



May 30, 2023

VIA E-MAIL:ONLY

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CivicPlus, LLC
302 S. 4th Street, Suite 500
Manhattan KS 66502

Please include the following ordinance in the Atlanta City Code.

<u>Amendment</u>	<u>Adopted</u>	<u>Approved</u>	<u>Approved</u>
2023-17 (23-O-1212)	<u>By Council</u>	<u>By Mayor</u>	<u>By Operation</u>
	5/15/2023		<u>of Law</u>
			5/24/2023

Please e-mail tpayne@atlantaga.gov to confirm your receipt of this information.

If you have any questions, please contact Theresa Payne at (404) 330-6334. If Theresa is not available, please contact me at (404) 330-6771. Thank you for your assistance in this matter.

Sincerely,

A. Vanessa Waldon

A. Vanessa Waldon
Interim Municipal Clerk

AVW/tp

Enclosure (1)



**CITY COUNCIL
ATLANTA, GEORGIA**

23-O-1212

AN ORDINANCE BY COUNCILMEMBERS LILIANA BAKHTIARI, AMIR FAROKHI, BYRON D. AMOS, ANDREA L. BOONE, MATT WESTMORELAND, AND ANTONIO LEWIS AS SUBSTITUTED BY FINANCE/EXECUTIVE COMMITTEE TO AMEND CHAPTER 2, ARTICLE X, DIVISION 4, SECTIONS 2-1190 AND 2-1190.1 OF THE PROCUREMENT AND REAL ESTATE CODE OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO INCREASE THE DOLLAR LIMITATIONS FOR SMALL PURCHASES, FROM TWENTY THOUSAND DOLLARS AND ZERO CENTS (\$20,000.00) TO ONE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$100,000.00), FOR PURCHASES WHICH MAY BE PAID OUT OF THE PETTY CASH FUND ALLOCATED TO THE DEPARTMENT UNDER A DULY ENACTED APPROPRIATION, FROM FIFTY DOLLARS AND ZERO CENTS (\$50.00) TO FIVE HUNDRED DOLLARS AND ZERO CENTS (\$500.00), AND FOR MICRO-PURCHASES, FROM FIVE THOUSAND DOLLARS AND ZERO CENTS (\$5,000.00) TO TWENTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$25,000.00); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta's Department of Procurement is charged with procuring services, supplies, construction, professional, real estate and consultant services for the City; and

WHEREAS, the Department of Procurement desires to encourage vendors to do business with the City and help foster the creation of local employment and provide business opportunities to aid in growing, improving and protecting the local economy; and

WHEREAS, the Chief Procurement Officer recommends amending sections 2-1190 and 2-1190.1 of the City's Code of Ordinances to better streamline the city's purchasing of goods and services.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY ORDAINS, as follows:

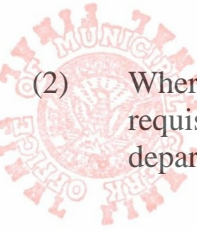
SECTION 1: That Chapter 2 (Administration), Article X (Procurement and Real Estate Code), Division 4 (Source Selection and Contract Formation), Section 2-1190 (Small purchases), of the City of Atlanta Code of Ordinances is hereby amended such that subsections (a) and (b) of Section 2-1190 shall thereafter read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):

- (a) General procedures. Any contract or purchase order for supplies, services and construction not exceeding ~~\$20,000.00~~ \$100,000.00 may be made in accordance with small purchase procedures adopted by the chief procurement officer in accordance with this article, provided that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section. Insofar as it is practicable, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest responsive quotation. The name of the business submitting a quotation and the date and amount of each quotation shall be recorded and maintained as a public record.
- (b) Authority of using agency. Heads of all city departments may, in their discretion, make small purchases without the assistance of the chief procurement officer under the following circumstances:
 - (1) Where the purchase does not exceed ~~\$50.00~~ \$500.00 and is paid out of the petty cash fund allocated to the department under a duly enacted appropriation; and

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- (2) Where the purchase does not exceed ~~\$20,000.00~~ \$100,000.00 and is paid for by a miscellaneous requisition directing the chief financial officer to make payment from funds previously allocated to such department.

SECTION 2: That Chapter 2 (Administration), Article X (Procurement and Real Estate Code), Division 4 (Source Selection and Contract Formation), Section 2-1190.1 (Micro-purchases), of the City of Atlanta Code of Ordinances is hereby amended such that subsection (a) of Section 2-1190.1 shall thereafter read as follows (with permanent additions in underline font and permanent deletions in strikethrough font):

- (a) General procedures. Any contract or purchase order for supplies and services, exclusive of set postage rates from the United States Postal Service, not exceeding ~~\$5,000.00~~ \$25,000.00 may be made in accordance with micro purchase procedures adopted by the chief procurement officer in accordance with this article. Procurement requirements shall not be artificially divided so as to constitute either a small purchase or micro-purchase under this section. Award shall be made to a fair and equitably priced vendor. The name of the business submitting a quotation, the date and amount of the quotation shall be recorded and maintained as public record. The aggregate amount of all micro-purchases for each department shall not exceed ~~\$5,000.00~~ \$25,000.00 per vendor, per fiscal year.

SECTION 3: The amendments contained in this ordinance shall become effective July 1, 2023.

SECTION 4: That the Municipal Clerk is instructed to retain all legislative history references in the codified version of Chapter 2, including Editor's notes, and shall not delete any such references, but shall amend them to include reference to this ordinance.

SECTION 5: That all ordinances and part of ordinances in conflict herewith are hereby waived to the extent of the conflict.

A true copy,

ADOPTED by the Atlanta City Council
APPROVED per City Charter Sec 2-403

MAY 15, 2023
MAY 24, 2023



A Vanessa Waldon
Municipal Clerk