

**TITLE 3**

**FISCAL AFFAIRS**

Chapters:

3.04 Purchases

**CHAPTER 3.04**

**PURCHASES**

Sections:

- 3.04.01 Authority of Mayor
- 3.04.02 \$20,000 or under
- 3.04.03 Competitive bidding

3.04.01 Authority of Mayor The Mayor or his duly authorized representative shall have the exclusive power and responsibility to make purchases of all supplies, apparatuses, equipment, materials, and other things required for public purposes in and for the city and to make all necessary contracts for work and labor to be done or material or other necessary things to be furnished for the benefit of the city, or in carrying out any work or undertaking of a public nature thereof. (Ord. No. 2010-619, Sec. 1.)

3.04.02 \$20,000 or under The Mayor or his duly authorized representative shall not be required to invite competitive bidding for making purchases which do not exceed the sum of Twenty Thousand Dollars (\$20,000.00). (Ord. No. 2010-619, Sec. 2.)

3.04.03 Competitive bidding Where the amount of expenditure for any purpose or contract exceeds the sum of Twenty Thousand Dollars (\$20,000.00), the Mayor or his duly authorized representative shall invite competitive bidding thereon by legal advertisement in any local newspaper.

- A. Bids received pursuant to the advertisement shall be opened and read on the date set for receiving the bids in the presence of the Mayor or his duly authorized representative.

- B. The Mayor or his duly authorized representative shall have exclusive power to award the bid to the lowest responsible bidder, but may reject any and all bids received.
- C. The City Council, by ordinance, may waive the requirements of competitive bidding in exceptional situations where the procedure is deemed not favorable or practical. (Ord. No. 2010-619, Sec. 3.)