

## CITY OF GLADSTONE PURCHASING & BIDDING POLICY

**SUBJECT: Purchasing and Bidding**

**PURPOSE:** This policy controls the expenditure of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of the City of Gladstone, including all contracted outside services.

### **ROUTINE PURCHASES:**

Routine purchases may be made or authorized by any department head for items up to \$5,000.00, so long as the purchases are part of the approved budget. Any purchases that exceed the budget limits require City Manager prior approval and possible amendment of the budget.

### **BID POLICY:**

Every reasonable attempt must be made to ensure that purchases are being made in a manner that ensures the city is receiving the best value for the money. Bids for goods or services must be solicited and requests for proposals prepared under the following circumstances:

- \$5,000-\$10,000-quotes should be solicited from 3 vendors.
- \$10,000-\$50,000-a request for proposals must be prepared and bids must be solicited.
- Over \$50,000-a request for proposals must be prepared and be published in the Action News newspaper. Contracts shall be let only after sealed competitive bidding, except for (1) professional services; (2) emergency repairs; (3) maintenance services; (4) utilities; (5) sole source service contracts.
- The City of Gladstone is a member of MI – Deal and will participate in the State contracts as applicable.

If the City of Gladstone has partnered with a granting agency the granting agency's rules of procedure for bidding and/or purchasing will supersede this policy.

The City Commission is not required to accept the lowest bid; every effort will be made to award bids to local bidders.

If the City Commission decides that the bid process is not practical in a given situation, they may waive the requirements listed above by a motion of the board.

Approved: 06-10-2013

Effective: 06-26-2013

Ord. No. 590