

Purchasing Policies and Procedures (Administrative Regulations)

SECTION 3: RESPONSIBILITIES OF THE PURCHASING DIVISION Date: 03/2009

- 3-1. To perform the purchasing function efficiently and assist operating departments, the Purchasing Division is charged with the following responsibilities:
- 3-1.1 To maintain open communications with operating departments.
 - 3-1.2 To coordinate department/division requisitions.
 - 3-1.3 To purchase supplies, materials and services required by any department/division.
 - 3-1.4 To follow-up, expedite, and resolve problems with orders as requested.
 - 3-1.5 To maintain a supply of commonly used items in quantities sufficient to satisfy the normal needs of the City in Central Stores located in the Administrative Center.
 - 3-1.6 To identify, evaluate and utilize purchasing arrangements which best meet the needs of the City (i.e. cooperative purchases, blanket purchase orders, contractual agreements, etc.)
 - 3-1.7 To assist operating departments with research and recommendations in developing specifications; to review specifications for completeness of information and open and competitive language.
 - 3-1.8 To coordinate vendor relations, locate vendors, establish vendor relations and evaluate vendor performance, bids, and responses.
 - 3-1.9 To recommend revisions to purchasing procedures when necessary and to keep informed of current developments in the field of purchasing.
 - 3-1.10 To act as the City's agent in the disposal and transfer of surplus materials.
 - 3-1.11 To prescribe and maintain all forms and records necessary for the efficient operation of the Purchasing Division.
 - 3-1.12 To strive to obtain the highest quality goods consistent with operational needs, from the most responsible and responsive bidder at the price most advantageous to the City.
- 3-2. The Purchasing Manager, designated by the City Manager, under the direction and supervision of the Director of Finance, shall *{Pursuant to City Code §22-4}*:

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- 3-2.1 Be charged with the responsibility and authority for coordinating and managing the procurement of the City's supplies and services according to these Administrative Regulations, in accordance with the City Ordinance and all other applicable State and Federal laws.
- 3-2.2 Negotiate, purchase and contract for the City the needed quality in equipment, supplies and services from the lowest responsible/responsive bidder in accordance with these Administrative Regulations, in accordance with the City Ordinance and all other applicable laws.
- 3-2.3 Endeavour to promote full and open competition on purchases.