6526	Wilton, CT (203) 761-1000 (866) 842-7883

TRANSACTION
TYPE
Charge Invoice

STORE
Darien, CT

BILL TO: CITY OF STAMFORD MAINT ATTN: JOANNE P.O. #900064 185 MAGEE AVENUE STAMFORD Phone 203-914-3378	SHIP TO: 426 SHIPPAN AVENUE STAMFORD CT 06902
------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

CUSTOMER CODE DSTAMMA	TRANSACTION DATE 060915	NUMBER 693909	TIME 10:23	CUSTOMER PURCHASE ORDER NUMBER 130272	SALESPERSON 162 Frank Bowron
APPLY TO 0 1	ORDER DATE	ORD/QTE NO.	TERMS 2 1/2 15th, Net 25 Days	TAX JURISDICTION TAX EXEMPT-MUNIC.	

ITEM	ORDER QTY	SHIP QTY	LOC	DESCRIPTION	PRICING UNIT	PRICING PER UOM	NET AMOUNT
54612T	100	100		PLEASE DELIVER 6-9-15			
2612T	25	25		5/4X6X12' SYP TREATED C&Btr	1200.000	1.150 LNFT	1380.00
				2X6X12' SYP TREATED #1 PREMIER	300.000	1.300 LNFT	390.00
				PLEASE CALL 30 MIN PRIOR TO DELIVERY			

*Cholis
Entered
with HTR
130272
(Signature)*

*chk# 104268
checked 4/22/2015*

RECEIVED IN GOOD CONDITION BY:
RONALD D'AMICO

X

CUSTOMER COPY

NET AMT	MISC CHARGE	FREIGHT	SALES TAX	REMAINING DEPOSIT	INVOICE TOTAL
1770.00		0.00	0.00		1770.00

Page: 1

pg 2/E

GRAINGER.339 WEST AVE.
STAMFORD, CT 06902-6313
www.grainger.com

PAGE 1 OF 1

ORIGINAL INVOICEGRAINGER ACCOUNT NUMBER
INVOICE NUMBER
INVOICE DATE
DUE DATE
AMOUNT DUE851145789
9475013836
06/24/2014
07/24/2014
211.82Ship to information is listed below
in the description sectionBILL TO
MDG2014 00007936 1 AB 0406CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152PO NUMBER: 911818
CALLER: SEAN ELUMBA
CUSTOMER PHONE: (203) 977-4688
ORDER NUMBER: 1211500121
INCO TERMS: FOB ORIGINInterested in receiving invoices via email?
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU!

FBI NUMBER 35-1150280

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4843

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
		The following items were shipped to: CITY OF STAMFORD PARK DEPT 426 SHIPPAN AVE STAMFORD CT 06902-6068			
12U071		POLISHING PAD, CURVED EDGE, 7-1/2 IN, WOOL MANUFACTURER # 12U071	1	12.46	12.46
16V425		MECHANICS GLOVES, BLACK, L, PR MANUFACTURER # MFF-05-010	2	22.32	44.64
4CR43		TONGUE AND GROOVE PLIERS, 16-1/2 IN MANUFACTURER # 460	1	31.60	31.60
4WM41		DRILL AND SCREW BIT SET, 7 PIECES MANUFACTURER # DW2095	1	17.07	17.07
2KU25		VOLTAGE DETECTOR, 5 IN. L, 90 TO 1000VAC MANUFACTURER # FLUKE-1AC-A1-II	1	34.61	34.61
2AEX1		BATTERY CHARGER, NICO, NIMH, LI-ION MANUFACTURER # DC9310	1	71.44	71.44
		Delivery # 6263472931 Date shipped: 06/24/2014			
INVOICE SUB TOTAL					211.82

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility
for compliance with US export controls. Diversion contrary to US law prohibited.

PAYMENT TERMS NET 30 DAYS. PAY THIS INVOICE NO STATEMENT SENT. PAYABLE IN U.S. DOLLARS.

AMOUNT DUE 211.82

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152REMIT TO:
GRAINGER
DEPT. 812048809
PALATINE, IL 60038-0001CHK # 979748
chk dated: 7/14/14
X

812048809947501383610000211821000000010000000100000014072449

ACCOUNT NUMBER
851145789DATE
06/24/2014INVOICE NUMBER
9475013836AMOUNT DUE
211.82

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE

pg 3/5

GRAINGER.339 WEST AVE.
STAMFORD, CT 06902-6313
www.grainger.com

PAGE 1 OF 1

ORIGINAL INVOICEGRAINGER ACCOUNT NUMBER 851145789
INVOICE NUMBER 9751064230
INVOICE DATE 05/27/2015
DUE DATE 06/26/2015
AMOUNT DUE 297.40Ship to information is listed below
in the description sectionBILL TO
MDG2015 00006229 1 AB 0406CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152PO NUMBER: 130196
CALLER: SEAN ELUMBA
CUSTOMER PHONE: (203) 977-4688
ORDER NUMBER: 1235718029
INCO TERMS: FOB ORIGINInterested in receiving invoices via email?
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU!

FEI NUMBER 36-1150280

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	The following items were shipped to: CITY OF STAMFORD PARK DEPT 426 SHIPPAN AVE STAMFORD CT 06902-6068			
44X198	STRING TRIMMER, 21.2CC, 17 IN. CUT WIDTH MANUFACTURER # SRM-225	1	264.66	264.66
44X209	TRIMMER LINE, .095 IN. DIA MANUFACTURER # 21560056 Delivery# 6292498685 Date shipped: 05/27/2015	1	32.74	32.74
INVOICE SUB TOTAL				297.40

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility
for compliance with US export controls. Diversion contrary to US law prohibited.

PAYMENT TERMS NET 30 DAYS. PAY THIS INVOICE NO STATEMENT SENT. PAYABLE IN U.S. DOLLARS.

AMOUNT DUE 297.40

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152REMIT TO:
GRAINGER
DEPT. 812048809
PALATINE, IL 60038-0001

812048809975106423010000297401000000010000000100000015062654

ACCOUNT NUMBER
851145789DATE
05/27/2015INVOICE NUMBER
9751064230AMOUNT DUE
297.40

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE.

pg 4/5

GRAINGER.
11111

339 WEST AVE.
STAMFORD, CT 06902-6213
www.grainger.com

PAGE 1 OF 1

ORIGINAL INVOICE

GRAINGER ACCOUNT NUMBER
INVOICE NUMBER
INVOICE DATE
DUE DATE
AMOUNT DUE

851145789
9773304424
06/23/2015
07/23/2015
199.52

Ship to information is listed below
in the description section

BILL TO
MDG2015 00006010 1 AB 0416

CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152

PO NUMBER: 130196
CALLER: SEAN ELUMBA
CUSTOMER PHONE: (283) 977-6688
ORDER NUMBER: 1237942959
INCO TERMS: FOB ORIGIN

Exhibit (G)

Interested in receiving invoices via email?
Sign up for paperless invoicing at:
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THANK YOU!

FEI NUMBER 35-1150283

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4843

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
		The following items were shipped to: CITY OF STAMFORD PARK DEPT 428 SHIPPAN AVE STAMFORD CT 06902-4068			
	21V898	KNIFE, WHARNCLIFFE, 2.85 IN. STEEL MANUFACTURER # 51061	1	25.88	25.88
	22MMJ39	TACTICAL FOLDING KNIFE CURVED, AUS8, ORG MANUFACTURER # 51086	1	39.22	39.22
	4KF19	SPLIT JAW CLAMP METER, 100A MANUFACTURER # FLUKE-T5-600 Delivery # 6295003146 Date shipped: 06/23/2015	1	134.42	134.42
INVOICE SUB TOTAL					199.52

*7/2/15
Entered
into FILE
130196*

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility
for compliance with US export controls. Direction contrary to US law prohibited.

