

Chapter 145

PROCUREMENT

Section 145.010. Competitive Bidding. [Ord. No. 905 §1, 3-7-1996]

- A. When the City negotiates any purchase, sale or other contract, other than established operating purchases, there shall be provided ample opportunity for competitive bidding in the following manner:
1. If the consideration is not more than one thousand dollars (\$1,000.00), bids shall be solicited in the most expedient manner with due regard for competitive prices and quality. The purchase shall be approved by a member of the Board of Aldermen who is the designated official of such department.
 2. If the consideration is for more than one thousand dollars (\$1,000.00) but less than three thousand dollars (\$3,000.00), bids shall be solicited in the most expedient manner with due regard for competitive prices and quality. The purchase shall be approved by the Board of Aldermen.
 3. If the consideration is for more than three thousand dollars (\$3,000.00) but less than ten thousand dollars (\$10,000.00), at least two (2) bids shall be solicited by mail or telephone request from two (2) prospective vendors, from which the lowest and best bid with proper qualifications shall be accepted. A record of the quotations shall be maintained. The purchase shall be approved by the Board of Aldermen.
 4. All supplies and contractual services estimated to cost in excess of ten thousand dollars (\$10,000.00) shall be purchased by formal, written contract from the lowest and best bid, after due notice inviting proposals. Whenever possible, at least three (3) bids should be obtained from prospective, qualified vendors. The Board of Aldermen shall award the contract or purchase.

Section 145.020. Notice Defined. [Ord. No. 905 §2, 3-7-1996]

- A. The notice required by the preceding Section shall consist of the following:
1. Notice inviting bids shall be published once in at least one (1) official newspaper of the City at least five (5) days preceding the last day set for the receipt of proposals. The newspaper notice required herein shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured and the time and place for opening bids.

2. The City Clerk also shall advertise all pending purchase or sales by a notice posted on the public bulletin board in the City Hall.
3. The City Clerk also shall solicit sealed bids by direct mail request to prospective vendors and by telephone as may seem to him/her to be in the best interest of the City.

Section 145.030. Bid Opening Procedure. [Ord. No. 905 §3, 3-7-1996]

Bids shall be submitted sealed to the City Clerk and shall be identified as bids on the envelope. They shall be opened in public at the time and place stated in the public notices.

Section 145.040. Lowest and Best Bidder. [Ord. No. 905 §4, 3-7-1996]

- A. The City reserves the right to reject any or all bids. Contracts shall be awarded to the lowest and best bidder. Bids shall not be accepted from, nor contract awarded to, a contractor who is in default on the payment of taxes, licenses or other monies due the City. In determining "lowest and best bidder", in addition to price, the following shall be considered:
1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 2. Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference;
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 7. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
 9. The number and scope of conditions attached to the bid.

Section 145.050. Justification of Award. [Ord. No. 905 §5, 3-7-1996]

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be entered upon the journal of the Board.

Section 145.060. Open Market Procedure. [Ord. No. 905 §6, 3-7-1996]

- A. All purchases of supplies and contractual services and all sales of personal property that has become obsolete and unusable for which competitive bidding is not required by Section 145.010 of this Chapter shall be made in the open market without newspaper advertisement and without observing the procedure prescribed by Section 145.040 for the award of formal contracts.
1. All open market purchases shall, whenever possible, be based on at least three (3) competitive bids and shall be awarded to the lowest and best bidder in accordance with the standards set forth in Section 145.040.
 2. The City shall solicit bids by:
 - a. Direct mail request to prospective vendors, and/or
 - b. By telephone, and/or
 - c. By public notice posted on the bulletin board of the City Hall.

Section 145.070. Cooperative Procurement. [Ord. No. 905 §7, 3-7-1996]

The City shall have the authority to join with other units of government in cooperative purchasing plans when the best interest of the City would be served and after approval of the Board of Aldermen.

Section 145.080. Emergency Purchases. [Ord. No. 1091 §1, 5-10-2007]

In case of an apparent emergency which requires immediate purchase of supplies, materials, equipment or contractual services, the Mayor, Acting President, that Alderman acting under powers described in Section 110.145 or their delegated representative may authorize the purchase, without compliance with the requirements of Sections 145.010 through 145.040, at the lowest and best obtainable price any supplies, materials, equipment or contractual service up to an amount not to exceed ten thousand dollars (\$10,000.00). A full explanation of the circumstances of an emergency purchase shall be recorded in the minutes of the next following Board of Aldermen meeting.