

CITY OF ST. CHARLES

ORDINANCE NO. 1988-M-104

AN ORDINANCE AMENDING CHAPTER 2.33,
"OFFICE OF PURCHASING," OF
THE ST. CHARLES MUNICIPAL CODE

ADOPTED BY THE

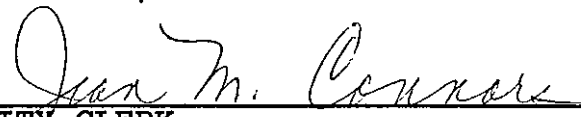
CITY COUNCIL

OF THE

CITY OF ST. CHARLES

THIS 19th DAY OF DECEMBER, 1988

PUBLISHED IN PAMPHLET FORM BY
AUTHORITY OF THE CITY COUNCIL
OF THE CITY OF ST. CHARLES,
KANE AND DU PAGE COUNTIES,
ILLINOIS, THIS 22nd DAY OF
DECEMBER, 1988



CITY CLERK

(S E A L)

ORDINANCE NO. 1988-M-104

AN ORDINANCE AMENDING CHAPTER 2.33, "OFFICE OF
"PURCHASING", OF THE ST. CHARLES MUNICIPAL CODE

DATE OF PUBLICATION 12/27/88
NEWSPAPER Pamphlet form

REFER TO:
MINUTES 12-19-88
PAGE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST.
CHARLES, KANE AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

1. That Chapter 2.33, "Office of Purchasing", Section 2.33.170, "Formal contract procedure - Required when", Section 2.33.280, "Open market procedure - Required when", Section 2.33.290, "Open market procedure - Minimum number of bids", Section 2.33.300, "Open market procedure - Notice inviting bids", Section 2.33.310, "Open market procedure - Recording", Section 2.33.320, "Central warehousing", and Section 2.33.340, "Emergency purchases - Manager", of the St. Charles Municipal Code, be and is hereby amended by deleting the same and substituting the following therefor:

"2.33.170 Formal contract procedure - Required when.

When the estimated cost of supplies and/or contractual, services exceeds five thousand dollars (\$5,000.00) they shall be purchased by formal, written contract from the lowest responsible bidder after notice inviting proposals except as otherwise specified in this chapter or otherwise authorized by the City Council.

2.33.280 Open market procedure - Required when.

All purchases of supplies, and contractual, services, and all sales of personal property which has become obsolete and/or unusable with an estimated value of one hundred fifty dollars or less shall be made in the open market, without newspaper advertisement and without observing the procedure prescribed by Sections 2.33.170 through 2.33.270 for the award of formal contract. In all events state statutory requirements shall be followed in connection with all sales and purchases.

2.33.290 Open market procedure - Minimum number of quotations.

All open market purchases shall, wherever possible, be based on at least three competitive quotations, and shall be awarded to the lowest responsible supplier in accordance with the standards set forth in Section 2.33.230.

2.33.300 Open market procedure - Notice inviting quotations.

The manager shall solicit bids by direct mail requests to prospective vendors and by telephone.

2.33.310 Open market procedure - Recording.

The manager shall keep a record of all open market orders and the quotations submitted in competition thereon, and such records shall also be open to public inspection unless privileged under the Illinois Freedom of Information Act.

2.33.320 Central warehousing.

The manager shall control and oversee storerooms and warehouses. The manager or his designee shall maintain a perpetual inventory record of all materials, supplies or equipment stored in storerooms and warehouses.

2.33.340 Emergency purchases - Manager.

A. In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the administrative services manager shall be empowered to authorize the manager to secure by open market procedure as set forth in Sections 2.33.280 through 2.33.310, at the lowest obtainable price, any supplies or contractual services, regardless of the amount of the expenditure; provided such price does not exceed five thousand dollars.

B. A full report of the circumstances of an emergency purchase shall be filed by the manager with the finance committee and shall be open to public inspection.

C. However, in the case of capital items priced between two thousand five hundred dollars (\$2,500.00) and five thousand dollars (\$5,000.00) prior to the purchase thereof, the committee chairman (or his designee) for the using agency requesting the purchase shall approve the same."

2. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 19th day of December, 1988.

PASSED by the City Council of the City of St. Charles, Illinois this 19th day of December, 1988.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 19th day of December, 1988.


Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes: 10

Nays: 0

Absent: 0

STATE OF ILLINOIS)
)
COUNTIES OF KANE AND DU PAGE) SS.

C E R T I F I C A T E

I, Jean M. Connors, certify that I am the duly elected and acting municipal clerk of the City of St. Charles, Kane and DuPage Counties, Illinois.

I further certify that on December 19, 1988 the Corporate Authorities of such municipality passed and approved Ordinance No. 1988-M-104, entitled AN ORDINANCE AMENDING CHAPTER 2.33,

"OFFICE OF PURCHASING," OF THE ST. CHARLES MUNICIPAL CODE

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 1988-M-104, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on December 22, 1988, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at St. Charles, Illinois, this 27th day of December, 1988.

Jean M. Connors
Municipal Clerk

(S E A L)