PAYMENT TERMS NET 30 DAYS. PAY THIS INVOICE NO STATEMENT SENT. PAYABLE IN U.S. DOLLARS.

AMOUNT DUE 199.52

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
CITY OF STAMFORD PARK DEPT
PO BOX 10152
STAMFORD, CT 06904-2152

REMIT TO:
GRAINGER
DEPT. 812048809
PALATINE, IL 60038-0001

*CHK # 1054415
CHK dated 7/15/15
x*

812048809977330442410000199521000000010000000100000015072322

ACCOUNT NUMBER
851145789

DATE
06/23/2015

INVOICE NUMBER
9773304424

AMOUNT DUE
199.52

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE.

pg 5/5



181 West Avenue
Darien, CT 06820
T: 203-655-2525
F: 203-655-7557

Exhibit (H)

Bethel, CT (203) 797-1212 (800) 797-6511	Branford, CT (203) 488-3551 (866) 758-3551	Darien, CT (203) 655-2525 (800) 390-1000	Lewisboro, NY (914) 533-2517 (888) 533-2517
New London, CT (860) 439-0155 (866) 439-0155	New Milford, CT (860) 355-5566 (888) 350-8966	Niantic, CT (860) 739-5441 (800) 303-6526	Wilton, CT (203) 761-1000 (866) 842-7883

TRANSACTION
TYPE
Charge Invoice

STORE
Darien, CT

BILL TO:	SHIP TO:
CITY OF STAMFORD MAINT ATTN: JOANNE P.O. #900064 185 MAGEE AVENUE STAMFORD CT 06902 Phone 203-223-3902 M	DELV. TO: 426 SHIPPAN AVE STAMFORD CT 06902

CUSTOMER CODE DSTAMMA	TRANSACTION DATE 070317	NUMBER 771608	TIME 09:34	CUSTOMER PURCHASE ORDER NUMBER PO 320325	SALESPERSON 80 Bill McClure
APPLY TO O P	ORDER DATE	ORD/QTR NO.	TERMS 2 1/2 15th, Net 25 Days	TAX JURISDICTION CT EXEMPT UNDER CERT	

ITEM	ORDER QTY	SHIP QTY	LOC	DESCRIPTION	PRICING UNIT	PRICING PER UOM	NET AMOUNT
SOF	8	8		MUST DELIVER BEFORE 3 PM SPRUCE STOCKADE FENCE 8 X 8 PO#-01-193318-80 REC'D 7-3-17 LOC: ON-1, BY SHIPPING, BRYAN EASTERN FENCE/1425022	8.000	108.380 EACH	867.04

(Handwritten signature)

MARINA
FUND #28

RECEIVED IN GOOD CONDITION BY:
MIKE BROWN

X

Marina
Fund #28

P.O. 320495-18269
P.O. 320250-74.14

Facilities
Maintenance
Fund #01
Program (2135)

NET AMT 867.04	MISC CHARGE	FREIGHT 0.00	SALES TAX 0.00	REMAINING DEPOSIT	INVOICE TOTAL 867.04
-------------------	----------------	-----------------	----------------------	----------------------	----------------------------

P.O. 320325-670.31
Park & Maintenance
Fund #01
Program (2134)
256.73

PAGE NO 3

**485 HOPE ST
STAMFORD, CT 06906**

PHONE: (203) 327-0460

We appreciate your business!

CUST#: 146099
TERMS: NET 30
P.O.#: 320312

INV #: 333395
DATE: 6/30/17
CLERK: RC
TERM#551
TIME: 1:28

PO # 320312

INVOICE

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
4	EA	188001	MAG LG BLK/GRY GRIP GLOVE	4		3.99 /EA	15.96 N
1	EA	188011	MAG LG PRM MESH GLOVE	1		15.99 /EA	15.99 N
1	EA	188589	MAG MED PRM MESH GLOVE	1		15.99 /EA	15.99 N
2	EA	188194	BT LG HI PERF UTIL GLOVE	2		9.99 /EA	19.98 N
1	EA	708313	CL 4366 6" DIAG PLIERS	1		23.99 /EA	23.99 N
1	EA	836536	IG 5GAL COMM WTR COOLER	1		57.99 /EA	57.99 N
1	EA	824597	WEB SM ALUM DRIP PANS	1		7.99 /EA	7.99 N
1	EA	142345	FIS 7" FOLD PRUNE SAW	1		19.99 /EA	19.99 N
1	EA	215366	KINGS GRILLING FOIL	1		6.99 /EA	6.99 N
1	EA	586216	DR 16" TOUCH N FLOW WAND	1		24.99 /EA	24.99 N
2	EA	791053	ARN .105 165' MAXI TRIM LINE	2		19.99 /EA	39.98 N
1	EA	114593	CHINET 8-3/4" LUNCH PLATE	1		9.99 /EA	9.99 N
1	EA	466631	SPALD INFLATING NEEDLE CD3	1		2.49 /EA	2.49 N
2	EA	791046	ARN .095 200' MAXI TRIM LINE	2		16.99 /EA	33.98 N

AMOUNT CHARGED TO STORE ACCOUNT

1,396.15

BLE

0.00

NON-TAXABLE
SUBTOTAL
TD DISCOUNT

-98.20

TAX AMOUNT
TOTAL AMOUNT

1396.15

Received By

Place Part
accordingly

P.O. 30265-47.16

Paid Account No. #	TOTAL AMOUNT	1396.15
320312	851.64	

5445

James P.O.# 320803 - 497.35

Fund #28

KARP'S TRUE VALUE HARDWARE

PAGE NO 2

485 HOPE ST
STAMFORD, CT 06906

PHONE: (203) 327-0460

We appreciate your business!

CITY OF STMPD PARKS DEPAR
ATTN: JO-ANN MORI
185 MAGEE AVENUE
STAMFORD CT 06902

CUST#: 146099
TERMS: NET 30
P.O.#: 320312

INV #: 333395
DATE: 6/30/17 TIME: 1:28
CLERK: RC TERM#551
SISPR: MF MARC FOGEL
TAX: M MUNICIPAL AND FEDERAL

PO # 320312

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	EA	177359	DW 40PC IMP DRIVER SET	1		36.99 /EA	36.99 *N
1	EA	205840	MIL SHOCKW BIT SET 15pc	1		29.99 /EA	29.99 *N
2	EA	268766	BELL TIRE PLUG REFILL KIT	2		2.99 /EA	5.98 N
1	EA	850786	HOP GIANT FUNNEL	1		6.99 /EA	6.99 N
1	EA	119073	MM 8PC SAE Impact Set	1		36.99 /EA	36.99 N
1	EA	208394	JON 24" ALUM BOX LEVEL	1		28.99 /EA	28.99 N
1	EA	528374	CL 7.5" L NOSE PLIERS	1		25.99 /EA	25.99 N
1	EA	708321	CL 357G 7" END CUT NIPPER	1		28.99 /EA	28.99 N
1	EA	500496	CL 2PC PUMP PLIERS SET	1		29.99 /EA	29.99 *N
1	EA	708354	CL 7" DIAGONAL PLIER	1		23.99 /EA	23.99 N
1	EA	105270	MM 1/2DR 15" FLEX HANDLE	1		31.99 /EA	31.99 N
1	EA	120754	MM 1/2" SLIM Head RATCHET	1		32.99 /EA	32.99 N
1	EA	9941	TUB O TOWELS 40CT	1		7.99 /EA	7.99 N
1	EA	9616	TUB O TOWELS 90CT	1		16.99 /EA	16.99 N
1	EA	140988	XX MM 3PC LOCK PLIERS SET	1		22.99 /EA	22.99 *N
1	EA	211399	DW 8PC SCREWDR SET	1		34.99 /EA	34.99 N
1	EA	683605	FIS 28" BYP LOPPER	1		24.99 /EA	24.99 N
1	EA	120358	APEX 8PC SAE GEAR WRENCH SET	1		66.99 /EA	66.99 *N
1	EA	188001	MAG LG BLK/GRY GRIP GLOVE	1		3.99 /EA	3.99 N
1	EA	188526	MAG LG HI VIS NITR GLOVE	1		5.99 /EA	5.99 N

CONT'D

Subtotal \$504.79

Received By

X

KARP'S TRUE VALUE HARDWARE
485 HOPE ST
STAMFORD, CT 06906

PHONE: (203) 327-0460

PAGE NO 1

We appreciate your business!

