

ORDINANCE NO. 897

“AN ORDINANCE TO AMEND ORDINANCE NO 698 SECTION 1-403 OF THE CITY CODE TO ALLOW DEPARTMENT SUPERVISORS THE AUTHORITY TO PURCHASE UP TO \$ 1,000 WITHOUT BIDS OR QUOTES WITH THE AUTHORIZATION OF THE CITY MANAGER OR HIS/HER DESIGNEE.”

WHEREAS, pursuant to the Charter of the City of East Ridge, Tennessee, and the general statutes for the State of Tennessee applicable to purchasing policies of municipalities, it is appropriate for the City Council to establish certain procedures for the purchase of goods and services to amend Ordinance No. 698 Section 1-403 to read as follows:

1-403 Requirements for bids: Department heads as designated by the City Manager or by an individual exercising the power of the Purchasing Agent may make purchases not to exceed \$1,000. 00 in any day without the necessity of obtaining written bids or quotations provided such purchase does not have the effect of circumventing the provisions of this Chapter. Department heads shall not split invoices with the same vendor in the same day to circumvent the \$1,000.00 limit. In the event an actual emergency is being addressed, or the time necessary to secure a product or service would interfere with or cause unnecessary delay, a department head may spend up to \$1,500.00 without written bids or quotations. Items which are used on a regular basis that exceed \$1,000.00 in value should be submitted to the purchasing agent for competitive bids. The City Manager and any individual exercising the powers of Purchasing Agent shall be required to secure at least three (3) written bids or quotations, if possible, on all purchases made by the City which are over \$1,000.00 but do not exceed \$10,000.00. The City Manager and any individual acting as the Purchasing Agent shall be required to advertise in a newspaper having general circulation in the City for sealed competitive bids on all purchases made by the city where the amount of the purchase is estimated to be more than \$10,000.00, unless otherwise directed by a majority vote of the Mayor and Council for reasons as hereinafter provided, as allowed by general state law, or as set forth in this chapter. Bid advertisements shall specify a day and hour for the opening of bids, which day shall be at least ten (10) days from and after the publication of the notice to bid. At the appointed day and hour, the City Manager or his designee shall publicly open and record the bids.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of East Ridge, that Ordinance No. 698 Section 1-403 of the City Code is hereby amended to allow department supervisors the authority to purchase up to \$1,000 without bids or quotes with the authorization of the City Manager or his/her designee.

BE IT FURTHER ORDAINED, that this Ordinance take effect as of August 25, 2011, the public welfare requiring it.

Passed first reading August 11 2011.

Passed second reading September 15 2011.



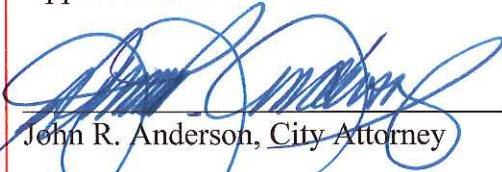
Brent Lambert, Mayor

Attest:



Timothy A. Gobble, City Manager

Approved as to form:



John R. Anderson, City Attorney