

**Chapter 3.10**  
**PURCHASE OF SUPPLIES**

Sections:

- 3.10.010 Purchase of Supplies, Equipment and Services - Records and Reports.
- 3.10.020 Advertisement for Bids.
- 3.10.030 Approval of Bills by Governing Body and Manager.

**3.10.010 Purchase of Supplies, Equipment and Services - Records and Reports.**

The City Manager, by and in conjunction with the Governing Body of the City, shall purchase all supplies, equipment and services for the City for each and every department thereof, and shall keep true and accurate account of all purchases so made, and shall make a report biweekly to the Governing Body of all purchases.

(History: Ord. PS-1973 ' 1, 96; PS-854 ' 1, 75; PS-221 ' 1, 68)

**3.10.020 Advertisement for Bids.**

- A. Except as provided in subsection B, the City Manager shall advertise for bids in the official City newspaper for all purchases of supplies, equipment and services which exceed the sum of \$10,000.00. Provided, however, advertisement for bids is not required for the following purchases:
  - 1. Where the City Manager has determined that an apparent emergency requires immediate purchase of items necessary for City operations;
  - 2. Where the City Manager has established by City operating procedure the purchase of certain items without advertisement for bids;
  - 3. Where the Governing Body has established by resolution the purchase of certain items without advertisement for bids; or
  - 4. Where the Governing Body has determined that it is in the best interest of the City to purchase the items without advertisement for bids.
- B. The City Manager shall advertise for bids in the official City newspaper for the purchase of all items which exceed \$50,000 and are an integral part of a public improvement project, as required by charter ordinance.

(History: Ord. PS-2111, 98; PS-1973 ' 2, 96; PS-1065 ' 1, 80; PS-854 ' 2, 75; PS-717)

**3.10.030 Approval of Bills by Governing Body and Manager.**

The city governing body shall not allow or pay any bills until after they have been approved by both the governing body and city manager or his designated representative.

(History: Ord. PS-854 ' 3, 75; PS-221 ' 2, 63)

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