CITY OF STMF D PARKS DEPAR
 ATTN: JO-ANN MORI
 185 MAGEE AVENUE
 STAMFORD CT 06902

CUST#: 146099
 TERMS: NET 30
 P.O.#: 320312

INV #: 333395
 DATE: 6/30/17 TIME: 1:28
 CLERK: RC TERM#551
 SLSPR: MF MARC FOGEL
 TAX: M MUNICIPAL AND FEDERAL

PO # 320312

 * INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	EA	377432	KOD 36" ALU LANDSCAPE RAKE	1		59.99 /EA	59.99 *N
1	EA	209286	RM ANG HOUSE BROOM	1		14.99 /EA	14.99 *N
1	EA	209282	RMCOM BLK LOBBY DUST PAN	1		19.99 /EA	19.99 *N
2	EA	105585	NSR 5GAL NO-SPILL GAS CAN	2		39.99 /EA	79.98 N
1	EA	198553	WM 5' WH CHAN CORD COVER	1		6.99 /EA	6.99 N
1	EA	3841	LIB 48x72 PEPPER RIB MAT	1		109.99 /EA	109.99 N
1	EA	5703	LIB 36x48 GRAY RIB MAT	1		54.99 /EA	54.99 N
3	EA	322842	CONTRACTOR BAGS 20CT	3		11.99 /EA	35.97 *N
1	EA	815912	AS FLOU WORK LIGHT	1		39.99 /EA	39.99 N
1	EA	F62069	FORN 12" BLK 100PK HD CABLE TIES	1		11.99 /EA	11.99 N
1	EA	815777	ME 100' CB 16/3 ORG EXT CORD	1		45.99 /EA	45.99 *N
1	EA	F62067	FORN 12" BLK 100PK HD CABLE TIES	1		11.99 /EA	11.99 N
1	EA	582476	FORN 8" BLK 100PK HD CABLE TIES	1		9.99 /EA	9.99 N
2	EA	205990	RCA 10oz PRECISION DUSTER	2		11.99 /EA	23.98 *N
1	EA	205997	GORILLA WOOD GLUE 8oz	1		5.49 /EA	5.49 *N
1	EA	587065	GOR 4oz GLUE	1		10.99 /EA	10.99 *N
1	EA	118887	APEX 3/4x75 NEVERKINK HOSE	1		80.99 /EA	80.99 N
1	EA	3733	ME BLK 6OUT SURGE STRIP	1		19.99 /EA	19.99 N
1	EA	126811	B&D 4SL TOASTER OVEN	1		42.99 /EA	42.99 *N
1	EA		DW 1/2" SOCKET ADAPTER	1		5.99 /EA	5.99 N
CONT'D							

\$ 693.20

X 
 Received By

Exhibit I

CLASSIFIED SERVICE RULES

City of Stamford, Connecticut

June 25, 2015

Adopted	07/01/50
Amended	09/01/53
Amended	03/07/78
Amended	06/28/78
Amended	05/22/80
Amended	08/26/82
Amended	09/22/83
Amended	04/26/84
Amended	02/19/87
Amended	06/21/88
Amended	04/22/08
Amended	06/25/15

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Rule 1. INTRODUCTION

CONTENTS:

1.1 FORWARD

1.2 PERSONNEL COMMISSION

1.3 EMPLOYEE ACCESS TO PERSONNEL RECORDS

1.1 Forward

The purpose of a municipal government is to provide necessary services for its citizens. The City of Stamford acknowledges this, as well as the fact that its most valuable asset in accomplishing these goals is its employees.

The City of Stamford is dedicated to a classified service that will maintain the integrity of classification, recruitment and selection of the most qualified individuals, which will treat employees with respect and consideration and through the quality of our policies and practices, demonstrate management's concern for their welfare.

Administration of the Classified Service shall be governed by these Rules, and the amendments that follow shall be approved by the Personnel Commission after public notice and hearing (City of Stamford Charter). In the event of any conflict between these rules and the City Charter, state law or collective bargaining agents, the latter shall prevail.

1.2 Personnel Commission

The Personnel Commission shall be organized and function as described in the City Charter of Stamford, Connecticut.

1.3 Employee Access to Personnel Records

Employees who wish to examine their Personnel records should send a written request to the Director of Human Resources (herein "Director").

Rule 2. DEFINITIONS

ALLOCATION

The assignment of a classification to an appropriate salary grade.

**APPOINTING
AUTHORITY**

Commission, commissioner, department head, administrator, executive officer, person authorized by statute or otherwise lawfully delegated to make appointments.

BAND SCORING

Banding is a technique that combines candidates with close test scores into one rank from which the hiring authority may appoint any member. It removes statically inappropriate barriers to appointing candidates who are best able to succeed, and enables government hiring officials to include modern workplace competencies in the selection analysis.

CLASS

Position or group of positions sufficiently similar in type of duties performed, degree of supervision exercised or received, minimum requirements of training, experience, or skill and other characteristics so that the same title, the same tests of fitness and the same schedule of compensation may be applied to each position in the group.

CLASSIFICATION

The assignment of a position to an appropriate class on the basis of the duties and responsibilities of the position.

**CLASSIFIED
SERVICE**

All positions in the city service except those designated as unclassified in the Charter.

**CLASS
SPECIFICATION**

A written description containing the official title and statement of the duties, authorities and responsibilities of the class, as well as the qualifications that are necessary for the satisfactory performance of its duties.

COMMISSION

The Personnel Commission as defined by Section 731 of the City Charter.

DAYS

Days shall mean calendar days unless otherwise indicated.

DEMOTION

The change of an employee from a position in one class to a position in a class with a lower salary grade.

DIRECTOR

The Director of Human Resources of the City.

DISCHARGE

The involuntary separation of an employee from the classified service.

ELIGIBLE

A person whose name is on an eligible list.

ELIGIBLE LIST

A list of qualified candidates who have met all the requirements for appointment to a position by completing a selection procedure as outlined in Section 735 and 736 of the Charter of the City of Stamford.

EMPLOYEE

Any person employed by the city who is paid a salary, whose position is in the classified service and who has been duly appointed in accordance with the Charter and Classified Service Rules.

FULL TIME
EMPLOYEE

An individual working thirty-five (35) or more hours per week on a year-round basis.

LAY-OFF

The involuntary separation of an employee from the classified service for an indefinite period made on the basis of financial or administrative reasons or any other reason beyond the control of the employee.

CLASSIFIED SERVICE
RULES

A system of appointments and promotions made on the basis of

merit and fitness.

OPEN COMPETITIVE
EXAMINATION

A test for original appointment in the classified service, that is open to all qualified persons who meet the minimum qualifications specified in the job announcement.

PART-TIME
EMPLOYEE

An individual working an average of fewer than 20 hours per week on a year-round basis.

PAY PLAN

A schedule of rates of compensation, including a minimum and maximum rate of pay according to salary grade.

