

Brewer

ORDINANCE NO. 444

AN ORDINANCE OF THE CITY OF SAN ANSELMO PROVIDING FOR THE PURCHASE AND SALE OF SUPPLIES, SERVICES AND EQUIPMENT.

THE CITY COUNCIL OF THE CITY OF SAN ANSELMO DOES ORDAIN AS FOLLOWS:

SECTION 1. CENTRALIZED PURCHASING DEPARTMENT. There is hereby created a centralized Purchasing Department in which is vested authority for the purchase of supplies, services and equipment.

SECTION 2. PURCHASING OFFICER. There is hereby created the position of Purchasing Officer. The City Manager shall be the Purchasing Officer. The Purchasing Officer shall have general supervision of the Purchasing Department. The Purchasing Officer shall have authority to:

(a) Purchase or contract for supplies, services and equipment required by any using agency in accordance with purchasing procedures prescribed by this ordinance, such administrative regulations as the Purchasing Officer shall adopt for the internal management and operation of the Purchasing Department and such other rules and regulations as shall be prescribed by the City Council.

(b) To prepare, negotiate, and recommend execution of notices, contracts, purchase orders, and other documents, purchase, and sale of supplies, services and equipment, in order to properly effectuate this ordinance and any rules and regulations thereunder.

(c) Prescribe and maintain such forms, purchase orders and other documents to effectuate this ordinance and other rules and regulations.

(d) Recommend the transfer of surplus or unused supplies and equipment between departments as needed, or the sale of all such supplies and equipment.

SECTION 3. EXEMPTIONS FROM CENTRALIZED PURCHASING. The Purchasing Officer, with approval of the City Council, may authorize in writing any Department or Department head to purchase or contract for specified supplies, services and equipment independently of the Purchasing Department; but he shall require that such purchases or contracts be made in conformity with the procedures established by this ordinance, and shall further require periodic reports from the agency on the purchases and contracts made under such written authorization.

SECTION 4. ESTIMATES OF REQUIREMENTS. All using Departments shall file detailed estimates of their requirements in supplies, services and equipment in such manner as the Purchasing Officer shall prescribe.

SECTION 5. REQUISITIONS. Using Departments shall submit requests for supplies, services and equipment to the Purchasing Officer by and on standard requisition forms.

SECTION 6. BIDDING. Purchases of supplies, services, equipment and personal property shall be by bid procedures pursuant to Sections 9, 10 and 11. Bidding shall be dispensed with only when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than \$25.00, or when the commodity can be obtained from only one vendor, or as otherwise provided by this ordinance.

SECTION 7. PURCHASE ORDERS. Purchases of supplies, services and equipment shall be made only by purchase order.

SECTION 8. ENCUMBRANCE OF FUNDS. Except in cases of emergency, the Purchasing Officer shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged.

SECTION 9. FORMAL CONTRACT PROCEDURE. Except as otherwise provided herein, purchases and contracts for supplies, services, equipment and personal property of estimated value greater than \$2,000 shall be by written contract with the lowest or highest responsible bidder as the case may be, pursuant to the procedure prescribed herein. Provided, however, that when specific motor vehicles, or equipment are to be purchased which have certain specifications and other attributes so that competitive bidding would be impossible or impracticable, then in such event competitive and formal bidding may be dispensed with regardless of the cost of the particular vehicle or equipment. *formal*

(a) Notice Inviting Bids. Notices inviting bids shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be obtained and the time and place for opening bids.

(1) Published Notice. Notices inviting bids shall be published at least ten days before the date of opening of the bids. Notices shall be published at least once in a newspaper of general circulation.

(2) Bidders' List. The Purchasing Officer shall also solicit sealed bids from all responsible prospective suppliers whose names are on the Bidders' List or who have requested their names to be added thereto.

(3) Bulletin Board. Pending purchases or sales shall also be advertized by a notice posted on a public bulletin board at the City Hall.

(b) Bidders' Security. Bidders' security may be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of bid security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder and in such event, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, may, in the discretion of the City Council, be returned to the lowest bidder.

(c) Bid Opening Procedure. Sealed bids shall be submitted to the Purchasing Officer and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection during regular business hours for thirty (30) days after the bid opening.

(d) Rejection of Bids. In its discretion, and without assigning reason therefor, the City Council may reject any and all bids.

(e) Award of Contracts. Contracts shall be awarded to the lowest responsible bidder except as otherwise provided herein.

(f) Tie Bids. In the event that two or more bids received are for the same total amount or unit price, quality and service being equal, the City Council may award to the bidder it chooses or negotiate with the tie bidders and make the award after such negotiation.

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23rd Sept 16th Sept

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none
Martinielli

Quita Gannum