Chapter 1.32 - PURCHASING[1]

Footnotes:

1.32.010 - Duty of mayor or his or her designee.

It shall be the duty of the mayor or his or her designee to make all purchases of ~~printing, supplies, equipment, materials,~~ goods and services for the city and see that such ~~printing, supplies, equipment, materials,~~goods and services are received and are of the quality and character as called for in the notice to bidders and/or the purchase contract. The following chapter does not apply to solicitation for professional services. Professional services shall include planning, design, architectural, engineering, landscape architecture, land surveying, land appraising, consulting, legal, and management review services. Professional services must be sought and contracted for in a manner consistent with state law and the City's Professional Services Selection Process. Where it is reasonable to think that the total amount of contracted professional services shall exceed seventy-five thousand dollars ($75,000.00), no contract shall be entered without an affirmative vote of the council.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.020 - Advertising for bids on purchases over twenty-five thousand dollars (fifty thousand dollars for information technology purchases).

Before any ~~printing, supplies, equipment, materials, and~~goods or services are purchased for the city, where the probable net cost may exceed twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee shall advertise for sealed bids for the same; not less than four days nor more than forty (40) days before bid opening date.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.030 - Deposit to accompany bids.

All bids shall be mailed or delivered (sealed) to the office designated by the mayor or his or her designee and shall be accompanied by a certified bank check, cashier's check or bid bond for not less than five percent of such bid. ~~The certified bank check or cashier's check will be returned to the successful bidder(s) at bid award. Bid bond documents will be retained by the city.~~

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.040 - Acceptance or rejection of bids.

The mayor or his or her designee shall accept the lowest bid of a responsible and responsive bidder, taking into consideration the character and quality of ~~printing, supplies, equipment, materials,~~goods and services to be furnished and facilities of the bidder to deliver the ~~printing, supplies, equipment, materials,~~goods and services in accordance with the requirements of the city, the notice to bidders, and the bidder's ability to furnish adequate repairs and spare parts; however, if the net amount of the lowest responsible bid exceeds twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, and the purchase will exceed the monies approved by the city council in the annual budget, then and in that event, the bid shall not be accepted unless and until the city council has approved the same. The mayor or his or her designee may reject all bids and re-advertise.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.050 - Return of deposits of unsuccessful bidders.

Checks of all unsuccessful bidders shall be returned to the unsuccessful bidders forthwith. Bid bond documents will be retained by the City.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.060 - Purchases costing less than twenty-five thousand (fifty thousand for information technology) dollars.

For all ~~printing, supplies, equipment, materials,~~goods and services where the probable net cost thereof shall not exceed the sum of twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will, by full investigation in pricing, use his or her best efforts to obtain the lowest possible satisfactory price and term thereon. On purchases of a single item or service in excess of seven thousand five hundred dollars ($7,500.00) but less than twenty-five thousand dollars ($25,000.00), or fifty thousand dollars ($50,000.00) for information technology purchases, the mayor or his or her designee will make a good faith effort to obtain three price quotations and purchase from the lowest responsible and responsive of the quotations, taking into consideration the character and quality of the ~~printing, supplies, equipment, materials,~~goods and/or services to be furnished and the facilities of the bidder to deliver said items. If the mayor or his or her designee elects to accept any quotation other than the lowest responsive, responsible quote, such purchases will not be made until the city council has approved the same.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.070 - Purchasing specific makes or brands.

The provisions of this chapter shall not apply where a specific make or brand of article is required and the mayor will have the authority to approve the purchase of the same.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.080 - Emergency and negotiated purchases.

There may be times when a department head determines that the provisions of this chapter should not apply. In such situations emergency or negotiated purchases can occur. Emergency purchases shall be defined as purchases that must be made immediately in order to carry out the essential operations of the city and where potential for damage to property or risk of injury may result if the purchase is not immediately made. A negotiated purchase is warranted when purchasing specialized equipment in order to take advantage of discounts, incentives and/or expedited delivery. A negotiated purchase may occur when deemed necessary with prior approval of the mayor or his or her designee. Approval of any negotiated purchase over twenty-five thousand dollars ($25,000.00) can only be granted by the mayor.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).

1.32.090 - Surplus property.

Any city equipment that can no longer be utilized by the city must be declared surplus by the mayor or his or her designee and disposed of at public auction, by sealed bid, or internet-based auction. Any public auction or sealed bid must first be preceded by advertising not less than four days nor more than twenty (20) days prior to such sale. Any material of no useful value to the city may be declared junk and sold to a licensed scrap dealer for the scrap value, without notice. Disposal of surplus items may be made by donation or sale to other governmental entities after approval of the mayor.

(Ord. No. 6201, § 1, 3-10-2014; Ord. No. 6217, § 1, 10-27-2014; Ord. No. 6297, § 1, 6-26-2017).