

(First Published in the Columbus Daily Advocate August 10, 2007)

ORDINANCE NO. 1220

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF COLUMBUS, KANSAS, AMENDING THE CODE OF THE CITY OF COLUMBUS, "PURCHASING AND CONTRACTING PROCEDURE," CHAPTER 1, ARTICLE 9.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS:

SECTION 1: This Ordinance shall amend Code 2005; Ordinance No. 907 and Code 1987, 2-182, of the Code of the City of Columbus, Kansas, at Chapter 1, Article 9, in order to update the spending limits of department heads and the minimum amount of contractual services designated for notice and bids.

SECTION 2: ARTICLE 9. PURCHASING AND CONTRACTING PROCEDURE

1-901. SHORT TITLE. This article shall be known and may be cited as the "Purchasing and Contracting Ordinance of the City of Columbus, Kansas."

1-902. EXPENDITURES OF \$2,000.00 OR LESS. Each department head shall have the authority to make expenditures in accordance with City procedures of any monies up to \$2,000.00 maximum without prior Council approval.

1-903. SUPPLIES AND CONTRACTUAL SERVICES EXCEEDING \$15,000.00. All supplies and contractual services, when the estimated cost thereof shall exceed \$15,000.00, shall be purchased by formal, written contract after due notice inviting proposals.

- a) Notice inviting bids shall be published at least once in an official newspaper in the City and at least five days preceding the last day set for the receipt of proposals.
- b) The newspaper notice shall include a description of the equipment or services to be purchased; shall state where bid blanks and specifications may be secured; and the time and place for opening bids.
- c) When deemed necessary by the City Council, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of such required security.
- d) Bids shall be submitted sealed to the City Council or its designee; shall be identified as bids on the envelope; shall be opened in public at the time and place stated in the public notice; and a tabulation of all bids received shall be provided to all bidders.

e) The City Council shall have the authority to reject all bids, or parts of all bids, for any one or more supplies or contractual services included in the proposed contract when the public interest will be served thereby.

f) The City Council shall have the authority to award contracts within the purview of this article. Contracts shall be awarded to the lowest responsible bidder, with the exception of professional services. In this case, qualifications and experience to the benefit of the City shall receive first consideration. Upon determination of these factors, a price or fee may be negotiated.

New: 1-904 CITY ADMINISTRATOR. The City Administrator shall have the authority to make expenditures in accordance with City procedures of any monies up to \$4,000.00 maximum without prior Council approval.

SECTION 3: All ordinances and resolutions and parts thereof in conflict herewith are hereby expressly repealed in so far as they conflict herewith.

SECTION 4: This ordinance shall be in full force and effect from and after passage and publication in the official City newspaper.

PASSED and APPROVED by the Governing body this 6th day of August, 2007.


HARLEY MCDANIEL, MAYOR

ATTEST:


JANICE BLANCETT, CITY CLERK

(SEAL)

