

2.33.120 Manager - Powers and duties generally

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In addition to the purchasing authority conferred by this chapter, the manager shall:

- A. Act to procure for the city the highest quality in supplies and contractual services at least expense to the city;
- B. Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales;
- C. Establish, and amend when necessary, all rules and regulations authorized by this chapter and any others necessary to its operation;
- D. Keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses and organizations;
- E. Prescribe and maintain such forms as he shall find reasonably necessary to the operation of this chapter;
- F. Prepare and adopt a standard purchasing manual for all using agencies and suppliers;
- G. Prepare, adopt and maintain a current vendor's catalog file. Said catalog shall be filed according to materials and shall contain descriptions of vendor's commodities, prices, and discounts;
- H. Exploit the possibilities of buying in bulk so as to take full advantage of discounts;
 - I. Act so as to procure for the city all federal tax exemptions to which it is entitled;
- J. Cooperate with the department of finance so as to secure for the city the maximum efficiency in budgeting and accounting;
- K. Have the authority to declare vendors who default on their quotations irresponsible bidders and to disqualify them from receiving any business from the municipality for a stated period of time.
- L. Determine the most beneficial method of obtaining competitive pricing if the Competitive Bidding procedure is not required by Illinois Compiled Statutes or by this Chapter of the St. Charles Municipal Code.

(2013-M-21 : § 3; 1979-M-37 : § 3(3))