

ORDINANCE NO. 2020-_____
AN ORDINANCE AMENDING CHAPTER 2 - ADMINISTRATION,
ARTICLE VI - FINANCE, DIVISION 2 - PURCHASING PROCEDURE,
SECTION 2-512 - PURCHASES OF \$25,000.00 OR MORE, SECTION 2-
513 - PURCHASES BETWEEN \$10,000.00 AND \$25,000.00, SECTION 2-
514 - PURCHASES BETWEEN \$1,000.00 AND \$10,000.00, AND
ADDING SECTION 2-516 - EXPENDITURES OF FEDERAL TRANSIT
ADMINISTRATION FUNDS, OF THE CODE OF ORDINANCES OF THE
CITY OF VALDOSTA, GEORGIA

BE IT ORDAINED by the Mayor and Council of the City of Valdosta, Georgia, and it is hereby ordained by authority of same, as follows:

Chapter 2 - Administration, Article VI - Finance, Division 2 - Purchasing Procedure, Sections 2-512, 2-513, and 2-514 are hereby amended by striking said sections in their entirety and substituting in lieu thereof a new version which shall read as follows:

Sec. 2-512. Purchases other than those funded by Federal Transit Administration funds of \$25,000.00 or more, specific pricing of construction projects for City Departments, and information technology hardware and software.

(a) Except as provided for in Sec. 2-512 (b), purchase orders or procurement card transactions other than those funded by Federal Transit Administration funds for amounts of \$25,000.00 or more will be issued after approval of the Mayor and Council and after the receipt of sealed, competitive bids or proposals opened at a prior specified time by the City Manager or another City employee designated by the City Manager or Mayor and Council to act in this capacity in the presence of representatives of competing bidders, or in the event no bidders or representatives are present, at least two (2) witnesses shall be present; provided, however, that competitive bids shall not be required if only one source of supply exists, use of an existing City annual contract, an approved State or other governmental, consortium, or cooperative contract, which has already been competitively bid is in place for the desired product or service in which the contract pricing will be used. At least seven (7) calendar days prior to the receipt of bids, except in the case of

utmost urgency, a notice of the City's intent to receive bids shall be printed one time in a newspaper of general circulation in the City. All bids requiring additional advertisement shall adhere to Federal, State, and local laws or Ordinances.

(b) Specific pricing of construction projects under \$50,000.00. Purchase orders and procurement card transactions for amounts up to \$50,000.00 will be issued only after the approval of the City Manager or any other City employee designated by the City Manager or Mayor and Council and after the receipts of competitive pricing, by the requesting Department from consultants and/or contractors for expedition including procurement of professional services and the award of construction contracts. Competitive prices will be independently verified by at least two (2) individuals including the Contract Manager, Purchasing Agent, or any other City employee designated by the City Manager or Mayor and Council. By utilizing this method of procurement, all advertising laws and Ordinances shall be followed. A construction authorizations form must be properly completed, signed by the appropriate Staff, and have quotes attached.

(c) The designated Information Technology ("IT") Contractor for the City shall be responsible for recommending and/or consulting on the procurement of all information technology hardware and software utilizing the best source of supply available with regards to price, service, and standardization. Purchase orders or procurement card transactions for the procurement of such information technology for \$25,000.00 or more will only be issued after the approval of Mayor and Council. Any purchase orders or procurement card transactions for the procurement of such information technology for less than \$25,000 shall only be issued after approval of the City Manager, his designee or any other City employee designated by the Mayor and Council. To the extent any city department uses "in-house" IT services, it may utilize the services of in-house Staff for procurement needs but in no event shall any purchase orders or procurement card transactions be issued unless approval is obtained as provided in this sub-paragraph.

Sec. 2-513. Purchases other than those funded by Federal Transit Administration funds between \$10,000.00 and \$25,000.00.

(a) Purchase orders or procurement card transactions other than those funded by Federal Transit Administration funds for amounts in excess of \$10,000.00 but less than \$25,000.00 shall be issued only after the receipt of competitive prices in writing by mail, email, facsimile, or internet; provided, however, that competitive prices shall not be required if only one source of supply exist, an existing City annual contract, an approved State, other governmental consortium, or cooperative contract, that is in place for the desired product or service in which the contract pricing will be used. All bids requiring additional advertisement shall adhere to Federal, State, and local laws or Ordinances.

Sec. 2-514. Purchases other than those funded by Federal Transit Administration funds between \$1,000.00 and \$10,000.00.

Purchase orders or procurement card transactions other than those funded by Federal Transit Administration funds for amounts in excess of \$1,000.00 but less than \$10,000.00 or less shall be issued to the vendor who quotes the best price or has provided similar products or service with an acceptable level of performance over the past year to the using Department with prior approval from the City Manager or another City employee designated by the City Manager or Mayor and Council to act in this capacity.

Sec. 2-516. Expenditures of Federal Transit Administration Funds

Expenditures of federal funds received under grant agreements with the Federal agency or with the Georgia Department of Transportation as a pass through entity will be subject to the Georgia Department of Transportation's "Model FTA Procurement Policy" as adopted by the City on June 11, 2020 and amended thereafter. Purchasing limits shall be defined by reference to the City's purchasing ordinance. Micro-purchases under this policy shall be limited to the lower threshold described in Section 2-514 above, Small Purchases shall limited to the lower threshold described in Section 2-513 above, and Formal bids shall be required for amounts above the upper threshold described in Section 2-513 above. The Model FTA Procurement Policy shall be incorporated into the City's existing Purchasing Policy and shall be updated as necessary to accommodate

changes in GDOT policy.

SO ORDAINED, this 11 day of June, 2020.

Mayor, City of Valdosta

ATTEST:

Clerk of Council