

City of Diamondhead, MS  
**Request for Council Action**

TO: Council

FROM: Mayor Depreo

DATE: \_\_\_\_\_

Ordinance  Resolution  Agreement  Info Only  Work Session  Other

AGENDA LOCATION:  Consent Agenda  Regular Agenda

AGENDA DATE REQUESTED March 18, 2025

**ORDINANCE/RESOLUTION CAPTIONS or ISSUE:**

Motion to mandate that all requests for quotes FOR PURCHASES OVER \$5,000.00 BUT NOT OVER \$75,000.00 be placed on the agenda for approval and sealed quotes shall be received on a specific date and time as stated on the request for quotes and opened by the city manager and received quotes shall be placed on the agenda with recommendation for approval by the staff. This will achieve higher purchasing standards, a tighter oversee of tax spending and make certain proper procurement is being followed by the City of Diamondhead FOR PURCHASES OVER \$5,000.00 BUT NOT OVER \$75,000.00.

**REQUIRED SIGNATURE**

REQUESTED BY: *Mayor Nancy Depreo*

**COUNCIL ACTION:**

Approved  Denied  Tabled/Def    
erred \_ Info Only Completed: \_\_

## STATE OF MISSISSIPPI OFFICE OF THE STATE AUDITOR SHAD WHITE AUDITOR

PURCHASE LAW SUMMARY July 1, 2024

Department of Technical Assistance

Post Office Box 956 Jackson, Ms. 39205

1-800-321-1275 Toll Free

In-State 1-601-576-2750

[www.osa.ms.gov](http://www.osa.ms.gov)

[tech@osa.ms.gov](mailto:tech@osa.ms.gov)

FAX Web Site E-mail

(b) BIDDING PROCEDURE FOR PURCHASES OVER \$5,000.00 BUT NOT OVER \$75,000.00  
Purpose Note -Two Quote Bids Required - Must Document Best Bids – See Sec. 31-7-13 (d)  
Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Seventy-five Thousand Dollars (\$75,000.00), exclusive of freight and shipping charges may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids have been obtained. Any state agency or community/junior college purchasing commodities or procuring construction pursuant to this paragraph (b) may authorize its purchasing agent, or his designee, to accept the lowest competitive written bid under Seventy-five Thousand Dollars (\$75,000.00). Any governing authority purchasing commodities pursuant to this paragraph (b) may authorize its purchasing agent, or his designee, with regard to governing authorities other than counties, or its purchase clerk, or his designee, with regard to counties, to accept the lowest and best competitive written bid. Such authorization shall be made in writing by the governing authority and shall be maintained on file in the primary office of the agency and recorded in the official minutes of the governing authority, as appropriate. The purchasing agent or the purchase clerk, or his designee, as the case may be, and not the governing authority, shall be liable for any 4  
(b) BIDDING PROCEDURE FOR PURCHASES OVER \$5,000.00 BUT NOT OVER \$75,000.00  
- continued penalties and/or damages as may be imposed by law for any act or omission of the purchasing agent or purchase clerk, or his designee, constituting a violation of law in accepting any bid without approval by the governing authority. The term “competitive written bid” shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor. “Competitive” shall mean that the bids are developed based upon comparable identification of the needs and are developed independently and without knowledge of other bids or prospective bids. Any bid item for construction in excess of Five Thousand Dollars (\$5,000.00) shall be broken down by components to provide detail of component description and pricing. These details shall be submitted with the written bids and become part of the bid evaluation criteria. Bids may be submitted by facsimile, electronic mail or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities.