



CITY OF MARICOPA

City Code Updates - Chapter 3

Administration

September 18, 2018



Acting City Manager

Sec. 3-20

- City Manager shall appoint an Acting City Manager
- If unable to appoint, until Council can appoint an interim City Manager:
 - Administrative Services Director
 - City Clerk

Authority to Contract

Sec. 3-24

- City Manager may delegate contracting authority to Department Directors
 - Execute contracts in amounts of \$25,000 or less, provided costs are authorized in current budget
 - Authorizes applications and all necessary paperwork to apply for grant

Maricopa Purchasing Code

Chapter 3, Administration, Article IV

<http://www.maricopa-az.gov/web/cityclerk-home/25-city-clerk/739-city-code>



Purchasing Objective

BEST VALUE For the City

Quote attributed to John Glenn: *"As I hurtled through space, one thought kept crossing my mind: Every part of this capsule was supplied by the lowest bidder."*

According to the NIGP, best value is a procurement method that emphasizes value over price. The best value might not be the lowest cost.

Why are rules necessary for purchases?

- Taxpayers Funds
- Purchasing of goods and services needs to be through a fair and competitive process
- Need to ensure the best value for the goods and services received
- Follow applicable laws and regulations

City of Maricopa Purchasing Structure

Decentralized Purchasing structure:

- Designated personnel/operating departments have the delegated authority to decide on sources of supply and contract directly with vendors.

City of Maricopa

Purchasing Code: Article IV

Processes are based in federal, state and local laws

- Specific Federal law; Arizona Procurement Code; Maricopa Purchasing Code
- Sometimes have to prioritize which agency holds the most authority for a solicitation and make sure all are complied with

Purchasing Code

Sec. 3-211

Council Approval; When Required

Council approval must be obtained prior to purchase being made or contract being signed:

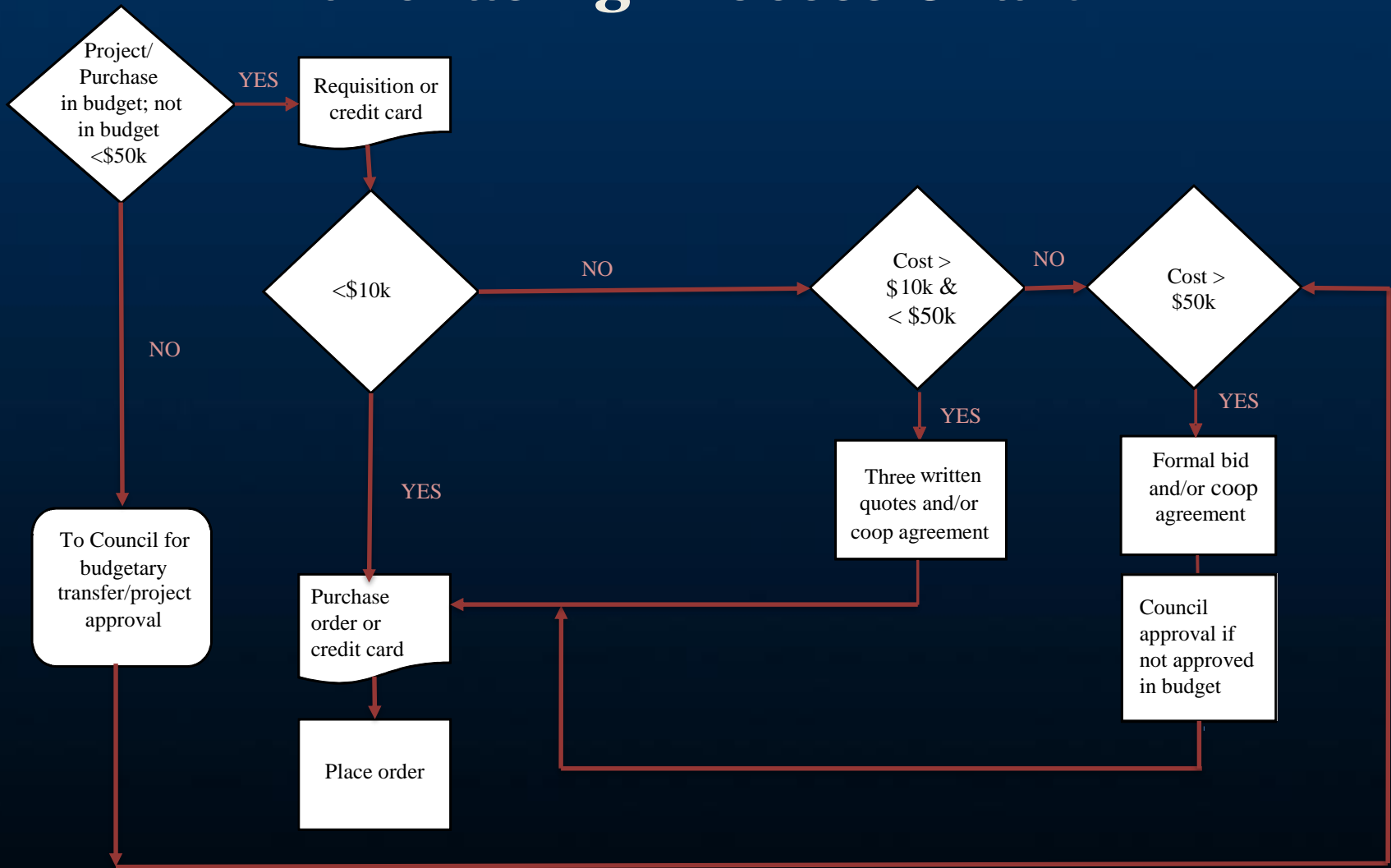
- a) Where prior approval is required by this code;
- b) Where the purchase of the item and/or the funds are not provided in the budget as adopted, and is in excess of \$50,000;

Sec. 3-213

Purchases in General

- Under \$10,000 - Order items as needed without further formality
- \$10,000 to \$50,000 - Three written quotes
- In Excess of \$50,000 - Formal Solicitations – in accordance with Section 3-215
- Cumulative Annual Purchases – Section deleted

Purchasing Process Chart



Purchasing Methods

Multiple ways to purchase

- Purchase Requisition / Purchase Order
- Credit Card
- Check Request
- Employee Reimbursement

Sec. 3-214

Exclusive Service

Examples for use of Exclusive Service:

- Single provider has unique characteristics essential to the operational needs of the City and no other product or service will be suitable for use,
- Unique historical, institutional knowledge and experience which provides continuity of service, efficiency and cost effectiveness,
- Unique and specialized expertise of one source of services is unlikely to be obtained from any other source.

Emergency Purchases

Sec. 3-218

City Manager may delegate the authority to secure, by informal procedure, at the lowest obtainable or advantageous price, regardless of the amount of the expenditure.

An emergency shall be deemed to exist if:

- a) There is a great public calamity,
- b) There is immediate need to prepare for national or local defense,
- c) There is a breakdown in machinery or an essential service which requires the immediate purchase of supplies or services to protect the public health, welfare and safety,
- d) An essential departmental operation affecting the public health, welfare and safety would be greatly hampered if the prescribed purchasing procedure would cause an undue delay in procurement of the needed item or service.

Local Preference

Sec. 3-221

- Business located within the City limits
- Must be less than \$50,000
- Purchases under \$5,000 - vendor shall be given credit of 5%
- Purchases between \$5,000 and \$50,000 - vendor shall be given credit of 1%
- No credit for local preference when formal bidding procedures are followed.

Questions?

