

(As of February 20, 2001)

Section 9-301. Centralized Purchasing --

1. The department of budget and fiscal services shall be responsible for the procurement of all materials, supplies, equipment and services required by any agency of the city.

2. There shall be a standardization committee composed of five members. The mayor shall appoint four members, each of whom shall be from a separate department. The fifth member shall be a representative for the department of budget and fiscal services who shall serve as chair of the committee. The committee shall classify all materials, supplies, and equipment commonly used by the various agencies of the city and shall prepare and adopt standards and specifications for such materials, supplies and equipment.

3. All purchases and contracts for materials, supplies, equipment and services shall be made by advertising, except that such purchases and contracts may be negotiated without advertising if:

- (a) The public exigency will not admit of the delay incident to advertising.
- (b) The amount involved does not exceed limits specified for various types of contracts in applicable state statutes, as the same may be amended from time to time.
- (c) It is impracticable to secure competitive bidding for materials, supplies and equipment, including animals, plants, food and fodder for animals in the zoo, non-processed agricultural products, patented or proprietary articles and books and publications.
- (d) It is determined that the procurement of equipment determined to be technical equipment is necessary to assure standardization of the equipment and interchangeability of parts and that such standardization and interchangeability are necessary in the interest of economy.

The advertisement for bids shall be made for a sufficient time before the purchase or contract, and specifications and invitations for bids shall permit such full and free competition as is consistent with the procurement of the types of materials, supplies, equipment and services necessary to meet the requirements of the agency concerned.

All bids shall be publicly opened at the time and place stated in the advertisement. Award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid, conforming to the invitation for bids, will be most advantageous to the city, price and other factors considered.

4. Purchase orders shall be issued upon the endorsement of the purchasing administrator, and such endorsement shall be made in accordance with rules and regulations promulgated by the director of budget and fiscal services.

5. The director of budget and fiscal services shall, from time to time, secure from all agencies estimates of their needs for articles of common use and shall, when practicable, consolidate requisitions in order to secure the benefits of quantity purchases, and to that end, when authorized by the council, cooperate with other public agencies.

6. The director of budget and fiscal services shall by rules and regulations provide for:

- (a) Emergency purchases which might be required.
- (b) Petty cash funds or blanket purchase orders or both.

(As of February 20, 2001)

(c) Noncompetitive purchases and contracts provided for under Subsection 9-301.3(c) of this charter.

(d) Approval and signing procedures related to the issuance of purchase orders.

(e) Negotiated sales of city property found unusable for public purposes and valued below \$100.00 without public auction.

(f) Such other matters as the director may reasonably deem necessary for the effective administration and implementation of federal, state and city purchasing and contracting laws.

7. The director of budget and fiscal services shall require such guarantees of performance by vendors as in the director's opinion may be necessary or as may be prescribed by ordinance. (*Reso. 90-295; 1992 General Election Charter Amendment Question Nos. 28, 29 and 32B; Reso. 95-205; 1998 General Election Charter Amendment Question No. 2(VII)*)