

RESOLUTION NO. 2013-39

AMENDING RESOLUTION 99-32 REGARDING THE TOWN PROCUREMENT CODE, PUBLIC WORKS CONTRACTS AND ACCOUNTS PAYABLE PROCESS, PURSUANT TO THE REQUIREMENTS OF THE TOWN CHARTER

WHEREAS, the Council of the Town of Silver City passed Resolution 99-32 on November 9, 1999, adopting a new procurement code, accounts payable, purchasing card and per diem and mileage regulations; and

WHEREAS, it has been determined that portions of the procurement code, per diem and mileage regulations need amending per EXHIBIT "A" which will be incorporated as part of this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Silver City that EXHIBIT "A" attached hereto are the amended changes and additions to the Town of Silver City Procurement Code to be utilized by all public officers, employees and agents of the Town through the Purchasing Division of the Finance Department. All other provisions of the procurement code as amended shall remain in full force unless expressly superseded by the provisions of this amendment as described in Exhibit "A".

PASSED, APPROVED, AND ADOPTED this 12th day of November 2013.

(Seal)

James R. Marshall, Mayor

Attest:

Ann L. Mackie, Town Clerk

EXHIBIT "A"

- Section 14.2 Bidders Lists. For formal sealed bidding process of bids or proposals exceeding ~~\$25,000~~ **\$60,000**, the Town of Silver City will utilize the bidders list provided by the State of New Mexico, General Service Division, Purchasing Division. Copies of bid advertisements will be sent to a minimum of 25% of the suppliers listed for the particular good(s) or services which are listed within Zone 11. Vendors or suppliers not on the State of New Mexico list may request to be placed on the Vendor List of the Town of Silver City by requesting and completing the VENDOR APPLICATION FOR REGISTRATION form. Bidders may be required to submit a fee for bids. Fee will be based on the appropriate cost for reproduction and/or postage for lengthy specifications and blueprints.
- Section 42.1 The provisions of the Section apply to the procurement of non-professional services, construction or items of tangible personal property having a value not exceeding ~~twenty five thousand dollars (\$25,000)~~ **sixty thousand dollars (\$60,000)** and to the procurement of professional services having a value not exceeding **fifty thousand dollars (\$50,000)**. The methods of procurement set forth in Sections 44 through 46 provide for alternatives to the competitive sealed proposal methods of procurement. If the procurement methods set forth in sections 44 through 46 are not used, the competitive sealed bid or competitive sealed proposal methods shall apply.
- Section 44 **SMALL PURCHASES OF \$5,000 OR LESS:**
- 44.1 A Town department or division may procure services, construction or items of tangible personal property having a value not exceeding **five thousand dollars (\$5,000)** by issuing a direct purchase order to a contractor, vendor or supplier or by using a Town issued purchasing card. **A Town issued purchasing card will only be used for purchases up to \$2,000** \$1,000. Petty cash may also be used for purchases of \$100 or less. Town departments or divisions should make an effort to seek the best obtainable price most advantageous to the Town.

Section 45.1

Quotes to be obtained. For small purchases of non-professional services, construction or items of tangible personal property having a value exceeding **five thousand dollars (\$5,000)** but not exceeding ~~twenty five thousand dollars (\$25,000)~~ **sixty thousand dollars (\$60,000)**, it is required to obtain no fewer than three signed, written quotes consisting of itemized prices to include quantity and delivery terms. In addition, the offeror shall include the date of the quote and the period of time for which the quote is valid. Catalogue quotes are accepted as written quotes. This option requires that the catalogue being used shall be identified. Item number, part number or catalogue number and page number shall be identified.

Purchasing Card

3. Authorized for individual purchases up to ~~\$2,000~~ **\$1,000**, contingent on the level of delegation granted to the individual program, office or department in accordance with the procedures contained in this manual.
- II. The Department Head is responsible for:
- E. Transmitting authorization to raise an existing Purchasing Card single purchase limit to the Program Administrator in writing from the cardholder's Department Head. The single purchase limit may be set at any figure up to ~~\$2,000~~ **\$1,000**.