

CITY OF AU GRES
PURCHASING AND SALES ORDINANCE

ORDINANCE NO. 28

THE CITY OF AU GRES ORDAINS:

AN ORDINANCE ESTABLISHING RULES AND PROCEDURES FOR PURCHASING SUPPLIES, MATERIALS AND EQUIPMENT, CONTRACTING FOR SERVICES AND SELLING UNWANTED CITY PERSONAL PROPERTY.

SECTION 1. GENERAL POWERS AND DUTIES OF PURCHASING AGENT

In conformity with the purchasing authority conferred in the City Charter, chapter 13, the purchasing agent shall:

1. Procure for the City the highest quality in supplies, materials, equipment and contractual services at the least expense and obtain the highest possible price for unwanted City property that is sold.
2. Sign all checks and warrants against City funds, countersigned by the Clerk.
3. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.
4. Prepare and adopt written specifications for supplies, materials, equipment and services, as may be required. Specifications shall be developed with information available through governmental and private sources and in cooperation with the using department.
5. Prescribe and maintain such forms as may be necessary to the operation of these rules.
6. Prepare, adopt and maintain such files as may be necessary to the operation of these rules. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the City.
7. Obtain all federal and state tax exemptions to which the City is entitled.
8. Report to the City Manager or City Council, as requested, concerning the performance of his or her duties.

SECTION 2. PURCHASING PROCEDURES

1. Requisition and Estimates. All using departments shall file with the purchasing agent detailed requisitions for estimates for their requirements of supplies, contractual services, materials and equipment.
 - a. A using department shall not be prevented from filing with the purchasing agent at any time a requisition or estimate for any supplies and contractual services, the need for which was not foreseen when the detailed estimates were filed.
 - b. The purchasing agent shall examine each requisition

laboratory.

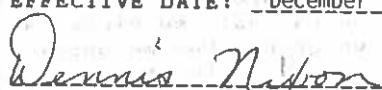
9. **Price Agreements.** A special type of contract, "price agreement", can be used whereby the City does not obligate itself to purchase or to accept a commodity but furnishes the vendor with an estimate of its probable needs as a guide to the amount that may be purchased. The price may be established for the period of the agreement or it may be made variable, such as a fixed discount from an ascertainable amount. The purchasing agent must use the formal bid and contract procedure for the price agreements.

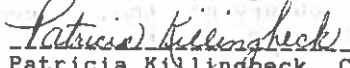
This ordinance shall become effective immediately upon publication thereof.

In accordance with the City Charter, Chapter VI, and entitled Legislation, these rules and regulations governing purchasing and sales were hereby submitted to the City Council and approved on the 3rd day of December, 1987.

ORDINANCE DECLARED ADOPTED.

EFFECTIVE DATE: December 17, 1987


Dennis Nixon, Mayor


Patricia Killingbeck, City Clerk