

## ORDINANCE NO. 685

AN ORDINANCE ESTABLISHING A PURCHASING SYSTEM FOR THE CITY OF SWEET HOME.

The City of Sweet Home does ordain as follows:

Section 1. Title. The title of this ordinance shall be "The Purchasing Ordinance of the City of Sweet Home."

Section 2. Purpose. This ordinance is adopted to establish efficient and economical procedures to be utilized in procuring for the city the highest quality in supplies, materials, equipment, and contractual services at the lowest and best price.

Section 3. Purchasing Procedures. Whenever it is deemed necessary or desirable that supplies, materials, equipment, or contractual services be purchased or secured, the respective department head shall prepare a request for a purchase order specifying the nature of the purchase desired, the quantity required, the performance requirements to be met, and the account from which the purchase will be paid. If the City Manager, or his delegated assistant, shall determine that sufficient funds are available the City Manager shall sign said purchase order authorizing the department head to proceed to make the purchase at the lowest and best price.

If the probable cost of an item, or the annual cumulative cost of the same items, will be three thousand dollars (\$3,000) or more, the department head shall resort to formal bidding. If the probable cost will be more than one thousand five hundred dollars (\$1,500) but less than three thousand dollars (\$3,000), the department head shall award the purchase based on at least three written quotations. If the probable cost will be more than five hundred dollars (\$500) but less than one thousand five hundred dollars (\$1,500), the department head shall award the purchase based on at least three telephone quotations. If the probable cost will be less than five hundred dollars (\$500) the purchase may be made outright without resort to bidding or quoting requirements. Exemptions to the bidding and quoting requirement may be granted for professional services such as legal, medical, engineering or architectural services, and for supplies, materials, equipment or contractual services which are available only through one company, firm or individual.

Section 4. Formal Bidding. Whenever formal bidding is necessary by reason of the probable amount involved, the department head shall prepare or cause to be prepared specifications for the article or services required

and shall advertise the requirements of the city at least once in a newspaper of general circulation in the city and inviting the tender of bids in writing for the furnishing of such requirements, such bids to be publicly opened not less than fifteen (15) days following the date of the last advertisement, at a time and place specified in the published notice.

The City Manager shall report to City Council, as the Contract Review Board, the bids and the results of any investigation of the responsibility of the bidders and shall recommend to Council the selection of the lowest and best bid, or, if he determines that the interest of the city would be better served, the rejection of all bids. The Council shall thereupon authorize the City Manager to enter into a contract for such requirements or to readvertise for bids.


Section 5. Cooperative Purchasing. The City Manager shall have the authority to join with other units of government in cooperative purchasing plans so that the best interests of the city shall be served thereby.

Section 6. Exceptions. In the event of disaster or other emergency, if the purchases of supplies, materials, equipment or contractual services must be made immediately without an opportunity for the procedures herein or Council approval, the City Manager is authorized to make necessary purchases to protect the public health, safety and welfare without complying with the procedures outlined in this ordinance. In the event of such emergency purchases the City Manager shall report the details of the purchases to Council at the earliest possible regular meeting.

Section 7. Administration of the procedures. The City Manager is authorized to prepare such additional rules, regulations, and procedures necessary to implement this ordinance and shall administer all provisions of this ordinance not specifically reserved to the City Council.

Section 8. Separability. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

PASSED by the Council and approved by the Mayor this 28 day of June, 1977.

  
Mayor

ATTEST:

  
City Manager Exofficio City Recorder