PERMANENT
EMPLOYEE

An employee who has been appointed to a position in the classified service in accordance with Chapter 73 of the Charter and who has satisfactorily completed the probationary period.

PERMANENT PART
TIME
EMPLOYEE

An individual working an average of 20 hours or more, but less than thirty-five hours per week on a year-round basis.

POSITION

A job created in accordance with the Charter.

PROBATIONARY
PERIOD

A working test period during which an employee is required to demonstrate fitness to perform the duties of a class by actual on-the-job performance of those duties.

PROMOTION

Advancing an employee from a position in one class to a position in a class in a higher salary grade as a result of an appointment from a promotional list or an open-competitive list.

PROMOTION
EXAMINATION

A test for advancement within the service and limited to permanent City employees who meet the minimum qualifications specified in the job announcement. Probationary employees, who meet the minimum qualifications, may apply for and take the examination but will not be eligible for placement on the certified

list until successfully completing their probationary period.

PROVISIONAL
APPOINTMENT

An appointment made to a position for not more than six (6) months, pending the establishment of an eligible list as described in Section 735 of the City Charter.

REALLOCATION

A change of classification from one salary grade to another.

RECLASSIFICATION

A change of position from one class to another.

SALARY GRADE

A series of pay rates to which a classification has been assigned.

SEASONAL
POSITION

A position that is filled annually on a monthly or seasonal basis.

SUSPENSION

The temporary separation of an employee from the classified service for disciplinary or administrative reasons, with or without pay.

TRANSFER

The change of an employee from one position to another position in the same classification.

UNASSEMBLED
EXAMINATION

A test which scores candidates on the basis of training and experience.

Rule 3. CLASSIFICATION PLAN

CONTENTS:

**3.1 ADMINISTRATION OF THE
CLASSIFICATION PLAN**

3.2 CREATION OF NEW CLASSIFICATIONS

3.3 CLASS SPECIFICATION

3.4 CLASS TITLES

3.5 RECLASSIFICATION OF POSITIONS

3.6 PROHIBITION AGAINST OUT OF TITLE WORK

3.1 Administration of the
Classification Plan

- A. The Director shall be the administrator of the classification plan, which contains class specifications for all positions in the classified service.
- B. Administration of the plan shall include, but not be limited to, the following:
 - 1) Maintaining class specifications for all positions in the classified service.
 - 2) Periodically reviewing the classification of positions.
 - 3) Recommending that existing classes be abolished, combined with existing classes or that new classifications be created.
 - 4) Investigating requests received for new classifications from appointing authorities.
 - 5) Modifying class specifications as the nature of duties and responsibilities change.
- C. When vacancies occur, the Director shall investigate the duties and responsibilities of the position, reclassify it or reallocate the salary if necessary.

3.2 Creation of
New Classification

- A. After investigation, the Director can recommend the establishment of a new classification for approval by the Personnel Commission.
- B. The new classification shall include a class title, statement of duties and responsibilities and minimum qualifications necessary to perform the duties of the class.
- C. The new classification shall be added to the classification plan after it is approved by the Personnel Commission and shall be effective on that date.

3.3 Class Specification

Specifications shall be descriptive and explanatory of the type and scope of the work required of the class, but is not inclusive of all its duties.

3.4 Class Titles

- A. The class titles provided in the classification plan shall be the official titles and shall be used on all official records, vouchers, payroll and communications concerning personnel.
- B. No person shall be appointed to, assigned to or employed in a class title which has not been approved by the Personnel Commission.
- C. When classifications are abolished by the Personnel Commission, the class specifications shall be removed from the classification plan.
- D. The class specification shall be maintained by the Director and shall be available for public inspection at the Office of Human Resources during regular business hours.

3.5 Reclassification of Positions

- A.
 - 1) At the request of the appointing authority or employee, the Director can recommend that a position be reclassified if there has been a substantial change in the nature of the position.
 - 2) All position reclassifications, which are not covered by a collective bargaining agreement, must receive the final approval of the Personnel Commission.
- B. Appointment to a position that has been reclassified shall be in accordance with Rules 4 and 6.

3.6 Out of Title Work

- A. No person shall be regularly assigned to perform any duties that are beyond the reasonable scope of his/her job title, except in an emergency situation when the proper authority may make a temporary assignment. It is understood that various job classifications may share similar duties.
- B. No credit shall be granted in an examination for out of title work unless the manager has submitted proper documentation to the Director prior to such out of title work.

Rule 4. SELECTION PROCESS

CONTENTS:

4.1 GENERAL SELECTION PROCEDURES

4.2 SELECTION PROCEDURES FOR CANDIDATES WITH DISABILITIES

4.3 PROMOTIONAL SELECTION PROCEDURES

4.4 SPECIAL SELECTION PROCEDURES

4.1 General Selection Procedures

- A. All appointments and promotions in the classified service shall be made according to the Charter.
- B. The type of selection procedures shall be determined by the Director and may include, but not be limited to, written, unassembled, medical, oral, physical and performance tests or any combination of these.
- C. Selection procedures shall relate to and test for the knowledge, skills and abilities required to perform the duties of the class for which the examinations are held.

4.2 Selection Procedures for Candidates with Disabilities

- A. The Director shall make reasonable accommodation as defined by the 1973 Rehabilitation Act, Section 504, and the Americans with Disabilities Acts, when administering a selection procedure to an otherwise qualified candidate with an acknowledged disability.
- B. Written request identifying the nature of the accommodation must be received by Human Resources. Along with request, documentation from a qualified authority shall be submitted to the Director by the candidate prior to such examination.
- C. No employee shall retain a job title if he or she permanently cannot perform the essential functions of the job, with or without reasonable accommodation. The employee shall be terminated or retired depending upon their length of service.

4.3 Promotional Selection Procedures

- A. Advancement within the service shall be by competitive promotional selection procedures as outlined in the Charter.

- B. The Director may require that such positions be filled by an open competitive examination.

4.4 Special Selection Procedures

For positions requiring no prior experience and education and for temporary and seasonal positions, the Director may authorize other appropriate selection procedures.

Rule 5. CLASSIFIED SERVICE EXAMINATIONS

CONTENTS:

5.1 EXAMINATION ANNOUNCEMENTS

5.2 EXAMINATION APPLICATIONS

5.3 DISQUALIFICATION OF APPLICANTS, CANDIDATES OR ELIGIBLES

5.4 ADMINISTRATION OF EXAMINATIONS

5.5 METHOD OF RATING EXAMINATIONS

5.6 NOTIFICATION OF EXAMINATION RESULTS

5.7 REVIEW OF EXAMINATIONS

5.1 Examination Announcements

A.

- 1) Announcements for open competitive examinations shall be posted for at least ten (10) working days in advance of the closing date for applications. Such announcements shall appear as specified in the Charter.

- 2) Announcements shall include:

- a. Job Title
- b. Last Filing Date
- c. Date of Examination
- d. Salary
- e. Duties and Responsibilities
- f. Type of Examination
- g. Minimum Qualifications

5.2 Examination Applications

All persons desiring to participate in any examination for a position must file a completed, signed application for each job

announcement on forms provided by the Director, including any other documentation the Director shall require to determine the applicant's qualifications.

5.3 Disqualification of Applicants, Candidates or Eligibles

A. The Director may reject applicants, candidates or eligibles for the following reasons, and such decisions are not subject to appeal:

- 1) Lack of any of the minimum qualifications established for the position.
- 2) Criminal conviction record.
- 3) A false statement of material fact on the application.
- 4) Attempt to use political pressure, bribery or illegal coercion to secure an advantage in the examination and appointment process.
- 5) Directly or indirectly obtained information regarding an examination to which he or she was not entitled.
- 6) Participation in the compilation, administration or correction of the examination.
- 7) Failure to submit the application correctly, completely or within the prescribed time limits.
- 8) Lack of any job related factor necessary to perform the duties of the class.
- 9) Failure to complete or pass any part of the selection process.

