

# TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

FOUNDED 1876  
INCORPORATED 1899

## ORDINANCE NO. 193

AN ORDINANCE AMENDING CHAPTER 3 (ADMINISTRATION) OF THE CODE OF THE TOWN OF JEROME, BY ADDING ARTICLE 3-3 (PURCHASING SYSTEM) AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA:

That Chapter 3 of the Code of the Town of Jerome, Arizona, is amended by adding Article 3-3, as follows:

### Article 3-3 PURCHASING SYSTEM

- 3-3-1 Adoption of Purchasing System
- 3-3-2 Centralized Purchasing Office
- 3-3-3 Purchasing Officer
- 3-3-4 Requisitions
- 3-3-5 Purchase Orders
- 3-3-6 Purchasing Procedure
- 3-3-7 Bid Procedures
- 3-3-8 Petty Cash Fund
- 3-3-9 Surplus Supplies and Equipment
- 3-3-10 Exceptions

#### Section 3-3-1 Adoption of Purchasing System

In order to establish efficient procedures for the purchase or sale of supplies and equipment, to secure for the town supplies and equipment at the lowest possible cost commensurate with the quality needed, to obtain the the maximum return of funds or value for material sold, to exercise positive financial control over leases, rentals, purchases and sales; to clearly define authority for this function and to assure the quality of material leased, rented, or purchased, a purchasing system is hereby adopted.

#### Section 3-3-2 Centralized Purchasing Office

There is hereby created a centralized purchasing office in which is vested authority for the purchase of supplies and equipment.

### Section 3-3-3 Purchasing Officer

The purchasing officer shall be the town clerk. He shall have general supervision of the purchasing office and the authority to:

- A. Purchase or contract for supplies and equipment required by a department in accordance with the purchasing procedures prescribed by this article.
- B. Establish such rules, regulations, forms and other items for the operation of the purchasing office as he may deem necessary.
- C. Negotiate and recommend to the council execution of contracts for the purchase of supplies and equipment as required.
- D. Act to procure for the town the required quality in supplies and equipment at the least expense to the town.
- E. Transfer surplus or unused supplies and equipment between departments as needed and sell all supplies and equipment which cannot be used by any agency or which have become unsuitable for town use.

### Section 3-3-4 Requisitions

All departments shall submit requests for supplies and equipment to the purchasing officer by standard requisition forms.

### Section 3-3-5 Purchase Orders

All purchases of supplies and equipment shall be made only by written purchase order. Only the purchasing officer or his designated representative may sign purchase orders.

### Section 3-3-6 Purchasing Procedure

- A. The purchasing officer shall make purchases, leases, rentals and contracts for supplies and equipment not to exceed five hundred dollars in amount in the open market, after such inquiry as he deems necessary to ensure the price obtained is the most advantageous to the town.
- B. For purchases, leases, rentals and contracts for supplies and equipment from five hundred dollars to twenty-five hundred dollars, and for the acquisition of any used equipment, the purchasing officer shall solicit price quotations orally, by telephone, or in writing from at least three suppliers, whenever practicable, and he shall keep on file a tabulation of solicitations made or quotations received.

C. For purchases, leases, rentals and contracts for supplies and new equipment in excess of twenty-five hundred dollars, the purchasing officer shall invite bids by:

1. Advertisement in at least one newspaper of general, local circulation, at least ten days before the bid opening date; and
2. Mailing of invitations to bid to at least three suppliers, and the posting of a notice on the official public bulletin board in town.

Section 3-3-7 Bid Procedures

- A. Sealed bids shall be submitted to the purchasing officer and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be retained on file for public inspection during regular business hours following the bid opening.
- B. At its discretion, the town council may reject any and all bids.
- C. Contracts shall be awarded by the town council to the lowest responsible bidder, except as otherwise provided herein.
- D. If two or more bids received are for the same total amount or unit price, quality and service being equal and if the public interest will not permit the delay of re-advertising for bids, the town council shall determine the successful bidder by lot.

Section 3-3-8 Petty Cash Fund

Expenditures under ten dollars may be made from a petty cash fund and supported by receipts. The purchasing officer may establish such petty cash fund in an amount he deems necessary, but not to exceed one hundred dollars without approval of the town council.

Section 3-3-9 Surplus Supplies and Equipment

All departments and offices shall submit to the purchasing officer, at such time and in such form as he shall prescribe, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing officer shall have the authority to sell all supplies and equipment which cannot be used or which have become unsuitable for town use or to exchange for, or trade in the same for new supplies and equipment. Such sales shall be made pursuant to section 3-3-6.

Section 3-3-10 Exceptions

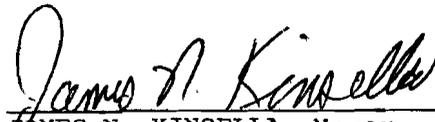
Normal purchasing procedures will be dispensed with only on the declaration of an emergency by the mayor or in his absence the vice-mayor, or a quorum of the council in regular or special session. All such actions including documentation to the effect that the expenditures and emergency procedures were justified to save life or property will

be made a matter of public record at the next public council meeting excepting only those actions directly relating to police activities which are exempted from public disclosure by state statute. Such exempted actions will be brought instead to the council in executive session prior to the next public council meeting.

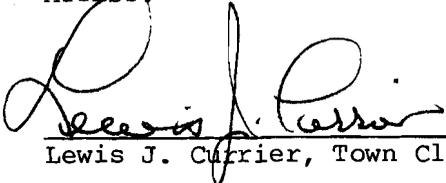
WHEREAS, it is necessary for the preservation of the peace, health and safety of the Town of Jerome, Arizona, an emergency is declared to exist, and this ordinance shall become operative and in force from and after the date of its passage and adoption.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Jerome, Arizona, this 11<sup>th</sup> day of JANUARY, 1983.

APPROVED this 11<sup>th</sup> day of JANUARY, 1983, by the affirmative vote of three-fourths of the Common Council of the Town of Jerome, Arizona.

  
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JAMES N. KINSELLA, Mayor

ATTEST:

  
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Lewis J. Currier, Town Clerk

APPROVED AS TO FORM:

  
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Robert S. Pecharich, Town Attorney