

7/30/2021

CITY REVISED PURCHASING & PROCUREMENT POLICY

It shall be the general policy of the City of Jamestown for the purchase of materials, equipment, supplies, and services that the following procedures be used for the acquiring of same:

- A) For amounts **\$10,000.00 and less** upon City Administrator, Auditor or Deputy Auditor approval:
 - a. At least one (1) fair and reasonable quote
 - i. Verbal, phone, email or written
 - b. Local purchase when reasonable, feasible and consideration to all retailers in city to secure least costly item(s)

- B) For amounts of **\$10,000.01 to \$40,000.00** upon City Administrator, Auditor or Deputy Auditor approval:
 - a. Solicit quotes from at least three (3) vendors
 - b. May be verbal or written quotes.
 - i. If verbal, record date, person's name and title, and business name with costs & other communication.

- C) For amounts of **\$40,000.01 to \$100,000.00** obtain three (3) or more written quotes upon City Administrator, Auditor or Deputy Auditor approval, **and City Council approval**:
 - a. Solicit quotes
 - b. Responses must be written, dated, and signed. Do not have to be sealed.

- D) **\$100,000.01** and above formal bids are required with approval of the bid award by the City Council.
 - a. Must be purchased using formal sealed bids (Invitation for Bid) or Request for Proposal (RFP).

Employees need authorization from the head of the department to make purchases and all purchases shall be made by using a valid purchase order. Regardless of whether it is budgeted, purchases shall be prioritized and based upon necessity, not convenience.

Purchases where practical and cost-effective shall be based on the following preferences: local, in-state, and then regional.

Emergency items needed imminently to protect life, city property, city infrastructure, public property, or to avoid service disruptions, may be purchased from any source as necessary, with the above preferences when possible.

Proprietary items will necessitate special handling and purchases should be coordinated through the City Administrator or City Engineer.

The City has comprehensive purchasing based upon sound purchasing practices and principles, and has authority for the procurement of commodities, services, printing, and information technology.

August 2, 2021 City Council Minutes (excerpt)

Mayor Heinrich referenced the amendment to the City of Jamestown Purchasing and Procurement Policy and stated that quotes for amounts \$40,000 and above, after quotes are obtained, should be approved by City Council and amended, with the language “and City Council approval” after “for amounts of \$40,000.01 to \$100,000.00 obtain three or more written quotes upon City Administrator, Auditor or Deputy Auditor approval.”

Council Member Buchanan moved a Resolution to amend as described the revised City of Jamestown Purchasing and Procurement Policy which was first approved by a City Council Resolution on September 7, 2010; to approve the policy as amended; and to authorize the City Attorney to draft an amendment to the Jamestown City Code. Seconded by Council Member Steele. Roll Call No. 2 showed: 4 ayes, 0 nays, 1 absent. Carried.