B. A disqualified applicant, candidate or eligible shall be notified of such action.

5.4 Administration of Examinations

A. Examinations shall only be held at the designated time and place as specified by the Director. The Director, may at his/her discretion for extenuating and extraordinary circumstances, designate an alternate time and place. These circumstances may include the following:

- 1) Death of an immediate family member.

- 2) Hospitalization of the applicant.
- 3) An obvious error on the part of the Office of Human Resources, such as, but not limited to, misinformation concerning the time and place of the examination.
- 4) Ordered U.S. military service.
- 5) Admission of an applicant to more than one City examination scheduled for the same date and time.
- B. Requests for alternate examination dates must be made in writing to the Director as soon as possible but in no event postmarked or received later than five days of the administration of the test.

5.5 Method of Rating
Examinations

- A. Objective measuring techniques and procedures, determined by the Director, shall be used in rating the results of tests and determining the relative ranking of candidates.
- B. In all examinations, the minimum rating, by which eligibility may be achieved, shall be established by the Director.

5.6 Notification of
Examination Results

Each person who takes an examination shall be notified about the results in writing of the examination

5.7 Review of
Examinations

- A. Each person taking the written examination may be entitled to inspect a copy of their answer sheet and examination booklet papers, under conditions and circumstances prescribed by the Director.
- B. This inspection must take place within thirty (30) days after the date that examination results were mailed to the candidate. No more than two (2) inspections shall be permitted.

Rule 6. FILLING VACANCIES

CONTENTS:

- 6.1 ORDER OF ELIGIBLE LISTS
- 6.2 ADMINISTRATION OF ELIGIBLE LISTS
- 6.3 REMOVAL FROM ELIGIBLE LISTS
- 6.4 RE-INSTATEMENT TO ELIGIBLE LIST
- 6.5 CERTIFICATION OF ELIGIBLE LISTS
- 6.6 APPOINTMENTS
- 6.7 TRANSFERS
- 6.8 PROVISIONAL APPOINTMENTS
- 6.9 APPOINTMENT TO A TEMPORARY POSITION
- 6.10 DURATIONAL APPOINTMENTS

6.1

Order of
Eligible Lists

- A. In filling vacancies, names shall be certified to the department head as prescribed by the Charter.
- B. The following employment lists shall be promulgated by the Director:
 - 1) Re-employment: There shall be two (2) types of re-employment lists:
 - a. Mandatory Layoffs - Permanent employees laid off due to lack of work, lack of funds or any other reason not attributable to themselves, shall be placed on a re-employment list for the appropriate class, in accordance with Rule 10.1. A mandatory list will be the only list certified for vacancies in the class, until such time as the list expires.
 - b. Non-Mandatory - Permanent employees with a satisfactory record of service who resign their position, in accordance with Rule 10.2, may request to be placed on an appropriate list for consideration for re-employment in the same or previously held classification. All requests must be made in writing to the Director within one (1) year of the date of resignation. Any person thus re-employed must successfully pass a medical exam and meet all applicable medical standards. In no event shall the existence of a non-mandatory list prohibit the certification of other types of eligible lists. In cases of

reinstatement from a non-mandatory list, the time between the date of resignation and re-employment shall not be applied to the employee's service.

2) Promotional

- a) No person shall be eligible for appointment from a promotional list until six (6) months from the date of his/her permanent appointment in the lower class position.
- b) This does not prohibit an employee with less than six (6) months of service from taking a promotional exam, provided the minimum requirements are met. If such employee passes the test, he/she will be placed on the open eligible list(s) as follows:
 - i. Promotional Only – Individuals will be placed on the promotional eligible list, but will not be eligible for appointment until he/she has successfully completed the probationary period in the lower class.
 - ii. Combined Promotional/Open Competitive – Individuals will be placed on both the promotional and open competitive lists until he/she has successfully completed the probationary period in the lower class. Once the individual's probationary period has been completed, his/her name will be moved from the open competitive eligible list to the promotional only eligible list.
- c) If three (3) or more names are eligible for certification from the promotional list, open competitive lists will not be submitted. If there are less than three (3) names, other appropriate lists shall

be submitted to the appointing authority concurrently.

3) Open Competitive

An open competitive list shall be certified when the

requirements in Rule 6.1 B1a and B2 have been met.

6.2 Administration of
Eligible Lists

- A. The eligible list established for each examination shall expire after two (2) years or sooner if exhausted, in accordance with the Charter. The Director shall have the right to extend any eligible list one time only for up to additional twelve (12) months.
- B. Two (2) or more eligible lists for the same classification of positions may be consolidated by the Director, according to the final scores received. In no case will the consolidation result in an extension of an eligible list beyond two years, except as allowed for under Section A above.
- C. (1) The Director shall have the power to correct any administrative error and amend any eligible list where such an error has been made.
(2) A correction in the rating shall not affect an appointment which has been made from the eligible list.

6.3 Removal From
Eligible Lists

- A. The name of any person appearing on an eligible list may be removed by the Director for the following reasons:
 - 1) The eligible cannot be contacted by mail within ten (10) calendar days.
 - 2) The eligible requests, in writing, that his/her name be removed from the list.
 - 3) The eligible refuses to accept the appointment.
 - 4) The eligible fails to appear for the scheduled interview or medical examination.
 - 5) Any cause specified in Rule 5.3 for the rejection of applicants may likewise be cause for removal from an eligible list.
 - 6) At the request of an appointing authority, the Director shall have the right to remove an eligible that has been passed over for appointment on three (3) certified lists

from that particular eligible list.

6.4 Re-instatement
to Eligible List

Upon written request, an eligible whose name has been removed from the eligible list for reasons stated in Rule 6.3 may be restored to that list at the discretion of Director.

6.5 Certification of
Eligible Lists

Whenever a vacancy is to be filled, the Director shall certify the names of the persons with the three (3) highest scores on the appropriate eligible list to the appointing officer. If the fourth and/or fifth scores are within five (5) points of the highest rating, the names of those persons will also be certified for appointment. Notwithstanding the foregoing; for entry level exams, where banded scores are used, and a band has twenty-five (25) or more individuals, the Human Resources Director shall have discretion to limit the number of bands on the appropriate certification list submitted to the appointing authority even if it results in less than three (3) bands being certified. Bands shall be established based on psychometric properties of the test score distribution or on job analysis information. All scores falling within a given band shall be considered tied.

6.6 Appointments

A. After interview and investigation, the appointing authority must make appointments from among those certified, within thirty (30) days of certification, and shall immediately notify the Director of the selection in writing. The Director may extend the thirty (30) days time limit at his/her discretion. Eligibles must be interviewed at least once by the appointing authority.

6.7 Transfers

B. Transfers may be made from a position in one department to a position in the same class in another department provided that the individual is selected by the appointing authority to fill the vacancy. An individual requesting a transfer must submit a written request to the Office of Human Resources.

6.8 Provisional
Appointments

- A. When an appointing authority finds it necessary to fill a vacancy and the Director is unable to certify three (3) or more eligibles, the Director may authorize the appointing authority to fill the vacancy by means of a provisional appointment.
- B. No provisional appointment shall be made without prior approval of the Director.
- C. A provisional appointment shall expire automatically six (6) months from the date of such appointment or within thirty (30) working days, whichever is sooner, after the establishment of an eligible list. This appointment shall not be subject to renewal.
- D. Any individual appointed provisionally must meet the stated minimum qualifications of the position as determined by the Director.

