

3.05.010 In general.

(A) *Generally.* The purchasing agent of the City shall be the Finance Director or such other person or persons as may be designated by the City Manager. No purchase or contract for services of any kind or description, payment for which is to be made from funds of the City, shall be made by the purchasing agent, or any officer, employee or agent of the City, except in the manner set forth in SLCC [3.05.010](#) through [3.05.120](#) and unless the purchase is in accordance with the adopted budget. In determining the cost of a purchase or contract, capital lease purchase or contract purchase agreements shall have their value estimated as the cumulative total value of the contract expense to the City. Operating leases shall be valued at the cumulative total of lease payments for the anticipated rental period or for one year from the start of the lease for long-term items, whichever is less.

(B) *Under \$5,000.* Whenever any contemplated purchase or contract for service is for the sum of less than \$5,000, the purchasing agent may order the item as needed without further formality.

(C) *\$5,000 to \$14,999.99 Inclusive.* Whenever any contemplated purchase is for the sum of at least \$5,000 but not more than \$14,999.99 the requisitioning department with the assistance of the Purchasing Department shall solicit three verbal quotes (inclusive of all cost) from vendors and submit them to the Purchasing Department, for awarding to the lowest responsive quote. Verbal quotes shall be documented and maintained on file in the purchasing records of the City. If three verbal quotations cannot be obtained, documentation showing vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained with the purchasing documents.

(D) *\$15,000 to \$34,999.99.* Whenever any contemplated purchase for the sum of at least \$15,000 but not more than \$35,000 the requisitioning department with the assistance of the Purchasing Department shall solicit three written quotations (inclusive of all cost) from vendors and submit them to the Purchasing Department, for awarding to the lowest responsive quote. If three written quotations cannot be obtained, documentation showing vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained with the purchasing documents.

(E) *\$35,000 and Above.* Whenever any contemplated purchase, except for professional services as defined in SLCC [3.05.080](#), is for the sum of \$35,000 or more, the purchasing agent shall cause to be published, in two issues of a newspaper of general circulation, notice inviting sealed bids or requests

for proposals, which notice shall be published at least five days prior to the date set for the receipt of the bids or proposals. The notice herein required shall include a general description of the articles to be purchased or services to be performed and the time and place for opening of bids or proposals. In addition, the purchasing agent shall post a notice inviting bids or proposals in the City Hall. Bids or proposals will be presented to Mayor and Council for award.

(F) *Mayor and Council.* No service contract of \$15,000 and above, or sealed bid or proposal above \$35,000 or more, shall be let except by the Mayor and Council. The purchasing agent shall present the bids or proposals to the Mayor and Council for the approval.

(G) *State or Federal Contracts.* In the event that either state or federal law or state or federal contract require or provide for a procedure for acquisition of equipment, supplies, materials, goods, work, or services different than the procedures provided for in this chapter, the provisions of the state or federal law or contract will prevail and supersede the provisions of this chapter.

(H) *Procedures Waived.* With the approval of the Council, formal purchase procedures may be waived. (Ord. 219 § 2, passed 1-12-2005; Res. 581 § 1, passed 1-12-2005. Code 1982 § 3-4-01. Code 2012 § 36.01.)

The San Luis City Code is current through Ordinance 408, passed January 13, 2021.

Disclaimer: The City Clerk's Office has the official version of the San Luis City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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