

ORDINANCE NO. 12 FOR 1979

ORDINANCE NO. 766

AN ORDINANCE AMENDING ORDINANCE NO. 685 ESTABLISHING A PURCHASING SYSTEM FOR THE CITY OF SWEET HOME

THE CITY OF SWEET HOME DOES ORDAIN:

Section 1. Section 3 of Ordinance No. 685 is hereby amended to read as follows, to-wit:

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 \$5,000.00 or more, the department head shall resort to formal bidding. If the probable cost will be more than \$2,000.00 but less than \$5,000.00 the department head shall award the purchase based on at least three written quotations. If the probable cost will be more than \$500.00 but less than \$2,000.00, the department head shall award the purchase based on at least three telephone quotations. If the probable cost will be less than \$500.00, 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 2. Section 4 of Ordinance No. 685 is hereby amended to read as follows, to-wit:

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 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 or to reject all bids and authorize the City Manager to obtain the lowest and best bid through negotiations in the open market. If said negotiated purchase price exceeds \$5,000.00 the purchase must be approved by the City Council.

PASSED by the Council and approved by the Mayor this 8 day of May, 1979.



Mayor

ATTEST:



City Manager-Exofficio City Recorder