

Chapter 62 PURCHASING

Sec. 62-33. Authority of the city administrator.

(a) *Principal contracting officer:*

- (1) *Authority.* The city administrator or his designee shall serve as the central procurement officer of the city. Upon final budget adoption by the city commission, the city administrator shall have the authority to award bids and contracts, and purchase supplies, equipment, services and materials not to exceed \$20,000.00. Any purchase or bid in excess of \$20,000.00 shall be approved by the city commission. The city administrator shall have the authority to declare and surplus equipment, supplies, materials or other property.
 - (2) *Amendments to contracts by purchasing manager.* The purchasing manager, as designee of the city administrator, shall have the authority to approve amendments of contracts awarded, in which the total amount of the resulting contract does not exceed \$3,000.00. The purchasing manager shall have the authority to approve all changes in the amount of the original contract, regardless of original total cost, which reduces the total cost of the purchase, provided such changes do not have a material effect on the nature or objectives of the project.
 - (3) *Amendments to contracts by city administrator.* The city administrator shall have the authority to approve amendments of all contracts awarded, provided that the amount of the contract modification does not exceed 15 percent of the amount of the original contract, or \$10,000.00, whichever is less. All amendments issued which modify a contract, the revised total cost of which exceeds 15 percent of the amount of the original contract, shall require the approval of the city commission.
 - (4) *Certification of encumbrance.* The director of the department of financial services, as designee of the city administrator, shall be required to certify prior to any award of bid, contracts or purchase orders, except in case of emergency procurement, that there is, to the credit of the using agency concerned, a sufficient unencumbered appropriation balance, in excess of all unpaid obligations, in the specific budget line items to cover all the obligations payable under the bid, contract or purchase order.
 - (5) *Unauthorized purchases prohibited.* Except as provided within this chapter, it shall be prohibited for any city officer or employee to order the purchase of any supplies or services or make any contract within the purview of this chapter other than through the purchasing division. Any purchase or contract made contrary to the provisions hereof shall not be binding on the city, unless approved by the city commission.
- (b) *Power to adopt internal operational procedures.* Consistent with the provisions of this chapter, the purchasing manager shall adopt operational procedures governing the internal functions of the purchasing office.
- (c) *Procedure.* Subject to review and approval by the city administrator, the purchasing manager shall adopt operational procedures outlining forms and procedures to be utilized by the various using agencies.
- (d) *Duties.* Except as otherwise specifically provided in this chapter, the purchasing manager shall, in accordance with policy approved by the city commission:
- (1) Procure or supervise the procurement of all supplies, services or other items as needed by the city, except as otherwise provided in this chapter;
 - (2) Exercise supervision and control over equipment inventories and supplies belonging to the city;
 - (3) Sell, trade, donate, destroy, transfer or otherwise dispose of surplus equipment and supplies belonging to the city;
 - (4) Establish and maintain programs for the inspection, testing and acceptance of supplies, services, etc., in cooperation with the department using these supplies and services;