


COLORADO DEPARTMENT OF LAW		IMPORTANT		PURCHASE ORDER		
PEACE OFFICER STANDARDS AND TRAINING (POST)						
RALPH L. CARR COLORADO JUDICIAL CENTER 1300 BROADWAY, 9th FLOOR DENVER, CO 80203		The PO # and LINE # must appear on all invoices, packing slips, cartons and correspondence.		DEPARTMENT OF LAW PEACE OFFICER STANDARDS and TRAINING		
Vendor Name:	Commerce City Police Department		PO #:	POGG1 LAAA GT2200000022		
Vendor Contact:	Sergeant Travis Fender		Start Date:	7/1/2021	End Date:	6/30/2022
Phone:	303-727-3924		State Award #:	None		
E-Mail:	tfender@cc3gov.com		ALPHA, ORG or FUND:	4500 PINS		
Ship To:			Invoice To:			
Name and Address:	Commerce City Police Department		Colorado Department of Law			
	7887 E. 60th Avenue		Peace Officer Standards and Training (POST)			
	Commerce City, CO 80022		1300 Broadway, 9th Floor			
			Denver CO 80203			
Instructions to Vendor						
Any questions regarding this PO should be directed to Susan.Carter@coag.gov or 720-508-6559		1. If for any reason delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)				
		2. All chemicals, equipment and materials must conform to the standards required by OSHA.				
Special Instructions:						
1.	Order of precedence: 1) Purchase Order Terms & Conditions; 2) Exhibit A Statement of Work (SOW)/Applicable Laws (Exhibit A).					
2.	Purchase Order Terms and Conditions: https://www.colorado.gov/osc/purchase-order-terms-conditions					
3.	Description:					
•	This Purchase Order is to provide funds to Vendor to secure training equipment for the training of certified peace officers in the State of Colorado. See Exhibit A Statement of Work .					
•	Payment will be made upon satisfactory delivery of goods and/or completion of training or services and receipt of a correct vendor invoice and documentation of training attendance.					
•	Vendor invoices must be received no later than sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training. It is the responsibility of the Vendor to ensure that invoices are received at the "Invoice To" location above within the time frame specified. ALL INVOICES FOR PAYMENT MUST BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS JUNE 30, 2022.					
•	THIS PURCHASE ORDER IS NOT EFFECTIVE UNTIL SIGNED BY A CONTRACTS AND PROCUREMENT DIRECTOR. <u>UNDER NO CIRCUMSTANCES</u> SHALL THE GOODS AND/OR SERVICES BE ORDERED OR PERFORMED PRIOR TO THE PO EFFECTIVE DATE, NOR EXCEED THE DOCUMENT TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE DEPARTMENT OF LAW.					
			DOCUMENT TOTAL =		\$3,603.00	
Printed Signatory Name and Title		THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR THE STATE OF COLORADO				
Printed Name:	Clinton Nichols	Name:	Kris Kellim			
Title:	Chief	Title:	Contracts and Procurement Director			
Date:		Date:				
Vendor Signature:	See Attached Signature Page		State Purchasing Delegate Signature: _____			

EXHIBIT A

STATEMENT OF WORK

1. **Parties:** This Purchase Order (hereinafter called "PO") is entered into by **Commerce City Police Department** (hereinafter called "Vendor"), and the **STATE OF COLORADO** acting by and through the **Department of Law, on behalf of the office of Peace Officer Standards and Training (POST)** (hereinafter called "State, or DOL-POST").

2. **General Description:**
 - a) **Authority.** Authority to enter into this Purchase Order exists in C.R.S.24-31-310 and funds have been budgeted, appropriated and otherwise made available pursuant to C.R.S. 42-3-304 (24) and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
 - b) **Purpose.** The purpose of this Purchase Order is to engage the services of the vendor to assist the Department of Law, on behalf of the Peace Officer Standards and Training (POST) office, with its statutory responsibility of providing law enforcement training and safety courses to certified Colorado peace officers.

3. **Program Year/Effective Date.** The program year (starting and ending date) is July 1, 2021 thru June 30, 2022. All purchase orders will begin on their effective date (signature date of the State Purchasing Delegate) and end on June 30, 2022. DOL-POST shall not be liable to reimburse the vendor for any performance, hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the **Effective Date** or after the **End Date** set forth in the main body of this Purchase Order.

4. **Project Description and Budget.** The maximum amount payable under this Purchase Order to the vendor by the State is **\$3,603.00** for the following approved project activities:

Project Activity	Approved Budget
Training	\$3,603.00
TOTAL	\$3,603.00

5. **Equipment.** Equipment is defined as non-expendable personal property with a useful life of more than one year. The vendor is required to document its procurement procedures and maintain this documentation in the grant records. Receipts or invoices with order and delivery dates are required for all equipment items. Vendors are allowed to follow the procurement requirements of the state or unit of local government as long as the requirements meet or exceed the state requirements listed below. Procurement procedures are required and must be maintained in the records of the grantee.

6. **Inventory Procedures.** If the vendor is purchasing equipment as a part of this Award the vendor must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment.

