

Purchasing Ordinance

History of Purchasing Ordinance

- Current Ordinance Created -- 1991
- Last Amended -- 1999
- Contract Compliance Officer Ordinance
Apr 4, 2001

Purchasing Ordinance

- Purpose Public Bidding
- Low Bid/Offer Acceptance
- Coops/State Bidding

{Revised for Ordinance Number 865

Effective Date = February 27, 1999}

Purchasing Ordinance

Procurement of Goods and General Services

- Under \$3,000 -- No quotes
- 3 Quotes for \$3,000 - \$7,500
- Competitive Bids if Greater Than \$7,500

Purchasing Ordinance (continue)

Procurement of Special or Professional Services

- Under \$10,000 -- No Quotes
- 3 Written Quotes \$10,000 - \$25,000
- Competitive Proposals if Greater Than \$25,000

Procurement of All Services

- \$25,000 or More Requires a Contract

Purchasing Ordinance (continue)

Bid Waiver Process

- For Either Critical Emergencies or Other Reasons Specified in the Purchase Ordinance 23-18.3
- Approval by Purchasing Agent, Director of Administration, and Mayor
- If Over \$50,000 BOF Approval Required

Purchasing Ordinance (continue)

Contracts

- Purchase Order May Be Used For Services Under \$25,000
- Contract Required For Services Over \$25,000
- \$100,000 or More Approval By Mayor, BOF, and BOR Required

Contract Compliance

- Section 23-18.8 of Purchasing Ordinance
- Quarterly Reports Provided
 1. Contracts awarded by the competitive bidding process
 2. Contracts awarded by the competitive proposal process
 3. Waivers of the competitive bidding or proposal process
 4. Contracts, which have been extended
 5. Contracts obtained through state bids/GSA contracts/cooperatives

Proposed Changes to Purchasing Ordinance

Procurement of Goods and General Services

- Under \$3,000 -- No quotes
- 3 Quotes for \$3,000 ~~–\$7,500~~ to \$3,000 - \$10,000
- Competitive Bids if Greater Than ~~\$7,500~~ to \$10,000

Proposed Changes to Purchasing Ordinance (continue)

Procurement of Special or Professional Services

- Under \$10,000 -- No Quotes
- 3 Written Quotes \$10,000 - \$25,000
- Competitive Proposals if Greater Than \$25,000

Procurement of All Services

- ~~\$25,000~~ to \$50,000 or More Requires a Contract

Proposed Changes to Purchasing Ordinance (continue)

Bid Waiver Process

- For Either Critical Emergencies or Other Reasons Specified in the Purchase Ordinance 23-18.3
- Approval by Purchasing Agent, Director of Administration, and Mayor
- If Over ~~\$50,000~~ \$100,000 BOF Approval Required

Purchasing Tracking Sheet

