City of Carroll

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MEMO TO: Mike Pogge-Weaver, City Manager MJP-W

FROM: Laura A. Schaefer, Finance Director/City Clerk LAS

DATE: September 10, 2020

SUBJECT: 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant – Certification of Compliance of CDBG Procurement Standards

Part of the Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant requires a "Certification of Compliance of CDBG Procurement Standards" to be completed and filed with the Iowa Economic Development Authority.

The certification states that the City, as the recipient of the grant, will follow 2 CFR 200.319 of the Code of Federal Regulations in the procurement process when bidding projects. All procurement transactions shall be conducted in a manner providing full and open competition.

The City has entered into a contract with Region XII to administer the CBDG Grant and Region XII will ensure the City follows these procurement standards.

RECOMMENDATION: Council discussion and approval of the attached Certification of Compliance with CDBG Procurement Standards.

Certification of Compliance
CDBG Procurement Standards

CDBG Applicant/Recipient: City of Carroll

Application year: 2019

2 CFR 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals **must** be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;
(2) Requiring unnecessary experience and excessive bonding;
(3) Noncompetitive pricing practices between firms or between affiliated companies;
(4) Noncompetitive contracts to consultants that are on retainer contracts;
(5) Organizational conflicts of interest;
(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
(7) Any arbitrary action in the procurement process.

I certify that I am the chief elected official and that the community listed above did not violate the above competition statue when competitively procuring engineering or administrative services as part of the potential CDBG award.

Signature: _____

Printed Name: Eric P. Jensen

Date: September 14, 2020