

ORDINANCE NO. 2022-18

CITY OF COLUMBIA CITY, INDIANA

AN ORDINANCE AMENDING CHAPTER 34 REGARDING PURCHASING
FOR THE CITY OF COLUMBIA CITY, INDIANA

WHEREAS, IC 5-22 applies to expenditures of public funds for the City of Columbia City, except public-private agreements and public works construction; and

WHEREAS, there have been certain changes in IC 5-22 that affect the City's current purchasing practices; and

WHEREAS, the City desires to amend its current rules and regulations pertaining to purchasing under IC 5-22 to assure efficient use of taxpayer dollars and to promote responsible action in the public interest.

NOW, THEREFORE, be it ordained by the Common Council of the City of Columbia City in Whitley, Indiana, that Chapter 34 of the City of Columbia City's Code of Ordinances regarding purchasing be amended as follows:

1. Section 34.35 is amended in its entirety to read as follows:

34.35 Items in Budget; Purchases Up To and Including \$50,000.

*34.35(A) A City Department Head may purchase supplies with an estimated cost of \$25,000 or less on the open market without inviting or receiving quotes or bids as long as the requested supply item is in the budget of the Department Head for the year of purchase.
Authority: IC 5-22-8-2.*

34.35(B) Upon request of a City Department Head, the Purchasing Agent may purchase supplies with an estimated cost over \$25,000 and less than \$50,000 on the open market without inviting or receiving quotes or bids as long as the requested supply item is in the budget of the requesting Department Head for the year of purchase. Authority: IC 5-22-8-2.

2. Section 34.36 is amended in its entirety to read as follows:

34.36 Items not in Budget and under \$50,000.

34.36(A) Purchases Up To and Including \$25,000.

Upon request of a City Department Head, the Purchasing Agent may purchase supplies with an estimated cost of \$25,000 or less on the open market without inviting or receiving quotes or bids if the requested supply item is not in the budget of the requesting Department Head for the year of purchase.

34.36(B) Purchases Above \$25,000 and Up To \$50,000.

Upon request of a City Department Head, the Purchasing Agent may purchase supplies with an estimated cost above \$25,000 and up to \$50,000 on the open market without inviting or receiving quotes or bids if the requested supply item is not in the budget of the requesting Department Head for the year of purchase. Prior to any purchase under this Section, the Mayor must also approve the purchase.

3. Section 34.37 is amended in its entirety to read as follows:

34.37 Purchases Above \$50,000 and Up To \$150,000.

Upon request of a City Department Head, the Purchasing Agent may purchase supplies with an estimated cost above \$50,000 and up to \$150,000 only if the following conditions are met:

(A) Three (3) quotes must be obtained by the Department Head or Purchasing Agent by inviting quotes from at least three (3) persons known to deal in the line or class of supplies requested to be purchased, which supplies have an estimated cost of less than \$150,000;

(B) The invitations to quote shall be mailed to the persons described at least seven (7) days prior to the time fixed for receiving quotes; and

(C) The quotes shall be presented to the Board of Public Works and Safety for their consideration and the Board shall award the contract for purchase of the requested supplies to the lowest responsible and responsive bidder.

(D) The Board may reject all quotes.

(Authority IC 5-22-8)

Exceptions:

(A) If the Board determines that no quote or bid was from a responsible and responsive offeror, the Board may approve the Purchasing Agent to purchase the requested supplies under IC 5-22-10.

(B) If an emergency exists and there is not sufficient time to call a meeting of the Board of Public Works and Safety, the Mayor may approve the requested purchase under IC 5-22-8.

4. Section 34.39 is amended to remove (B)(3).

5. If any section, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance in which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

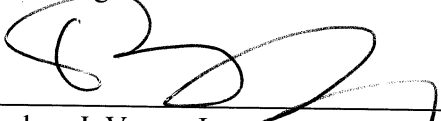
6. This Ordinance shall be in full force and effect after its adoption by the Common Council and approval by the Mayor of the City of Columbia City, Indiana.

PASSED AND ADOPTED by the Common Council of the City of Columbia City in Whitley County, State of Indiana, this 20 day of June, 2022.


COMMON COUNCIL OF THE CITY OF COLUMBIA CITY, INDIANA, BY:



Daniel Weigold

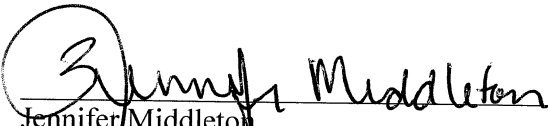


Theodore J. Varga, Jr.



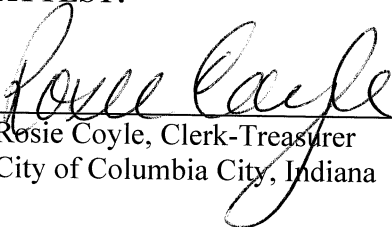
Walter C. Crowder

Jennifer B. Zartman-Romano




Jennifer Middleton

ATTEST:



Resie Coyle, Clerk-Treasurer
City of Columbia City, Indiana

APPROVED AND SIGNED BY:



Ryan Daniel, Mayor
Dated: 6-28-22