

**CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY**

**ORDINANCE #581**

**PURCHASING PROCEDURES**

**The City of Claremont Ordains:**

Chapter 2, Article III, Division 12, Purchasing Procedures, of the Claremont City Code, is hereby amended as follows:

**Section 1. Chapter 2, Article III, Division 12, Purchasing Procedures, Purpose and Intent**

Insert a new Section 2-335, Purpose and Intent, to read as follows:

(a)..The purpose of these Purchasing Procedures shall be to:

1. Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution, in accordance with accepted purchasing practices as otherwise specified herein.
2. Encourage the most open, competitive purchasing process practicable for the acquisition of goods and/or services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.
3. Ensure that the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, and quality of performance and/or environmental impact.
4. To carry out all purchases in accordance with the City of Claremont Code of Conduct.

(b) It is the intent of this policy, by stating specific monetary limitations, to prohibit the practice of “ticket splitting.” Notwithstanding, it is expected that unanticipated purchases over the course of any fiscal year may, when taken together, exceed the limitations for a single purchase. To the degree that such purchases are made that, when taken together, exceed the single purchase limitations; such purchases shall not be deemed a violation of this policy in the absence of clear and convincing evidence of “ticket splitting.”

**Section 2. Section 2-336**

Revise the title of Section 2-336 to change the dollar reference to read as follows:

Section 2-336. General purchasing policies: \$5,000.00-\$30,000.00.

**Section 3. Section 2-336, Subsection (a)**

Delete Section 2-336, Subsection (a) in its entirety and add as new Section 2-335.

**Section 4. Section 2-336, Subsection (b)**

Revise Section 2-336, Subsection (b) to change references of “one thousand dollars (\$1,000.00)” to “five thousand dollars (\$5,000.00)” to read as follows:

*(b) General purchasing process for low dollar value purchases up to five thousand dollars (\$5,000.00).*

(1) The purpose of this policy is to provide guidelines for low dollar value purchases up to five thousand dollars (\$5,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services directly up to the value of five thousand dollars (\$5,000.00).

**Section 5. Subsection 2-336, Subsection (c)**

Revise Section 2-336, Subsection (c) to change references of “one thousand dollars (\$1,000.00)” to “five thousand dollars (\$5,000.00)” and seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” to read as follows:

*(c) Policy for the acquisition of goods or services with a total purchase price greater than five thousand dollars (\$5,000.00) but not exceeding a total price of fifteen thousand dollars (\$15,000.00)*

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than five thousand dollars (\$5,000.00) but not exceeding fifteen thousand dollars (\$15,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services up to a value of fifteen thousand dollars (\$15,000.00). This purchasing function shall be decentralized and it will be the responsibility of the department head to follow the guidelines established herein and to contemporaneously notify the finance department of such purchases so that the any resultant invoice may be processed in a timely and efficient manner. In addition to the general purchasing objectives, all purchases between five thousand dollars (\$5,000.00) and fifteen thousand dollars (\$15,000.00) shall be undertaken in accordance with the following:

**Section 6. Subsection 2-336, Subsection (d)**

Revise Section 2-336, Subsection (d) to change references of “seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” and “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

*(d) General purchasing policy for purchases from fifteen thousand dollars (\$15,000.00) to thirty thousand dollars (\$30,000.00).*

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than fifteen thousand dollars (\$15,000.00) but not exceeding thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

(2) For the acquisition of goods or services for a total purchase price greater than fifteen thousand dollars (\$15,000.00), but not exceeding the total price of thirty thousand dollars (\$30,000.00), department heads shall consult with the finance director prior to making any formal request for proposals or solicitation of bids. All requests for proposals or quotes shall, at a minimum, be advertised in a newspaper of local circulation. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to award. The department heads shall prepare the requests for proposal and/or the solicitation for bids and such documents shall be reviewed and approved by the director of finance prior to advertisement or dissemination.

#### **Section 7. Subsection 2-336, Subsection (e)**

Revise Section 2-336, Subsection (e) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

*(e) General purchasing policy for purchases in excess of thirty thousand dollars (\$30,000).* The purpose of this policy is to provide guidelines for goods or services with value greater than thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

For acquisitions of goods and services with a total purchase price greater than thirty thousand dollars (\$30,000.00), the purchase shall, at a minimum, be advertised in a newspaper of local circulation. All requests for proposals (RFPs) for purchases in excess of thirty thousand dollars (\$30,000.00) shall be prepared by the department head in consultation with the director of finance. All RFP's for purchases in excess of thirty thousand dollars (\$30,000.00) shall also be reviewed by the city solicitor prior to advertisement or dissemination. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to the award. The city manager shall award any contract in excess of thirty thousand dollars (\$30,000.00).

#### **Section 8. Section 2-337**

Revise Section 2-337, Subsection (a) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

*(a) Policy for consulting and professional services in excess of \$30,000.00.* The purpose of this policy is to set up guidelines for acquiring consulting and/or professional services for the City of Claremont with a value in excess of thirty thousand (\$30,000.00). It is the intent of this policy to create a multi-part system in which consultants, or those providing professional services, will be pre-qualified prior to the official acceptance of any quotations or cost proposals.

Under this multi-part system, vendors shall be qualified prior to considering any quotations or cost proposals. Unless otherwise modified herein, subsection 2-336(e) above shall govern all other aspects of soliciting interest and awarding contracts. The services of consultants or professionals that are not anticipated to generate costs in excess of thirty thousand (\$30,000.00) may be secured in accordance with the general purchasing policies set forth herein unless it is determined by the department head, in consultation with the director of finance, that prequalification is desirable. In such case, this subsection and subsection 2-337(b) VII below shall govern purchases deemed to require prequalification.

Consulting and/or professional services in excess of thirty thousand dollars (\$30,000.00) shall be acquired in accordance with the following:

Revise Section 2-337, Subsection (a) (3) to read as follows:

*(3) Part three.* After vendors have been selected based upon qualifications and any pre-bid process is complete, quotations or cost proposals shall be solicited. Although not recommended, this process may be done simultaneous with the requests for qualifications if it is determined to be most beneficial to the city. Any quotation or cost proposal received from a vendor who has not been pre-qualified shall be destroyed prior to it being opened.

**Section 9. Validity**

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

**Section 10. Effective Date**

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading \_\_\_\_\_, 2020

Adopted by the Claremont City Council on \_\_\_\_\_, 2020

\_\_\_\_\_  
Andrew O’Hearne

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Allen Damren

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Mayor Charlene Lovett

Attest: \_\_\_\_\_  
Clerk to the Council