

## **ASSISTANT UTILITY BUYER** **TASK LIST (2016)**

### **Pre-solicitation**

1. Reviews specifications, and determines commercial clauses, insurances, and bonds in order to complete purchases for which the submission of written bids is desired.
2. Researches and evaluates market conditions and price trends in source documents such as the Wall Street Journal, Barons, and other purchasing association publications to assist Senior Utility Buyer in determining whether contracts should include price escalation clauses or firm price quotations.
3. Reads source documents covering description of items, proposal and delivery schedules, clauses, conditions, and related data where no detailed specifications are furnished in order to prepare detailed specifications.
4. Reads and edits specifications furnished by engineering personnel, adding required purchasing data and clauses, and amending incongruous or incomplete conditions or specifications to conform with City Charter, Administrative Code, contract law requirements, and Department regulations.
5. Identifies and contacts potential bidders who are capable of supplying various commodities in order to encourage the participation of Small Local Business (SLB), Disabled Veteran's Business Enterprise (DVBE), Local Business Enterprise (LBE), Minority Business Enterprise/Women Owned Business Enterprise (MBE/WBE), by reviewing State, Federal, City, and Departmental directories, as well as ethnic association publications.
6. Develops vendor and contractor sources for procurement of Departmental material, equipment, and services using the Thomas Register, United States Industrial Products Directory, Commodity Codes, and price history information.

### **Pre-solicitation and Evaluation**

7. Confers with and interviews vendors and contractors to obtain clarification of data in order to initiate correspondence regarding bids, contractual matters, re-issuance of bids, and change orders.

### **Solicitation**

8. Writes Invitation for Bid (IFB) for materials, equipment, and services to solicit pricing using the Department's online bidding system.
9. Writes addenda, such as changing bid opening dates, adding items, and making revisions to bid specifications when corrections or changes are required.

10. Writes requests for proposals and incorporates bond and insurance requirements as legally appropriate to assure compliance with City and Departmental Rules and Regulations.
11. Coordinates with contract administration and internal key personnel to facilitate pre-bid meetings and job walks if required by the bid.

### **Evaluation**

12. Reviews bid submittals for compliance with Department specifications, such as Affirmative Action, Small Local Business (SLB), Small Business Enterprises (SBE), Disabled Veteran Business Enterprise (DVBE), Local Business Preference Program (LBPP), and other City ordinances and requirements.
13. Computes and reviews bid totals, cash terms, extra charges, and alternate and counter proposals, freight costs and other information in order to determine the lowest responsible/responsive bidder.
14. Sends bids together with purchasing analysis to the requestor when necessary to assure bid/proposal compliance to technical specifications, usually involving engineering studies and recommendations.
15. Contacts requestors, end users, or engineers, via telephone or electronic mail, for clarification and revisions of specifications, and acceptability of alternate proposals offered by vendors.
16. Assists Utility Buyer or Senior Utility Buyer with writing recommendations for contracts to be awarded by the Board of Water and Power Commissioners.

### **Award**

17. Writes contract award package and notifies successful bidder of purchase order.

### **Post-Award**

18. Writes purchase order adjustments (POAs) for corrections or changes to purchase orders (e.g., price adjustments, adding/deleting items, updating item descriptions, cancellations) using electronic procurement system (i.e., electronic Request Solicit Procure (eRSP) System).

### **Throughout Process**

19. Consults with Legal Division in order to clarify legality of any purchasing matter.
20. Updates control records indicating progress of purchase requisitions and contract preparation using electronic procurement system (i.e., electronic Request Solicit Procure (eRSP) System).
21. Acts for the Utility Buyer in a limited function during that person's absence (e.g., put out/analyze complex bids, job walks, bids that are valued over \$25,000).