ORDINANCE

AN ORDINANCE TO ESTABLISH RULES AND REGULATIONS FOR PURCHASING AND DISPOSITION OF PERSONAL PROPERTY AND SERVICES

THE CITY OF LAKE CITY ORDOINS:

SECTION 1. AUTHORITY. Rules and regulations are hereby promulgated by the City Council pursuant to Section 4.1 of the City Charter.

SECTION 2. PURPOSE. This ordinance 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.

SECTION 3. DEPARTMENT OPERATION SUPPLIES. 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 $500.00 per purchase, without advance City Council authorization. These purchases are subject to the following rules and regulations:

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

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

C. 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.

D. 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.

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

F. The City Council, by resolution, may require additional procedures.

SECTION 4. ROUTINE REPAIR AND MAINTENANCE. 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 $500.00 per purchase, without advance City Council authorization. These purchases are subject to the following rules and regulations:

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

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D. 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.

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

F. The City Council, by resolution, may require additional procedures.

SECTION 5. MEDIUM PURCHASE TRANSACTIONS. Quotations shall be obtained for the purchase of equipment, materials, and supplies in an amount not to exceed $10,000.00 according to the following rules and regulations:

A. Purchases made under Section 3 and 4 of this Ordinance are excepted from this section.

B. Pre-approval of the City Council is required.

SECTION 6. PURCHASES OVER $10,000.00. All purchases in an amount over $10,000.00 shall follow the procedures set out in Chapter 11 of the Lake City Charter. The City Council, by resolution, may require additional procedures set out in Chapter 11 of the Lake City Charter. The City Council, by resolution, may require additional procedures.

SECTION 7. 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.

SECTION 8. EMERGENCIES. In case of 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.

SECTION 9. 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.
SECTION 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 (1) 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.

SECTION 11. DISPOSITION OF CITY PERSONAL PROPERTY. 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:

A. 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 ordinance.

B. 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.

C. Equipment, materials and supplies with a value of $5,000.00 or more shall be sold under the bidding process outlined in Chapter 11 of the Lake City Charter for the purchase of property [Section 11.2(c)].

D. The City Council, may by resolution, authorize alternative methods for the disposition of equipment, materials and supplies.

SECTION 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.