6.9 Appointment to a
Temporary Position

- A. Appointment to a temporary position shall be made from an eligible list, if one exists, and last no longer than twelve (12) months.
- B. Any persons appointed from an eligible list shall not relinquish eligibility for a permanent appointment if one is made.
- C. Any individual appointed temporarily must meet the stated minimum qualifications of the position as determined by the Director.

6.10 Durational
Appointments

- A. Appointments lasting longer than twelve (12) months may be made with the purpose of achieving a definite work project or study with the approval of the Personnel Commission. These appointments are not to exceed three (3) years.

Rule 7. APPEALS

CONTENTS:

- 7.1 APPEAL FROM DISQUALIFICATION OF APPLICANT
- 7.2 GENERAL APPEAL OF EXAMINATION RESULTS
- 7.3 APPEAL OF WRITTEN EXAMINATIONS
- 7.4 APPEAL OF ORAL OR UNASSEMBLED EXAMINATIONS
- 7.5 APPEAL OF MEDICAL EXAMINATIONS

7.1

Appeal From
Disqualification
of Applicant

- A. Any applicant, whose application for admission to an open competitive or promotional examination is rejected by the Director, may make a written request for a review ten (10) days from the date specified on the notification of disqualification. All requests shall be directed to the Director for reconsideration of the applicant's qualifications.
- B. If the Director confirms the rejection, the disqualified applicant may make a written appeal to the Personnel Commission within ten (10) days from the date of notification.
- C. Appeals will be heard by the Personnel Commission and shall be limited to a review of the candidate's ability to meet the stated minimum qualifications for admission to an exam, only on the basis of information submitted to the Human Resources Department prior to the Personnel Commission appeal.
- D. An applicant may only appeal disqualifications under section 5.3(A)(1), (4), (5), (6), or (8), to the Personnel Commission.
- E.
 - 1) The Director may allow an applicant to be admitted to an examination pending appeal.
 - 2) The applicant's examination papers will not be scored unless the appeal is upheld by the appropriate authority.
 - 3) In the event the appeal is denied, the examination will not be scored nor can the examination papers be reviewed by the candidate.

7.2 [General Appeal of
Examination Results](#)

A candidate may request the opportunity to review his/her examination results and file an appeal provided this opportunity may be denied on the basis of the requirements of the exam vendor. All appeals relating to Rule 5 should be made in writing to the Director and filed within thirty (30) days of the notification date of exam results. The candidate shall only have one opportunity to review the exam results. All appeals should be accompanied by appropriate documentation.

7.3 [Appeal of Written
Examinations](#)

- A. After review of written examination questions, a candidate may appeal the keyed answer by demonstrating that an alternative answer for that question is the best response of those given. Appeals must be made in writing on the form provided by the Human Resources Department.
- B. An applicant may appeal to assure that uniform procedures have been applied equally and fairly.
- C. An appeal from the decision of the Director shall be made in writing to the Personnel Commission within ten (10) calendars days of the denial.

7.4 [Appeal of Oral or
Unassembled
Examinations](#)

- A. In the case of oral and/or unassembled examinations, a candidate may appeal to the Director to assure that the computations made in determining a score are correct. If an error in a candidate's score has been made, the Director shall immediately correct the error and make the appropriate changes on the eligible list.
- B. The decision of the Personnel Director is final.

7.5 [Appeal of Medical
Examinations](#)

- A. A candidate may review medical examination reports.
- B. A candidate may be required to submit additional factual information from a licensed M.D. to determine if he/she meets the prescribed medical standards established for the position.

- C. The Director shall consult with the City Physician to evaluate the additional information prior to making a decision. The decision of the Director is final.

Rule 8. PROBATIONARY PERIOD

CONTENTS:

- 8.1 DURATION
8.2 EVALUATIONS
8.3 DISCHARGE DURING PROBATION
8.4 RESTORATION OF A DISCHARGED EMPLOYEE

8.1 Duration

Every person appointed to a permanent position shall be required to successfully complete a probationary period.

- A. The probationary period will be of sufficient length to enable the appointing authority to observe the employee's ability to perform the duties pertaining to the position.
- B. The minimum probationary period shall not be less than three (3) months in the case of an appointment from a non-mandatory re-employment and promotional lists and six (6) months duration in the case of appointment from an open competitive eligible list. The maximum length of the probationary period shall be one (1) year or longer if designated by a collective bargaining agreement.
- C. Employees who transfer are subject to a three (3) month probationary period.
- D. Upon expiration of the minimum period, the appointment will be permanent unless the appointing authority advises the probationer and the Personnel Director, in writing, that the probationary period will be continued. An extension of probation must have prior approval of the Director, or his designee, and be executed in writing.

8.2 Evaluations

The department head shall submit a written evaluation of the

employee midway through the probationary period, and one (1) month before its completion. A copy of the evaluation shall be given to the employee and the Director.

8.3 Discharge During Probation

- A. At any time during the probationary period, the appointing authority, with the approval of the Director, may discharge an employee if it appears that the employee is unwilling or unable to perform the duties of the position satisfactorily.
- B. These discharges by the appointing authority and reasons for discharge shall be sent in writing to the employee, with a copy to the Director.

8.4 Restoration of a Discharged Employee

- A. Open Competitive:
 - 1) Any employee removed from a position during or at the end of the probationary period, may request reinstatement to the eligible list by writing to the Director within ten (10) days.
 - 2) If the Director determines that the employee is suitable for appointment to another position, the employee's name may be restored to the list from which it was certified.
- B. Promotional:
 - 1) An employee appointed from a promotional list who does not successfully complete the probationary period may be reinstated to a position in the previously held classification, provided such a vacancy exists.

Rule 9. DISCIPLINE

CONTENTS:

9.1 DISCIPLINARY ACTION

9.1 Disciplinary Action

The grounds for disciplinary action shall be in accordance with the Charter.

Rule 10. WORKFORCE REDUCTIONS

CONTENTS:

10.1 LAYOFFS

10.2 RESIGNATIONS

10.3 REINSTATEMENT

10.4 UNAUTHORIZED ABSENCES

10.1 Layoffs

- A. A reduction in the number of employees sometimes becomes necessary due to economic reasons, the reorganization of a department, curtailment of activities or for reasons beyond the employee's control.
- B. The resulting layoffs shall be made by classification among incumbents of the affected departmental unit.
- C. Layoffs will be made in order of seniority in that particular classification.
- D. If two (2) or more employees have the same seniority date, the employee with the lowest examination score used for the appointment to the classification in question shall be laid off first. In the event of a tie examination score, the date of receipt of application shall apply. The earlier date shall prevail.
- E. Any employee to be laid off shall have the right to revert to a job classifications previously held, if he/she has greater seniority than the employee occupying the lower job class. Both classifications must be in the same departmental unit.
- F. Any employee so laid off will be placed on the re-employment list for a period of two (2) years and will be re-hired in the event of a vacancy in the classification he/she last held in reverse order of the layoff.

10.2 Resignations

- A. To resign in good standing, an employee must give the appointing authority at least fourteen (14) days prior written notice. The appointing authority may agree to permit a shorter period of notice due to extenuating circumstances.

10.3 Reinstatement

- A. Employees, who have resigned in good standing, may apply for re-employment, within one (1) year after their resignation

date. Such request must be made in writing to the Director.

B. Upon approval by the Director, or designee, such employee's name shall be placed on a non-mandatory re-employment eligible list.

C. The time between the date of resignation and re-employment shall not be applied to the employee's service.

10.4 Unauthorized Absences

A. When an employee is absent without authorized leave for a period of five (5) working days, the absence will be considered a resignation not in good standing effective on the first day of the unauthorized absence

B. Notification of acceptance of resignation will be sent by registered letter and regular mail to the last known address of the employee.

