

## **A. ROLE OF THE CITY MANAGER OR HIS DESIGNEE**

The City Manager shall be the city's purchasing agent, who is the city's principal public purchasing official. The city manager or his designated representative shall be responsible for ensuring adherence to all rules and regulations concerning the procurement of products and services.

## **B. PROCEDURES FOR PROCUREMENT**

*Based on dollar amount.* The purchasing procedures to be followed by the City based on the dollar amount of the purchase are as follows, unless under state contract (note: these procedures apply on a per item basis); state contract bidding should be used if available.

- (1) Up to five hundred dollars (\$500.00) and line item budgeted —direct purchase by the purchasing agent.
  - (2) Five hundred dollars (\$500.00) up to two thousand dollars (\$2,000) and line item budgeted —minimum of three (3) email or fax quotations. Results of quotations and award to be recorded and filed.
  - (3) Two thousand dollars (\$2,000.00) up to three thousand five hundred dollars (\$3,500.00) and line item budgeted —minimum of three (3) written quotations and submitted to the city manager. Results of quotations and award to be recorded and filed.
  - (4) Three thousand five hundred dollars (\$3,500.00) up to ten thousand dollars (\$10,000.00) and budgeted —minimum of three (3) written quotations. Purchasing agent and city manager make recommendation to city council and they award the bid. Results of written quotations and award to be recorded and filed.
  - (5) Above ten thousand dollars (\$10,000.00) and budgeted —requires solicitation of advertised formal sealed bids. Purchasing agent and city manager make recommendation to city council and they award the bid. Results of bids and award to be recorded and filed.
  - (6) Nonbudgeted items —approved by city manager and purchasing agent in amounts up to two thousand five hundred dollars (\$2,500.00). Amounts above two thousand five hundred dollars (\$2,500.00) require approval of the mayor and council. Once approval has been granted, comply with the procedures of subsections (1)—(5) above (whichever applies).
  - (7) Budgeted vehicles —direct purchase from state contract, by department heads with city manager and financial officer approval.
  - (8) Professional services —mayor and city council may appoint vendors for professional services annually based upon qualifications and experience of the respective vendors. These professional services shall include, but not be limited to, auditor, attorney, solicitor, judge, judge pro tem, engineers, architects, and surveyors.
  - (9) Council review —Items over one thousand dollars (\$1,000.00) not otherwise required to be awarded by council, the city manager or purchasing agent shall bring those items forward for discussion at council committee/work session meetings.
- (b) Bond and insurance requirements