

Purchasing

CHAPTER 34: PURCHASING

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§34.01 AUTHORITY.

Rules and regulations are promulgated by the City Council pursuant to § 4.1 of the City Charter. (Ord. A-52, passed 8-9-93)

§ 34.02 PURPOSE.

This chapter is passed for the purpose of establishing a fair and competitive system for the purchasing and disposition of personal property and services by the City of Lake City in addition to and as an alternative to the bidding provisions set forth in Chapter 11 of the Lake City Charter. (Ord. A-52, passed 8-9-93)

§34.03 DEPARTMENT OPERATION SUPPLIES.

(A) The City Superintendent, the City Clerk, and such other department heads or administrative officers as authorized by a resolution of the City Council may purchase routine, department, or office operation supplies in an amount not to exceed \$1,000 per purchase, without advance City Council authorization.

(B) These purchases are subject to the following rules and regulations:

The City Council, by resolution, may establish purchasing procedures for department heads and city officials to follow.

(1) All bills, invoices, or receipts reflecting such purchases shall be presented to the City Council at its next regular meeting.

(2) The City Superintendent, the City Clerk, and such other authorized persons shall periodically review his or her source for such purchases in order to insure a reasonable price along with quality and reliability of service.

(3) The City Superintendent, the City Clerk, and such other authorized persons shall not be required to obtain bids for each purchase but may use an established, reliable source.

(4) Purchases shall not be artificially divided so as to constitute a small purchase under this section.

(5) The City Council, by resolution, may reduce the dollar amount allowed to any person authorized to make purchases under this section.

(6) In the absence of the City Superintendent or City Clerk, the Mayor or Mayor Pro Tem may make such purchases in their place.

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(Ord. A-52, passed 8-9-93)

§ 34.04 ROUTINE REPAIR AND MAINTENANCE.

(A) The City Superintendent, the City Clerk, and such other department heads or administrative officers as authorized by a resolution of the City Council may purchase necessary items for repair and maintenance in an amount not to exceed \$500 per purchase, without advance City Council authorization.

(B) These purchases are subject to the following rules and regulations:

(1) The City Council, by resolution, may establish purchasing procedures for department heads and city officials to follow.

(2) All bills, invoices, or receipts reflecting such purchases shall be presented to the City Council at its next regular meeting.

(3) The City Superintendent, the City Clerk, and such other authorized persons shall periodically review his or her source for such purchases in order to insure a reasonable price along with quality and reliability of service.

(4) The City Superintendent, the City Clerk, and such other authorized persons shall not be required to obtain bids for each purchase but may use an established, reliable source.

(5) Purchases shall not be artificially divided so as to constitute a small purchase under this section.

(6) The City Council, by resolution, may reduce the dollar amount allowed to any person authorized to make purchases under this section. In the absence of the City Superintendent or City Clerk, the Mayor or Mayor Pro Tern may make such purchases in their place.

(Ord. A-52, passed 8-9-93)

§34.05 MEDIUM PURCHASE TRANSACTIONS.

(A) Quotations shall be obtained for the purchase of equipment, materials, and supplies in an amount not to exceed \$10,000, according to the following rules and regulations:

(1) Purchases made under §§ 34.03 and 34.04 of this chapter are excepted from this section.

(2) Pre-approval of the City Council is required.

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(3) Quotation procedures may be established by the City Council for any specific item to be purchased. Unless otherwise stated, the procedure shall be that the purchaser of the item shall obtain at least three oral or written quotations for the purchase price unless such a number is unobtainable.

(4) Records of all quotes shall be kept by the City Clerk for at least 60 days for inspection after the purchase is approved by the City Council.

(B) The City Council, by resolution, may require additional procedures for any such purchases.

(Ord. A-52, passed 8-9-93)

§ 34.06 PURCHASES OVER \$10,000.

All purchases in an amount over \$10,000 shall follow the procedures set out in Chapter 11 of the Lake City Charter. The City Council, by resolution, may require additional procedures. (Ord. A-52, passed 8-9-93)

§34.07 BUDGETED FUNDS.

Except for emergencies, all purchases require that the appropriate city account is charged and that sufficient funds are available in the account to be charged at the time of the purchase. (Ord. A-52, passed 8-9-93)

§ 34.08 EMERGENCIES.

In case of an emergency, as determined by the Mayor or Mayor Pro-Tem, even where the value of the purchase may usually require pre-approval of the City Council, purchases or contracts may be authorized by the Mayor or Mayor Pro-Tem. Consent for such purchases must be obtained from a majority of the members of the City Council available at the time, excluding the Mayor. Such prior consent may be made in writing or orally to the Mayor, Mayor Pro-Tem, or City Clerk. Such prior consent shall be recorded in the minutes of the next regular Council meeting. (Ord. A-52, passed 8-9-93)

§ 34.09 PROFESSIONAL AND TECHNICAL SERVICES.

Professional and technical services shall not require competitive bidding. The City Council, by resolution, may establish procedures for obtaining professional and technical services. (Ord. A-52, passed 8-9-93)

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§34.10 COOPERATIVE PURCHASING.

The city may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, equipment, services, or construction with one or more public procurement units. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between public procurement units and open-ended state or federal public procurement unit contracts which are made available to the city. Each cooperative purchasing agreement is subject to approval of the Council. (Ord. A-52, passed 8-9-93)

§ 34.11 DISPOSITION OF CITY PERSONAL PROPERTY.

(A) Equipment, materials, or supplies which have become obsolete or for which the city has no further need, may be disposed by the city under the following procedures:

(1) The equipment, materials, or supplies may be traded in against the purchase of new or replacement items as part of the purchasing process outlined in this chapter.

(2) Equipment, materials, and supplies of little or no value may be disposed of by department heads but not to themselves, their relatives, elected officials, or employees.

(3) Equipment, materials, and supplies with a value of \$5,000 or more shall be sold under the bidding process outlined in Chapter 11 of the Lake City Charter for the purchase of property (§ 11.2(c)!).

(B) The City Council may, by resolution, authorize alternative methods for the disposition of equipment, materials, and supplies. (Ord. A-52, passed 8-9-93)

§ 34.12 LOWEST BID.

Neither the City Council nor the department heads are required to always select the lowest bid for a purchase. Other factors may be considered such as quality, reliability, and continuity of services provided. All things being equal, the lowest price is to be selected. (Ord. A-52, passed 8-9-93)