Rule 11. SALARIES

CONTENTS:

11.1 ADMINISTRATION OF THE SALARY PLAN

11.2 ALLOCATION OF CLASSIFICATIONS

11.3 APPOINTMENT RULE

11.4 PROMOTION RULE

11.5 PAY RATES ON DEMOTION OR TRANSFER

11.1 Administration of the Salary Plan

A. The Director shall be the administrator of the salary plan. The duties and responsibilities shall include, but are not limited to:

- 1) Developing administrative procedures for salary administration.
- 2) Recommending the allocation of salaries for new classifications.
- 3) Recommending reallocation of salaries for existing classifications.

11.2 Allocation of Classifications

A. Unless otherwise provided by labor contract, the Director shall recommend a salary range for new classifications to the Personnel Commission.

B. The salary range shall be effective when approved by the

Personnel Commission, unless otherwise provided.

11.3 Appointment Rule

- A. Unless otherwise provided for by labor contract, the minimum rate of pay for a class shall normally be paid upon appointment to a classification.
- B.
 - 1) An appointing authority may recommend an appointment at a higher rate than the minimum rate established for a position by written request to the Director.
 - 2) The Director may approve a starting rate up to the midpoint of the salary range.
 - 3) Requests to appoint at a salary range beyond the midpoint of the range require prior approval by the Personnel Commission.

11.4 Promotion Rule

- A. Unless otherwise provided by labor contract, employees promoted in accordance with these rules shall be placed in the salary grade for the new position according to the following step:
 - 1) Placement in the step in the new grade shall be closest to but at least 10% more than the step rate in the former grade, not to exceed the maximum step for the new grade.
 - 2) Unless otherwise provided by labor contract, the anniversary date for future step increases within the new grade shall be based upon the effective date of the promotion.

11.5 Pay Rates on Demotion or Transfer

- A. Demotion: If an employee is demoted, the rate of pay for the new position shall not exceed the maximum for the class to which the demotion is made.
- B. Transfer: In the event of a transfer, the salary shall remain the

same.

Rule 12. LEAVE OF ABSENCE

CONTENTS:

12.1 LEAVE OF ABSENCE

12.1 Leave of Absence

- A. An employee may request an unpaid leave of absence by submitting a request in writing to the appointing authority.
- B. After notifying the Director, the appointing authority may grant such a request for a period of time not to exceed three (3) months.
- C. Upon expiration of the leave of absence, the employee will be reinstated to his/her position provided the position has not been eliminated.
- D. Extensions beyond the original three (3) months must be submitted to the Personnel Commission for approval. Extension of leave for additional three (3) month periods may be granted by the Personnel Commission, but in no case shall the total period of time exceed two years.

TO: All City Managers
FROM: Erik J. Larson, Purchasing Manager
RE: Guidance on drawdown purchase orders
ISSUED: February ??, 2019
EXPIRES: This notice is effective until amended, superseded, or rescinded.

Exhibit (J)

What is a drawdown purchase order?

Drawdown. A purchase order which allows departments/programs to make multiple purchases of goods or services from a single vendor. The maximum limit for a drawdown purchase order shall be \$10,000. A program shall be as identified in the approved City of Stamford Operating Budget.

When a department (program) makes frequent small purchases of goods or general services from one supplier it would be costly and time consuming to issue separate purchase orders for each purchase. Instead, drawdown purchase orders can be issued to cover all small purchases from a single vendor during a fiscal year.

Guidelines for use of a drawdown purchase order

- Purchase Order (PO) generated in response to a requisition entered by a department or program and issued to a vendor in an amount not to exceed \$10,000.
- None of the invoices received by the department or program during the fiscal year should exceed \$3,000.
- A department or program may only be issued one drawdown PO for a vendor during a fiscal year.
- Note *Drawdown* in the Reason field when creating a requisition in H T E.
- Requisition should be entered with an H T E Commodity Code for drawdown.
- Examples:
 - 055 000 Vehicle Accessories / Drawdown-Vehicle Access. (Ex. AC parts, belts, chains, fans)
 - 060 000 Vehicle Main Items/Drawdown-Vehicle Maint (Ex. Batteries, cables, clamps, fuses, gaskets)
 - 450 000 Hardware Store Items/Drawdown-Hardware Store Items (Ex. Adhesives, hinges, chains, ropes)
 - 445 000 Tools/Drawdown-Tools (Ex. Blades, clamps)

DAVID MARTIN
MAYOR



Exhibit (K)

ERNIE ORGERA
DIRECTOR OF OPERATIONS

KEVIN MURRAY
PARKS AND FACILITIES OPERATIONS MANAGER

CITY OF STAMFORD

OFFICE OF OPERATIONS
MAINTENANCE DIVISION
185 MAGEE AVENUE
STAMFORD, CT 06902
203-977-5836 FAX: 203-977-5965

MEMO

To: Facilities and Parks Maintenance Division Foreman and Supervisors

From: Kevin Murray *KM*

Date: January 28, 2019

Re: New Purchasing Guidelines Revised 1/28/19

Effective immediately the following new guidelines will be implemented for the Facilities and Parks Maintenance Division:

- Any purchase and/or services/jobs that are over \$250 will need to be approved by myself prior to a purchase being made even if a drawdown is in place.
- Any purchase and/or services/jobs that are not going to be off of a drawdown and are in excess of \$250 will need written approval from me before being entered into the system to generate a purchase order.
- All requests that meet these criteria should be given to Jo-Ann who will then forward them onto me for approval for her inputting into the system.
- All requests should have all details surrounding the reason for the purchase and/or service/job to be performed.

If you need or require any additional information, please don't hesitate to contact myself or Jo-Ann and we will be able to provide you with it.

Pg 1/2

DAVID MARTIN
MAYOR



Exhibit (K)

ERNIE ORGERA
DIRECTOR OF OPERATIONS

KEVIN MURRAY
PARKS AND FACILITIES OPERATIONS MANAGER

CITY OF STAMFORD

OFFICE OF OPERATIONS
MAINTENANCE DIVISION
185 MAGEE AVENUE
STAMFORD, CT 06902
203-977-5836 FAX: 203-977-5965

MEMO

To: Facilities and Parks Maintenance Division Foreman and Supervisors

From: Kevin Murray

Date: November 1, 2018

Re: New Purchasing Guidelines

Effective November 1, 2018 the following new guidelines will be implemented for the Facilities and Parks Maintenance Division:

- Any purchase and/or services/jobs that are over \$500 will need to be approved by myself prior to a purchase being made even if a drawdown is in place.
- Any purchase and/or services/jobs that are not going to be off of a drawdown and are in excess of \$500 will need written approval from me before being entered into the system to generate a purchase order.
- All requests that meet these criteria should be given to Jo-Ann who will then forward them onto me for approval for her inputting into the system.
- All requests should have all details surrounding the reason for the purchase and/or service/job to be performed.

If you need or require any additional information, please don't hesitate to contact myself or Jo-Ann and we will be able to provide you with it.

pg 2/2

Mayor
DAVID R. MARTIN



CITY OF STAMFORD
OFFICE OF OPERATIONS
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152

Exhibit (L)

DIRECTOR OF OPERATIONS
MARK McGRATH
Tel: (203) 977-4141
Fax: (203) 977-4723
Email: mmcgrath1@stamfordct.gov

OPERATIONS MANAGER PARKS & FACILITIES
KEVIN MURRAY
Tel: (203) 977-4141
Fax: (203) 977-4723
Email: kmurray@stamfordct.gov

January 28, 2019

TO: Karen Vitale, Assistant Controller + Accounts Payable
FROM: Kevin Murray, Operations Manager Parks & Facilities *KM*
RE: Parks & Facilities Invoices Processing

Effective immediately, all accounts payable invoices for the Parks & Facilities departments will be reviewed by me and require my signature before they are processed.

