Chapter 3.16

CENTRALIZED PURCHASING SYSTEM

Sections:

3.16.010 System adopted.
3.16.020 Powers and duties of purchasing manager.
3.16.030 Promulgation of rules and regulations.
3.16.040 Department of Public Utilities excepted from operation of chapter.

Section 3.16.010 System adopted.
In order to establish and effectuate a uniform procedure for the handling of purchasing matters; to obtain the most suitable services and commodities at the lowest price; and to promote the best possible means of exercising financial control over expenditures, the following centralized purchasing system is hereby adopted. (Prior code § 2.56)

Section 3.16.020 Powers and duties of purchasing agent.
The purchasing manager, in accordance with pertinent rules and regulations prepared by the City Manager and adopted by the City Council and subject to the limitations imposed by the charter of the City, and by this chapter shall have the power and it shall be his duty to:
A. Purchase or contract for all supplies, materials, equipment and contractual services needed by any and all departments, institutions, boards, commissions and other agencies which derive their support wholly or in part from City funds and which are hereinafter referred to as using agencies;
B. Sell all supplies, materials and equipment not needed for public use or that may have been unsuitable for such use;
C. Transfer between using agencies any supplies, materials and equipment not needed by one such agency but necessary to the operation of another or others. (Ord. 7228 §2, 2013; Prior code § 2.57)

Section 3.16.030 Promulgation of rules and regulations.
The City Manager shall formulate, and from time to time amend, any or all rules and regulations necessary to the operation of this chapter. Such rules and regulations and amendments thereto shall be recommended to the City Council for adoption by it. (Ord. 7228 §5, 2013; Prior code § 2.60)

Section 3.16.040 Department of Public Utilities excepted from operation of chapter.
The Department of Public Utilities shall be excepted from the provisions of this Chapter insofar as the purchase of materials, supplies, equipment or contractual services are peculiar to the needs of that department; provided, however, that in accordance with the purposes of this chapter, cooperative purchasing arrangement may be consummated at any time between that department and the Purchasing division established by this Chapter. (Ord. 7228 § 7, 2013; Prior code § 2.62)