

RESOLUTION NO. 2023-42

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF
AMENDING THE *PROCUREMENT CODE MANUAL*, ARTICLES 1 – 7, AND
ESTABLISHING AN EFFECTIVE DATE**

RECITALS:

WHEREAS, the City of Flagstaff has adopted a process for the procurement of goods, services, and construction and disposal of surplus personal property as set forth in the Procurement Code Manual; and

WHEREAS, Article 1 of the Procurement Code Manual identifies the Purpose; Director Authority and Duties; Delegation; and

WHEREAS, Article 2 of the Procurement Code Manual identifies the Applicability of the provisions; and

WHEREAS, Article 3 of the Procurement Code Manual recognizes that the provisions are Supplementary and do not supersede the Charter of the City of Flagstaff; and

WHEREAS, Article 4 of the Procurement Code Manual provides certain Definitions utilized in the procurement of goods and services; and

WHEREAS, Article 5 of the Procurement Code Manual identifies what constitutes an Unauthorized Purchase; and

WHEREAS, Article 6 of the Procurement Code Manual provides the authority for the Purchasing Section to make certain Determinations; and

WHEREAS, Article 7 of the Procurement Code Manual defines the Informal and Formal Procurement Limits and a Quote File; and

WHEREAS, on July 16, 2013 the City Council adopted a Procurement Code Manual; and

WHEREAS, on June 2, 2015 the City Council adopted Resolution No. 2015-24 amending the Procurement Code Manual; and

WHEREAS, on May 1, 2018 the City Council adopted Resolution No. 2018-11 amending the Procurement Code Manual; and

WHEREAS, on April 16, 2019 the City Council adopted Resolution No. 2019-03 amending the Procurement Code Manual; and

WHEREAS, the Purchasing Section has prepared and proposes that the Council adopt a newly revised and updated Procurement Code Manual; and

WHEREAS, pursuant to the Flagstaff City Code, Chapter 1, Section 20-001-0004, a resolution is required to adopt changes to the Procurement Code Manual; and

WHEREAS, having read and considered the Staff Summary Report submitted in support of this Resolution, the Council finds that adoption of the new July 2023 Procurement Code Manual by resolution is in the best interests of the citizens of the City of Flagstaff.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The *July 2023 Procurement Code Manual* attached hereto and hereby incorporated herein is hereby adopted.

SECTION 2. The Management Services Division and the City Clerk are authorized and directed to edit and correct clerical errors or typographical and/or grammatical errors of wording and punctuation.

SECTION 3. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 3rd day of July, 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:
Exhibit A – July 2023 Procurement Code Manual