

AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH CODE TITLE 3 SECTION 3.60.080 TO UPDATE THE BOROUGH MANAGER'S PURCHASING AUTHORIZATION LIMITS.

NOW, THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 3.60.080. Section 3.60.080 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE ADDITIONS TO THE CURRENT LANGUAGE
STRIKETHROUGH ITEMS ARE DELETIONS

3.60.080 Purchasing authorization/procedures.

A. Authorization for all purchases must be obtained prior to ordering. Supplies, materials, equipment, or contractual services **not to exceed \$25,000** shall be **made on the open market, subject to subsection (B) of this section, by the borough manager or by other borough personnel in accordance with written purchase authorization issued by the borough manager.** ~~authorized under the following guidelines. Contracts for:~~

- ~~1. Up to \$1,000. Department heads may authorize purchases of single items not to exceed \$1,000 on the open market. No bids are required;~~
- ~~2. One Thousand One Dollars to \$10,000. The manager may authorize purchases of single items costing between \$1,001 and \$10,000 on the open market, subject to subsection (B) of this section;~~
- ~~3. Ten Thousand One Dollars to \$20,000. The borough assembly may authorize purchases on the open market of single items costing between \$10,001 and \$20,000, subject to subsection (B) of this section;~~
- ~~4. More than \$20,000. Unless exempted by the ordinances of the borough or this code, all contracts and purchases for an amount estimated to exceed \$20,000~~ **\$25,000** shall be by competitive sealed bid. See HBC 3.60.090 through 3.60.170 for sealed bid process.

B. Minimum Number of Bids. All open market purchases over \$1,000 **\$5,000** shall, whenever possible, be based on no fewer than three written bids, quotations, or statements of interest from potential suppliers. Except as set out in HBC 3.60.170, the bid shall be awarded to the lowest responsible bidder in accordance with the standards set forth in HBC 3.60.160.

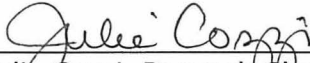
C. Public Record. The purchasing agent shall keep a record of all open market bids submitted in competition thereon, and such records shall also be open to public inspection.

~~D. Purchasing Authorization Limits. Purchasing authority shall be limited to a dollar amount not to exceed \$1,000 for department heads, \$200.00 for permanent employees, and up to \$100.00 for temporary employees as authorized by the department head.~~

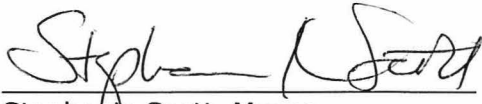
E **D**. Project or contract specifications shall not be subdivided to avoid the requirements of this chapter. This provision shall not preclude the use of alternate deductible items.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
22nd DAY OF APRIL, 2014.

ATTEST:


Julie Cozzi, Borough Clerk




Stephanie Scott, Mayor

Date Introduced: 03/25/14
Date of First Public Hearing: 04/08/14
Date of Second Public Hearing: 04/22/14 - Adopted