

City Policy
(Attachment A to Resolution 02-16 dated 09/19/02)

Purchase and Expenditures by City Employees

In compliance with Commission policy, Florida Statutes, and my direction, The following purchasing procedures are to be implemented. Effective immediately:

- 1. Expenditures - \$1,000.00 or less:** Purchase of supplies, materials, and services necessary for the day-to-day operation of the City, and it's related services costing \$1000.00 or less may be encumbered by authorized personnel by obtaining an approval and signed purchase order form the Purchasing Clerk. A signed and approved purchase order must be obtained for all purchases prior to receiving any supplies, materials, or services form the vendor. A copy of the vender invoice for purchased goods and/or services is to be attached to a copy of the approved purchase order and turned in to the Purchasing Clerk.
Statement for goods and/or services received without the required documentation being on file in the purchasing office will not be paid by the city.
- 2. Expenditures- \$1,001.00 -\$1,500.00:** the Mayor has authority to approve purchases of supplies, materials, equipment, and services for the operation of the City and its related services estimated to cost \$1,001.00 but less than \$1,501.00. Such purchases must have the same documentation as required in the next category.
- 3. Expenditures - \$1,501.00 - \$10,000.00:** Purchases of supplies, materials, and services necessary for the operation of the City, and its related services estimated to cost \$1,501.00 but less than \$10,001.00 require a minimum of three (3) bids except for personal services. The bid determined to be the lowest and best shall be accepted. Bids may be obtained form vendors in writing or by telephone. Written bids are preferred. When obtaining verbal bids, the person obtaining bid information shall record the following in writing for each vendor:

 1. Name, mailing address, and telephone number of the vendor;
 2. The date and time the bid was obtained;
 3. The name and title if the vendor's employee is supplying the quote;
 4. The manufacture's name and model number of the item (s) being quoted;
 5. Terms of warranty where applicable;
 6. Total cost of the item (s) being bid;
 7. Cost of shipping or delivery fees;
 8. The period of time the bid price will be honored;
 9. The availability of the bid item (s) and/or approximate delivery date.

The above information shall be placed on a signed bid form. The bid form shall state the name and description of the item (s) bid. The complete form shall be placed on file in the Purchasing Office. A signed and approved purchase Order will be issued to the successful vendor with the lowest and/or best bid prior to receiving any supplies, materials, or services form the vendor.

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4. **Expenditures over \$10,001.00:** The City of Springfield, Bay County, Florida, shall prepare bid documents and advertise for bids on all purchases requiring an expenditure in excess of the sum \$10,001.00 except for personal services, and shall accept the lowest and best bid. Advertisement shall be in a newspaper of general circulation in Bay County, Florida, and shall be published one time at least seven (7) calendar days prior to the deadline for accepting bids. A copy of the bid specifications and bid advertisement shall be posted on the bulletin board located in the lobby of the Springfield City Hall or other area accessible to the public. A signed and approved contract and/or purchase order will be issued to the successful vendor with the lowest and/or best bid prior to receiving any supplies, materials, or services from the vendor.

**CITY OF SPRINGFIELD
RESOLUTION 02-16**

PURCHASING POLICY

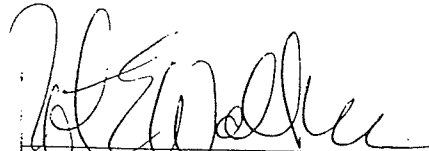
WHEREAS, the City of Springfield has established by direction of the City Commission a purchasing policy; and

WHEREAS, the City of Springfield now desires to modify said policy.

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Springfield that the attached purchasing guidelines be established as the City Policy for Purchasing (Attachment A).

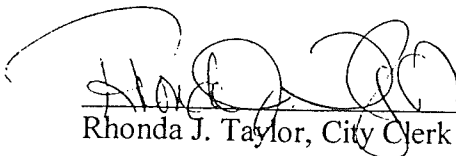
PROPOSED, PRESENTED AND PASSED this 19th day of September, 2002.

CITY OF SPRINGFIELD, FLORIDA



Robert E. Walker, Mayor

ATTEST:



Rhonda J. Taylor, City Clerk