These invoices will be hand-delivered in a sealed envelope from me. Please inform the Accounts Payable team involved in reviewing/entering the invoices about this change in procedure.

Thank You.

C: Mark McGrath, Director of Operations
Jo-Ann Mori, Executive Secretary – Parks & Facilities

Exhibit (M)

	2126	2128	2133	2134	2136	2138	2127	
	Maintenance Administration	Leased Facilities	Government Center	Parks Maintenance	Facilities Maintenance	Marina Fund	Forestry	Totals
Total # Invoices	0	10	8	17	15	0	0	50
# Invoices Selected	0	3	2	8	7	0	0	20
Manager Comment	N/A	Good	Good	Good	Invoice 3849-3 Needed double signature for Paint for Facilities trailer	n/a	n/a	

RPV 1/31/19

Pg 1/3

City of Stamford
 Facilities Parks Maintenance Divisions
 Managers - Random Invoicing Sampling performed Monthly

	2128	2128	2133	2134	2136	2138
	Maintenance Administration	Leased Facilities	Government Center	Parks Maintenance	Facilities Maintenance	Marina Fund
Total # Invoices	1	1	3	7	22	1
# Invoices Selected	1	1	3	4	12	1
Manager Comment	Dual signature required # 383670 Karps Hardware Invoice	Good	Good	Good	Dual Signature required Invoice # WO-31518, WO-0036958, WO-0036972, WO-0036979, WO-0036968, WO-0041267, WO-0036599, WO-0036965, WO-0041377, WO-0036505, WO-0039213, WO-0036977, WO-0036953, WO-0037005, WO-0037005, WO-0036962, WO-0036966, WO- 0040221, WO- WO-0040221, WO-0036960, WO- 0036976, WO- 0036973, WO- 0036974, Northeast Generator Bldg	Good

Kap 12/10/18

City of Stamford
 Facilities Parks Maintenance Divisions
 Managers - Random Invoicing Sampling performed Monthly

	2128	2128	2133	2134	2135	2138
	Maintenance Administration	Leased Facilities	Government Center	Parks Maintenance	Facilities Maintenance	Marina Fund
Total # Invoices	4	4	9	10	23	2
# Invoices Selected	2	2	3	3	6	2
Manager Comment	Dual signature required Invoice # 2239980648001 Office Depot Invoice # 14020 All Sports	Dual signature required Invoice # 84-1547215 Serf. Gerd	Dual signature required Invoice # 7152817490 Schindler Elevator Invoice # 381813 White way Invoice # 258340 White way	Good	Dual Signature required Invoice # 142963, 142750, 142745, 00426 20481 Yale Pool Invoice 250259 Cansan Distributors	Good

KV 11/16/18

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Signature _____

1/31/2019
 11:25 AM

MAYOR
DAVID R. MARTIN



Exhibit (N)

CONTROLLER
DAVID A. YANIK
203. 977.4186

EMAIL: DYANIK@STAMFORDCT.GOV

CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
STAMFORD, CT 06901

Date: May [xx], 2019

To: City Directors and Department Managers
Board of Education Administrators and Managers

Cc: Erik Larson
Kris Bottoni
Jay Fountain
Lee Berta
Karen Vitale
Joy Hussey
Nikoleta McTigue, Blum Shapiro

From: David Yanik

Subject: June 30, 2019 (F2019) Year-End Closing Instructions –
Purchasing & Procurement

This memo provides guidance to Department Managers and Directors regarding purchasing and procurement cut-off dates as we transition from Fiscal Year 2019 (F2019) to Fiscal Year 2020 (F2020). With June 30, 2019 falling on a Sunday this year, you should plan to complete all approvals and system input activity as far ahead of that date as possible.

Please forward this memo to your staff as may be needed so that they are aware of the cut-off dates and procedures.

Purchases/Encumbrances

- The final day for submitting purchase requisitions for current fiscal year operating expenditures is **Wednesday, June 5th**. All department approvals (HTE Levels 1, 2 and 3) required on the purchase requisition must be completed by this date.
- Beginning July 1, 2019, please clearly indicate on each vendor's invoice the applicable fiscal year (F2019 versus F2020) for processing purposes.
- All open non-capital purchase orders **that will not be encumbered** should be cancelled or closed out in conjunction with the fiscal year-end closing:
 - Email Erik Larson, City Purchasing Manager and / or Kris Bottoni, Buyer to cancel or closeout any current-year non-capital expenditure purchase orders for the City of Stamford.
 - Email Vivens Joachim, BOE Purchasing Department, to cancel or closeout any current-year non-capital expenditure purchase orders for the Board of Education.
- The final day for submitting requests to increase or decrease F2019 dated purchase orders is **Friday, August 9th**.

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Procedures for the new Fiscal Year (F2020)

Exhibit(D)

- New purchase requisitions (for either operating expenditures or capital projects) for F2020 must not be entered until after July 1st.
- As a reminder, all periodic recurring expenditures should be encumbered for the full year amount.
 - For example, if you are leasing a copy machine and need to make monthly payments, you should enter only one draw-down purchase requisition/purchase order for the 12 months of estimated expenditures (HTE will not allow you to enter 12 separate purchase requisitions/purchase orders).
 - Another example would be for office supplies. You should enter one draw-down requisition for what you expect to spend for the full year (you can always add to, or reduce, draw-down amounts as the year progresses).
- Review your F2019 expenditures and F2020 budget to estimate the amount you will spend in F2020. Do not submit numerous small dollar requests to adjust purchase orders during the year but keep the Purchasing Department informed regarding any purchase orders that may be overspent and request their input. This approach will save us all time and effort in increasing, issuing, or re-issuing purchase requisitions/purchase orders month after month.
- Continue to submit your prior fiscal year invoices, coded against existing F2019 purchase orders, to Accounts Payable for payment. We need your cooperation to review and code vendor invoices and to submit them promptly so the Accounts Payable Dept. can process them before the fiscal year-end processing cut-offs.
- You should expect to continue to be required to provide written explanations for all purchase requisitions for goods/services ordered before a valid purchase order has been issued. Your explanation should describe the 'emergency' that existed that necessitated circumventing existing procurement policies.
- Please do not hold onto vendor invoices. You should be forwarding them to Accounts Payable, assuming they relate to a valid purchase order, as soon as they are approved so they can be received in HTE.
- In the event your department will need to accrue for expenses relating to F2019 issues or activities that will not be received, invoiced or known with certainty, please draft a memo or email explaining what happened, how and why it happened, and the actual or estimated amount of the accrual required and submit it to the Controller's Office, with copies to OPM.

Summary of Key Dates:

Jun 5, 2019 Last day to submit purchase requisitions for F2019 Operating Expenditures

Jul 1, 2019 Date to begin entering F2020 purchase requisitions

Aug 9, 2019 Last day to increase open F2019 purchase orders

Aug 19, 2019 Cut-off for submitting vendor invoices for F2019 encumbrances

Exhibit (0)

TO: Vanesa Francis, Human Resources Generalist
Rosemarie Frager, Human Resources Generalist
FROM: Kathryn Emmett, Director of Legal Affairs
DATE: January 31, 2019

The purpose of this memorandum is to make you aware of the recommendations of the City's Internal Auditor based on an audit of Procedures & Policies of Marina Fund.

- 1) During the hiring process, review all final documents to confirm that the appropriate appointing authority has signed the candidate selection report.
- 2) If the appropriate appointing authority has delegated the candidate selection to lower level management, a confirming memo from the appointing authority must be submitted with the candidate selection report.