

Sec. 2-5-3 PURCHASING AND BID POLICIES

It is the intent of the Mayor and Council of the City of Williamson to establish regulations and procedures to provide for an efficient and fiscally responsible system for the purchase of materials and services necessary for the effective operations of the City and to ensure the administration of such purchasing and bidding system is in accordance with the highest ethical and fiscal standards and applicable laws.

(A) Applicability. These provisions related to the purchase of materials and services, and the related bid requirements, shall apply to all aspects of the City of Williamson, except as may be otherwise specifically set forth herein or otherwise directed by the Mayor and Council of Williamson.

(B) Designation of purchasing authority and purchasing agent. The Mayor and Council of Williamson shall be the Purchasing Authority of the City. The Mayor and Council may designate a Purchasing Agent to conduct the purchasing and bidding requirements set forth by this policy or as specifically directed by the Mayor and Council. The Mayor and Council may designate the Mayor, a councilmember, or the city clerk as the Purchasing Agent for a specific purchase and/or bid process.

(C) Lowest and/or Best Bid. The Mayor and Council intend to purchase or procure materials, supplies, equipment, and contractual services from the “lowest” and/or “best” bid by a responsive and responsible bidder that meets the bid specifications.

- (1) The City will not be required to award purchases and/or procurements to the lowest bidder. Specifically, The City reserves the right to exercise discretion concerning such award, taking into consideration local vendors, previous dealings, and other reasonable considerations.
- (2) The City reserves the right to purchase materials, supplies, equipment, and contractual services due to emergency/exigent circumstances. The approval of such emergency/exigent purchases and/or awards may be done through means of communication, oral or otherwise, but the Mayor and Council shall consider the ratification of any such emergency purchase and/or award at the next available Council meeting.

(D) The City shall maintain an up-to-date list of all vendors known to the City who are reputable and responsible vendors of materials, supplies, and services regularly used by the City. The vendor list shall include descriptions of vendor’s materials, goods, or services; and, said list shall identify pricing and discounts as may be made available by the vendors.

(E) Purchase Orders, Requisitions, Invoices. Except as otherwise provided herein, all purchases for materials, supplies, and services for the City shall be via an official purchase order, requisition, or invoice as may be approved by the City. Purchase orders,

requisitions, and invoices are considered specific to each vendor and cannot be reassigned without the written approval of the Mayor and Council.

(F) Source Selection through quotes and bids. It is the intent of the City to provide a general procedure for the purchases for materials, supplies, equipment, or services based on the anticipated cost of said materials, supplies, equipment, or services. For the purposes of interpreting this provision, the cost of the materials, supplies, equipment, or services shall not be divided or separated based solely on avoiding the application of the respective provisions set forth below based on the various cost thresholds so identified. The intent of these provisions is to ensure competitive pricing and bidding.

(1) Sealed bids. For the purchase of materials, supplies, equipment, or services estimated to cost over \$10,000.00, the City shall use competitive bidding or proposal procedures. These procedures include formal advertising, written contracts, preparation of bid specifications by the City, sealed bids, public opening, bid deposits and performance bonds. The City of Williamson reserves the right to reject bids, waive technicalities and make awards in the best interest of the County and in compliance with state law.

(2) Written Quotes or Estimates. For the purchase of materials, supplies, equipment, or services with an estimated cost between \$1,500.00 and \$9,999.99, The City shall award such purchase/procurement based upon written competitive quotes/estimates from at least three reputable vendors if available, without regard for formal advertising.

(3) Verbal Quotes or Estimates. For the purchase of materials, supplies, equipment, or services estimated to cost between \$750.00 and \$1,499.99, the City shall award such purchase/procurement based upon verbal quotes/estimates from at least three reputable vendors if available.

(4) Standing Authority for Designated Purchasing Agent Within Budgetary Allocations. For the purchase of materials, supplies, equipment, or services under \$750.00 the Purchasing Agent designated by the Mayor and Council shall have the standing authority to make such purchase(s)/procurement(s) contingent upon said purchase(s)/procurement being within the approved budget allocations for the specific purchase/procurement. Any purchase/procurement made by the designated Purchasing Agent exceeding \$750.00 will require the immediate notification to the Mayor and Council with a copy to the City Clerk.

(G) Sole Source Purchases/Procurements. Sole source purchases or procurement may be allowed when only one source is able to fill the requirements for the intended use. In addition, sole source acquisition may also be used by the City for compatibility with equipment for repair purposes or to continue standardization. The Mayor and Council shall approve all sole source purchases/procurements that exceed \$750.00.

(H) Emergency purchases shall be allowed when there is a threat to the health, safety, or welfare of citizens of the City of Williamson or when the City is faced with the loss of an essential governmental service. Competitive purchasing shall be resumed as soon as

practical. The Mayor and Council must authorize the initiation of this procedure as described above, which will require ratification by the Mayor and Council at the next available Council meeting.

(I) Local Preference. The City reserves the right to award purchases and/or procurements to local vendors that contribute to the local tax base. This local preference policy does not apply to any purchases of materials, equipment or services that requires the competitive sealed bid process

(J) Exceptions to the bid requirements. The City may be exempt from the above purchasing and bidding policies when said purchase(s)/procurement(s) involve equipment purchases from the Georgia Department of Administrative Services surplus. In addition, if the City is making use of State of Georgia D.O.A.S. contracts, and if in the best interest of the City, or if the City is using the Georgia Correctional Industries Administration, Pike County, or other state entity as a vendor, then said purchase(s)/procurement(s) may be authorized without having to adhere to these purchasing and bidding policies.