

RESOLUTION NO. 04- 03

RESOLUTION OF THE MAYOR AND COUNCIL AUTHORIZING AMENDMENTS TO THE PROCUREMENT CODE.

WHEREAS, the City of Anderson Procurement Code was adopted effective March 10, 1992 by City Council; and

WHEREAS, the City of Anderson wants to be comparable with the South Carolina Procurement Code;

Now, THEREFORE, it is hereby resolved that the Plan is amended as follows, effective April 1, 2004:

1. Division Heads can approve of employees to possess a City of Anderson Purchasing Card with the limits of \$1,500.00 per transaction and \$5,000.00 per month. The Purchasing Card is to be used in place of petty cash and some small purchase orders.
2. Small Purchase Orders:
Department Heads can approve up to \$1,500.00. A small purchase order will be used for these purchases. These purchases maybe accomplished without securing competitive quotations if the prices are considered to be reasonable.
3. Large Purchase Orders:
Division Heads can approve purchases from \$1,500.01 to \$5,000.00 with verbal or written quotes from a minimum of three (3) qualified sources.
4. City Manager can approve purchases from \$5,000.01 to \$10,000.00 with written quotes from a minimum of three (3) qualified sources.
5. Any purchases \$10,000.01 and above will require approval by City Council and will require written quotes from a minimum of three (3) qualified sources.

Purchases \$10,000.01 to \$20,000.00 require written solicitation of written quotes, bids, or proposals from three (3) qualified sources. Advertising will be done in the Anderson Independent Mail.

Purchases above \$20,000.00 must be advertised in the Anderson Independent Mail and on the City's Web Page with written quotes, bids, or proposals from three (3) qualified sources.

6. City to Contract for Certain Services
City Manager can approve a contract for professional services such as (employment services, health care, consultant services) up to one year's contract does not exceed \$20,000.00.

Contracts exceeding \$20,000.00 shall be submitted to City Council for approval.
Contracts over \$20,000.00 shall be awarded by formal competitive bidding.

All legal, banking or CPA contracts for services will be approved by City Council.

BE IT FURTHER RESOLVED that the City of Anderson desires to clarify and simplify the administration of the Procurement Code; the code is completely restated in its entirety to reflect revisions in the procuring provisions.