

CHAPTER 208
Purchasing Procedures

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CROSS REFERENCES

Deferred payment contracts - see CHTR. Sec. 9.12

Contracts generally - see CHTR. Ch. XII

Discrimination in State contracts - see M.C.L.A. Secs. 37.2209, 37.2605

Sale of municipally owned property - see M.C.L.A. Secs. 117.4e, 117.5

Contracts with home rule cities - see M.C.L.A. Secs. 117.4f, 117.4g, 117.5

208.01 ESTABLISHMENT OF PROCEDURES.

Pursuant to Section 12.2 of the City Charter of the City of Litchfield, the following procedures are hereby established. (Ord. 71-5. Passed 10-11-71.)

208.02 PURCHASE OR SALE OF PERSONAL PROPERTY OVER ONE THOUSAND DOLLARS.

All purchases and sales of personal property over the value of one thousand dollars (\$1,000) shall be made on the basis of competitive bids, except that in the case of an emergency, the City Council may authorize such purchase or sale not to exceed two thousand, five hundred dollars (\$2,500) without requiring competitive bids, by an affirmative vote of at least five members. (Ord. 71-5. Passed 10-11-71.)

208.03 PURCHASE OR SALE OF PERSONAL PROPERTY UNDER ONE THOUSAND DOLLARS.

The City Manager shall have the power to purchase or sell personal property in an amount not to exceed one thousand dollars (\$1,000) when any such purchase has been approved as a line item expenditure in the annual budget.

(Ord. 97-4. Passed 1-12-98.)

208.04 SEPARATE PURCHASES PROHIBITED; EXCEPTIONS TO COMPETITIVE BIDDING REQUIREMENTS.

(a) No items or series of related items may be purchased separately for the purpose of circumventing the requirements of competitive bids.

(Ord. 71-5. Passed 10-11-71.)

(b) Subject to prior approval of the Council, competitive bidding shall not be required in the following cases:

- (1) Where the product or material contracted for is not competitive in nature, and the City Manager so certifies to the Council in writing.
- (2) In the employment of professional services;
- (3) Where the Council shall determine that the public interest will be best served by joint purchase with, or purchase from, another unit of government. (1957 Code, Ch. 1124, §4)

208.05 PURCHASE ORDERS REQUIRED.

Any and all purchases on behalf of the City of Litchfield shall be accompanied by a purchase order authorized by the City Manager, a true copy of which shall be retained on file by the City Clerk.

(Ord. 71-5. Passed 10-11-71.)

208.06 PETTY CASH PURCHASES.

No purchases exceeding one hundred dollars (\$100.00) may be paid through the petty cash account. All petty cash purchases are subject to approval by the City Manager.

(Ord. 71-5. Passed 10-11-71.)

208.07 SALE OF REAL ESTATE.

Real estate may be purchased or sold or leased when not required for corporate purposes, upon the affirmative vote of two-thirds of the members elect of the Council. Sale of real estate shall be subject to the requirements of Section 208.02. The notice inviting bids shall contain a brief description of the property in addition to any other information required.

(1957 Code, Ch. 1124, §6)