

RESOLUTION NO. -20

A RESOLUTION
AMENDING RESOLUTION NO. 5662-16,
ADOPTING THE CITY OF GULF SHORES PURCHASING MANUAL
BY REVISING CERTAIN LANGUAGE

WHEREAS, Resolution No. 5662-16, dated April 11, 2016, adopted the Purchasing Manual for the City of Gulf Shores; and

WHEREAS, the Finance and Administrative Services Department, Purchasing Division, finds it appropriate from time to time to revise, amend, and rewrite certain sections of the Purchasing Manual; and

WHEREAS, the City of Gulf Shores Purchasing Manual shall be amended at Chapter II. General Guidelines, Item E; Chapter VI. General Purchasing Procedures, *Item B.1.*; and Chapter VIII. Procedure for Electronic Requisitions/Purchase Orders, *Item A*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF SHORES, ALABAMA, WHILE IN REGULAR SESSION ON MARCH 23, 2020, as follows:

Section 1. That Resolution No. 5662-16, adopting the Purchasing Manual for the City of Gulf Shores, be and it is hereby amended by revising Chapter II. General Guidelines, Item E to read as follows:

CHAPTER II. GENERAL GUIDELINES

* * *

E. In all purchasing situations, except those governed by the State Bid Law, price comparisons are to be obtained from two to three vendors to ensure the City receives quality merchandise at the lowest possible price. Purchases that are exceptions, as allowed by the State Bid Law, will not require price comparisons as described in this section.

The following buying limits for goods and services shall be used to determine how price comparisons are to be made:

<u>Amounts</u>	<u>Request</u>	<u>Method of Pricing</u>
All Goods and Services:		
\$500 – \$2,499.99	No quote	Electronic Purchase Order required.
\$2,500.00 – \$14,999.99	Written	Three (3) written quotations required. List vendor quotes on Electronic Purchase Order, attach to invoice, and turned into Accounting as a packet.
\$15,000 and above		Formal sealed bids (Code of Alabama, Section 41-16-20)

Vehicle & Equipment Exemption:

\$0 – \$5,000 No quote Vehicle & Equipment Repair Exemption –
\$500 and above will need Electronic Purchase Order.

Public Works Contracts:

\$500 - \$2499.99 No quote Electronic Purchase Order required.

\$2500 – \$49,999.99 Written Three (3) written quotations on vendor letterhead
required. List vendor quotes on Electronic Purchase
Order, attach to invoice, and turned into Accounting
as a packet.

\$50,000 and above Written Formal sealed bids (*Code of Alabama*, Section 39-2-2)

Under no condition or circumstance will a purchase be split or invoiced separately in order to make a purchase qualify for a lower expenditure category.

All specifications and vendors’ prices shall include freight charges F.O.B. (Freight On Board) Delivery to Gulf shores. All vendors should be advised at the time prices are obtained that freight charges quoted will be the maximum paid by the City, and under no circumstances will additional freight charges be paid.

* * *

Section 2. That Resolution No. 5662-16, adopting the Purchasing Manual for the City of Gulf Shores, be and it is hereby amended by revising Chapter VI. General Purchasing Procedures, Item B.1. to read as follows:

* * *

CHAPTER VI. General Purchasing Procedures

B. For purchases of \$500 – \$14,999.99
\$500 – \$49,999.99 for Public Works Contracts

1. An Electronic Purchase Requisition (See Section VIII) must be submitted by the employee making a purchase through the Division Supervisor to the Purchasing Division. For purchases above \$2500.00, the purchase requisition must include a summary of quotations received, to include vendor name and pricing.

* * *

Section 3. That Resolution No. 5662-16, adopting the Purchasing Manual for the City of Gulf Shores, be and it is hereby amended by revising Chapter VIII. Procedure for Electronic Requisitions/Purchase Orders, Item A. to read as follows:

CHAPTER VIII. Procedure for Electronic Requisitions/Purchase Orders

A. Before making a purchase of \$500 or more, an employee must submit an electronic purchase requisition. For purchase above \$2500, the purchase requisition must include a summary of quotations received, to include vendor name and pricing.

* * *

Section 4. That this Resolution shall become effective upon its adoption.

ADOPTED this 23rd day of March 2020

Robert Craft, Mayor

ATTEST:

Wanda Parris, MMC
City Clerk

C E R T I F I C A T E

I, Wanda Parris, MMC, City Clerk of the City of Gulf Shores, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. -20 (prepared by City Clerk), which Resolution was duly and legally adopted at a regular meeting of the City Council on March 23, 2020.

City Clerk