

**ORDINANCE NO. \_\_\_\_\_**

Synopsis: The following ordinance will grant the City Administrator the authority to increase the procurement authority of certain City positions.

**AN ORDINANCE AMENDING CHAPTER 30 OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, FOR THE PURPOSE OF AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND THE PROCUREMENT AUTHORITY OF CERTAIN CITY POSITIONS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, as follows:**

**Section 1.** That Chapter 30 of the City of Washington Code of Ordinances is hereby amended by replacing Section 35 (C) (11) with the following:

**§ 30.35 (C) (11)**

Be responsible for all procurement functions of the city as carried out by the **Controller**. The corporate authorities hereby delegate to the City Administrator the authority to transfer dollar amounts between and among budgeted line items within any given budgeted fund; provided, however, that the transfers of dollar amounts must be to and from line items within the same budgeted fund, and the transfers shall neither increase nor decrease the total expenditures for the fund. **The City Administrator shall have the authority to approve budgeted expenditures up to \$15,000.00. The City Administrator shall authorize Department Heads, the Public Works Manager, and the Deputy Chief of Police to approve budgeted expenditures up to \$5,000.00. Other supervisors within the Public Works Department shall be authorized to approve budgeted expenditures up to \$1,500.00. All budgeted expenditures shall follow the Procurement Policy as developed and updated from time to time by the City Administrator and approved by the City Council.** Any work or other public improvement which is not to be paid for in whole or in part by special assessment or special taxation, when the expense thereof will exceed such amount as shall be provided from time to time by Ill. Rev. Stat., Ch. 24, § 8-9-1, shall be bid and let in compliance with Ill. Rev. Stat., Ch. 24, § 8-9-1.

**Section 2.** That this ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## **PROCUREMENT POLICY**

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to contracts for the procurement of supplies, services, and construction, entered into by the City. It shall apply to every expenditure of public funds by any City department for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations.

Procurement is defined as follows. The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Budgeted Items shall include goods and services that have been anticipated in the Approved Annual Budget or items that are routinely necessary to complete the day-to-day operations of the City. In no case will staff be authorized to exceed the approved Annual Budget by Fund without City Council Approval.

Non-budgeted Items would be considered to be non-usual and ordinary, and could cause an individual fund to be over budget. Non-budgeted items shall be presented to the City Council for approval. The City Administrator shall recommend a funding source to the City Council.

Architect-Engineer and Land Surveying Services are considered professional services within the scope of practice of architecture, professional engineering, or land surveying as defined by the laws of the state. The City shall follow the State Procurement Policy. It is the policy of the State to procure these services on the basis of demonstrated competence and qualifications, and to negotiate contracts at fair and reasonable prices.

A "sole source" procurement is any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. Sole Source will only be utilized for those procurements in which it can be validated and documented by the Department Head/Public Works Manager/Deputy Chief of Police and approved by the City Administrator or the City Council depending on the total value as established in this Procurement Policy.

Emergency Procurements of supplies, services, or construction items can be made when there exists a threat to public health, welfare, or safety, or where conditions exist such that a threat to public health, welfare, or safety is probable or imminent; provide that such emergency

procurements has been made with such competition as is practicable under the circumstances. A written determination of the basis for emergency and for the selection of the particular contractor shall be included in the contract file and as soon as practicable, a record of each emergency procurement shall be made and written approval of the procurement shall be made by the appropriate individual depending on the value of the procurement including the City Council as a ratification if warranted.

Phone Quotations, Written Quotations and Competitive Sealed Bid processes will be standardized throughout the City Organization and adequate records kept for inspection and audit purposes. The City Council will be notified as current practice provides, however budgeted items below \$15,000 will be presented in Committee Meetings, itemized in weekly briefings and monthly financial reports. Attached to this Policy Memo is a procurement form to be used by all Supervisors, Department Head, Public Works Manager, Deputy Chief of Police and City Administrator.

Phone Quotations and Written Quotations shall be documented on the procurement form attached to this policy. This form may be updated from time to time and approved by the City Administrator.

#### METHODS OF PROCURMENT AND APPROVAL FOR BUDGETED ITEMS

Estimated Value	Method	Quotes	Solicitation	Approval
\$1,000-\$1,500	Phone Quotations	3	Supervisor	Supervisor
\$1,501 - \$2,500	Phone Quotations	3	Supervisor	Department Head/Public Works Manager/Deputy Chief of Police
\$2,501 - \$5,000	Written Quotations	3	Department Head/Public Works Manager/Deputy Chief of Police	Department Head/Public Works Manager/Deputy Chief of Police
\$5,001 - \$15,000	Written Quotations	3	Department Head/Public Works Manager/Deputy Chief of Police	City Administrator
Over \$15,000	Competitive Sealed Bid	N/A	Department Head/Public Works Manager/Deputy Chief of Police	City Council
Architect-Engineer and Land Surveying Services	Interviews of three qualified firms	N/A	Department Head/Public Works Manager/Deputy Chief of Police	Determined by final contract price
Sole Source	Documentation	N/A	Supervisor	Determined by price
Emergency Procurement	Documentation	N/A	Department Head/Public Works Manager/Deputy Chief of Police	Determined by price

\_\_\_\_\_  
Ray Forsythe, City Administrator

Procurement Authority, Ordinance No. \_\_\_\_\_

Passed and Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PURCHASE ORDER

PO# \_\_\_\_\_ - \_\_\_\_\_

DATE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

DESCRIPTION	DEPT./ACCT. #	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total is estimate ☐

TOTAL

PURCHASE MADE BY: \_\_\_\_\_

SUPERVISOR APPROVAL: \_\_\_\_\_

SYSTEM PO# \_\_\_\_\_

## PROCUREMENT DOCUMENTATION:

Single Source ☐ Comments \_\_\_\_\_

Emergency Repair ☐ (must follow approval procedures for post-ratification)

☐ Under \$500 – Employee approve; Finance PO optional

☐ \$501 - \$1,000 – Supervisor approve; no quotes necessary; Finance PO optional

☐ \$1,001 - \$1,500 – Supervisor approve; 3 phone quotes required (below)

☐ \$1,501 - \$2,500 – Dept. Head/Manager approve; 3 phone quotes required (below)

☐ \$2,501 - \$5,000 – Dept. Head/Manager approve; 3 written quotes required (attach)

☐ \$5,001 - \$15,000 – City Administrator approve; 3 written quotes required (attach)

☐ over \$15,000 – City Council approve; competitive sealed bid unless emergency repair

Phone Quotes (\$1,001 - \$2,500):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Written Quotes (\$2,501 - \$15,000) - attach to this form and send by email to Jeanette [jglueck@ci.washington.il.us](mailto:jglueck@ci.washington.il.us) or give to Finance Department