Adequate maintenance procedures must be developed to keep the property in good condition. The vendor is required to maintain a POST inventory form for equipment purchased, in whole or in part, with grant funds which contain the following information:

- Description of item
 - Serial number and property inventory number
 - Date of purchase and delivery
 - Check or voucher number
 - Cost documentation, invoices, receipts
 - Equipment location
 - Present use
 - Condition
 - Disposition information
7. **Reporting.** Equipment purchased with state grant funds must be reported on annually. The ONLY equipment/property that does not need to be reported to POST is ammunition and simunitions. A POST equipment reporting form must be submitted to post.grants@coag.gov for each equipment item by June 30th annually. This form provides the necessary disposition and retention information. Equipment records must be maintained for seven (7) years from the date the first annual report is submitted to DOL-POST. If any litigation, claim, or audit is started before the expiration of the seven (7) year period, the records shall be retained beyond the seven-year period, until all litigation, claims, or audit findings involving records have been resolved.
8. **Disposition of Equipment.** Disposition includes the sale (for trade-up purposes only) or trade-in of equipment as well as the disposal of equipment and the end of its useful life. Documenting the disposition of equipment must be reported on a POST Equipment Disposition Form accompanied with the Equipment Inventory Report Form which is due to POST by June 30th. If disposition of equipment occurs prior to year-end, the Equipment Disposition Form must be submitted at that time. Disposition of equipment requires DOL-POST approval prior to the disposition. A copy of the form(s) must be retained in the grantee's file after the final disposition of the property. At the end of the grant award period, ownership/title to all equipment may vest to the grantee agency if they will use the property for the purposes of the legislation under which the grant was made. POST will require the agency to track the equipment on the Equipment Inventory Report Form. Equipment must be available for inspection by POST personnel. If the grantee agency no longer has a need for the equipment, and the equipment is in working order, the ownership/title to the property will vest to the state. The state will seek to have the property used for training purposes prior to disposing of it.
9. **Procurement Procedures.** Purchases of equipment and services shall be in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:
- **Small purchase procedures** are those relatively simple and informal procurement methods for securing services, and supplies, that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be

obtained and documented from at least three (3) qualified sources. These procedures are generally used for the acquisition of relatively small standardized items such as computers.

- **Competitive negotiation** (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A request for proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price cost-reimbursable type contract is awarded, as appropriate. The following requirements apply to competitive negotiations:
 - RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.
 - Proposals must be solicited from at least three (3) qualified sources.
 - Vendors must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
 - Awards must be made to the responsible firm (individual) whose proposal is most advantageous to the program, with price and other factors considered.
- **Competitive sealed bids** (formal advertising) can also be used for procurement over \$25,000. Bids are publicly solicited and a firm, fixed-price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest price. Procurement by sealed bids under a grant will be accomplished through the use of state purchasing procedures or an equivalent local established procurement procedure.
- **Non-competitive negotiation** (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DOL-POST is required for all non-competitive procurement.

10. Payments. Payments shall be made in accordance with the provisions set forth in the Purchase Order and applicable State Controller Fiscal Rules and DOL-POST disbursement procedures. Payments to Vendor are limited to the unpaid obligated balance of the Purchase Order.

Vendor shall submit a request for reimbursement within sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training and no later than June 30, 2022. Payment requests must be submitted with cost documentation (receipts, invoices, canceled checks) and proof of attendance (if attending training). Lodging (hotel) receipts must be dated and itemized.

11. Grant Record Retention. All grant records must be retained for three (3) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2019 the state fiscal year would be July 1, 2018 to June 30, 2019. The files could be destroyed after June 30, 2022. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. Source documents include copies of the grant award, any required reports, accounting transactions, the general ledger, personnel and payroll records (if applicable to the award) and any related documents and records.

12. Applicable Laws. At all times during the performance of this Purchase Order, Vendor shall comply with all applicable State laws and their implementing regulations, currently in existence and as

hereafter amended, including without limitation those set forth in this Exhibit. Laws, regulations, and authoritative guidance incorporated into this Purchase Order include, without limitation:

- Department of Law, Peace Officer Standards and Training Continuing Education Grant Guidelines, available on the POST website.
- State of Colorado, State Controller Fiscal Rules, available on the Colorado.gov website.
- C.R.S. §24-31-310 Resources for the Training of Peace Officers.
- C.R.S. §24-31-303 (I) Duties, Powers of the POST Board.
- C.R.S. §24-31-315 Annual In-Service Training Requirements.

13. Compliance: The Vendor agrees to be responsible for ensuring compliance with this Purchase Order Award Terms and Conditions and ensure that any equipment or ammunition purchased as a part of this Award will be used for training purposes only.

**CITY OF COMMERCE CITY
SIGNATURE PAGE**

**COLORADO DEPARTMENT OF LAW
PEACE OFFICERS STANDARDS AND TRAINING (POST)
PURCHASE ORDER
POGG1 LAAA GT2200000022**

CITY OF COMMERCE CITY

DocuSigned by:
Clint Nichols 7/22/2021 | 4:03 PM MDT
FA6172B7490G481...
Clint Nichols
Chief of Police

Approved as to form:

DocuSigned by:
Madison R. Hill 7/22/2021 | 3:38 PM MDT
B0B9238E90DED45E
City Attorney

ATTEST:

Dylan A. Gibson - Acting City Clerk
Dylan A. Gibson
City Clerk

