

Chapter 39

PURCHASING

[HISTORY: Adopted by the Mayor and Council of the City of Seat Pleasant as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Checks — See Ch. 6.

ARTICLE I Competitive Bidding

[Adopted 12-14-1994 by Ord. No. 94-01; amended in its entirety 1-14-2013 by Ord. No. O-13-08]

§ 39-1. General provisions.

Except as otherwise provided in the Charter of the City of Seat Pleasant, all purchases of supplies, materials, equipment, construction of improvements, services and City-related expenses where the City Administrator knows or believes that the value of said supplies, materials, equipment, construction of improvements, services, etc., is or will be more than \$7,500 shall be purchased through a process of competitive bidding as hereinafter established.

§ 39-2. Procedure.

When competitive bidding is required, the City Administrator shall cause an advertisement for bids to be made in at least one local weekly newspaper for at least one weekly issue. Said advertisement shall include a brief description of the supplies, materials, equipment, construction of improvements, services or City-related expenses for which bids are requested and shall include all applicable specifications or give notice where such specifications may be examined and reviewed. The City Administrator may, at his/her discretion, furnish copies of said specifications at a cost to be determined by him/her.

§ 39-3. Exemptions.

- A. Notwithstanding any contrary provisions of the Charter of the City, upon the approval of a majority of the whole Council, the City Administrator may purchase or contract for any supplies, materials, equipment, construction of improvements, services or City-related expenses without the necessity of competitive bidding when, in the opinion of the Council, the delay in obtaining said supplies, materials, equipment, construction of improvements, services or City-related expenses caused by the necessity of advertising for bids will be detrimental to the welfare and/or health of the community or its citizens. Any such determination of the Council contemplated by this Subsection A may be made by motion or resolution.

B. Notwithstanding any contrary provisions of the Charter of the City, the City Administrator may purchase or provide for any supplies, materials, equipment, construction of improvements, services or City-related expenses without bidding when, in the judgment of the Council, such supplies, materials, equipment, construction of improvements, services or City-related expenses are only available from a single source. Any such determination of the Council contemplated by this Subsection B may be made by motion or resolution.

§ 39-4. Rejection of bids; awarding of contracts.

The Council shall have the right to reject any and/or all bids received in response to any advertisement for bids when, in its opinion, the bidder cannot supply the quality or quantity of goods, meet times of delivery or completion or adequately service the items to be purchased, whether because of inadequate equipment or distance of source of supply or service, or when, in its opinion, said rejected bidder is not sufficiently responsible by virtue of financial reasons or lack of ability or personnel or the City has determined not to proceed with the purchase or services that were initially subject to such bidding. The Council shall award all such purchases to the lowest responsive unrejected bidder by motion or resolution, and, as contemplated by the Charter of the City, the Council, by resolution, may approve or authorize one or more appropriate officials to approve the written contract with the successful bidder.