

Section 4-4-8 Quotation Or Bid Requirements

- A. Except as provided in Sections 4-4-9 through 4-4-15 of this Article, prior to purchases of goods or services, quotations or bids shall be sought according to the following schedule:

DOLLAR RANGE QUOTATION OR BID REQUIREMENTS	
\$0 - \$4,999.99	No quotations or bids required.
\$5,000 - \$24,999.99	A minimum of three (3) written quotations shall be solicited. Selection shall be approved by the Department Director.
\$25,000 - \$49,999.99	A minimum of three (3) written quotations shall be solicited. Selection shall be approved by the Town Manager.
\$50,000 and Above	Sealed Bids shall be solicited through newspaper advertising, from the vendor's lists maintained by the Town Clerk's Office with a design towards obtaining the greatest number of bidders and bid responses. Upon receipt of the bids, the responsible Department Director shall prepare his/her written recommendation to the Common Council for award of the contract.

- B. Notwithstanding the provisions of Subsection A of this Section, no public official or employee shall supply any equipment, material, supplies or services to the Town unless pursuant to a sealed bid process, except that supplies, materials and equipment may be purchased from a member of the Town Council where the purchase does not exceed three hundred dollars (\$300.00) in a single transaction, and the aggregate total of all transactions for the fiscal year does not exceed one thousand dollars (\$1,000). In compliance with A.R.S. § 38-503, the Town Council shall annually approve a policy allowing for such purchases from a member of Council otherwise this exception shall lapse and no such purchase shall be made pending Council approval of such policy.
- C. Sole source procurement should be avoided when possible by using generic specifications rather than name brand only specifications. Name brand only specifications can usually be multi-quoted or bid by using multiple distributors. When only one vendor sells the name brand only material or service a letter from the manufacturer or service provider indicating the sole vendor is required. A purchase from a sole source supplier of goods and services may be made without receiving quotations or competitive bids. The requesting Department Director shall submit a memorandum explaining the sole source request along with the manufacturer or service provider letter, to the Town Manager for approval. The requesting Director must demonstrate that there was a serious, diligent effort to identify potential sources and/or test alternatives available. Requests \$50,000 and above also require Council approval. Once approved by Council, the Department Director may proceed with the regular purchase procedure.
- D. Notwithstanding, the provisions of Subsection A of this Section, because fuel prices fluctuate daily and purchases need to be made quickly, purchases of fuel for the Airport or fuel facility will only require two (2) written quotations.
- E. When evaluating quotes and bids, except for public works projects as defined in title 34 of the Arizona revised statutes, a local preference will be used by deducting the local transaction privilege taxes (TPT) also known as sales tax from quotes received from local businesses. (Ord. 1126/12-13)

1. A local business is defined as one having a fixed location within the town limits.

2. To qualify for local preference, the local business must have a business license with the Town of Wickenburg and a TPT license with the Arizona Department of Revenue.

a. Both of these licenses must be in place for a minimum of one year prior to the date of the quote.

b. Any reports or payments required under both of these licenses must be current.

F. A business from which the town has previously not purchased goods or services shall complete a W-9 form, which shall be included with the business' bid or quote. (Ord. 1146/07-15)

G. All businesses performing services on town-owned property shall provide proof of insurance coverage in accordance with the town insurance requirements, set by resolution, prior to the town issuing a purchase order. (Ord. 1146/07-15)

(Ord. 1045/6-09) (Ord. 1121/05-13) (Ord 1192/12-18)

HISTORY

Amended by Ord. [1045](#) on 6/15/2009

Amended by Ord. [1121](#) on 5/13/2013

Amended by Ord. [1126](#) on 12/2/2013

Amended by Ord. [1146](#) on 4/20/2015

Amended by Ord. [1192](#) on 12/17/2018