



Legislation Text

File #: ORD-03:377, Version: 1

AN ORDINANCE AMENDING THE CITY OF JONESBORO, ARKANSAS PURCHASING MANUAL FOR VARIOUS PURPOSES (**NOTE: THE MANUAL WAS AMENDED BY ORD-05:214 ON JULY 5, 2005**)

WHEREAS, an apparent conflict exist between Arkansas Code Annotated § 14-54-302 which provides for the execution of all contracts upon authorization by a resolution, in writing, approved by a majority vote of the city council and Arkansas Code Annotated §14-58-303 which provides for the mayor to make all necessary purchases and contracts authorized in the approved annual budget over \$10,000.00 without city council review when competitive bidding procedures are followed; and

WHEREAS, documentation of bids for purchases between \$1,000.01 and \$10,000.00 is deemed to be enhanced by obtaining such bids in writing rather than by telephone; and

WHEREAS, prudent financial management is considered to include Finance Committee review and recommendation for the appropriation of funds not included in the adopted annual budget

BE IT THEREFORE ORDAINED, by the City Council of the City of Jonesboro, Arkansas; that the Purchasing Manual of the City of Jonesboro be amended as follows:

SECTION 1: Contracts exceeding \$10,000.00 or for which prescribed procurement procedures have not been followed as specified in the Purchasing Manual or as specified by state law shall be approved by a resolution, in writing, by a majority vote of the city council.

SECTION 2: Purchases between \$1,000.01 and \$10,000.00 (before sales tax) shall have no less than three bids, all of which shall be either by facsimile, e-mail or some other written form exhibiting the date and time received, obtained from vendors attached to the purchase requisition for such purchases. In cases where three or more written bids are not obtainable, the purchasing department or Purchasing Agent shall document the reason therefore. Once received by the Purchasing Agent, if said purchase is over \$2,000.00, the requisition and written quote sheets shall be forwarded to the Mayor (or designated person in his absence) for written approval before a purchase order will be issued. In all cases, approval must be before the fact.

SECTION 3: Requests for the appropriation of funds not included in the adopted annual budget shall be reviewed by the Finance Committee for the budgetary impact upon city finances and the Committee shall recommend the appropriation to the city council if considered financially feasible and prudent.

APPROVED AND ADOPTED this 21st day of July, 2003.