

**AN ORDINANCE TO ADOPT AN AMENDMENT TO ARTICLE VI, PURCHASING, OF CHAPTER 2,
ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF NEWNAN, GEORGIA; TO PROVIDE
FOR A POLICY FOR CAPITAL EQUIPMENT PURCHASING; AND FOR OTHER PURPOSES**

WHEREAS, it has been determined that certain changes are necessary in the text of Article VI, Purchasing, of Chapter 2, Administration, of the Code of Ordinances of the City of Newnan to provide for the governing acquisitions by the City of Newnan for capital equipment, supplies and services.

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED by the City Council of the City of Newnan, Georgia, and it is hereby ordained by the authority of same:

Section 1: Division 4, SEC 2-326, FORMAL QUOTES, Article VI, Purchasing, of Chapter 2, Administration, of the Code of Ordinances of the City of Newnan is hereby amended to read as follows:

SEC. 2-326 (a) FORMAL QUOTES EQUIPMENT, SUPPLIES OR SERVICES. Purchase of equipment, supplies or services in excess of \$5,000, but no greater than \$25,000, shall comply with all applicable provisions of this Ordinance in addition to the following:

- (a) *Solicitation.* The USER, after obtaining authorization from the City Manager, shall develop minimum specifications for such purchase and solicit a minimum of three (3) written quotes from qualified vendors. USER shall document all quotes received including no response from vendor.
- (b) *Public Notice.* Public advertisement for such solicitation shall not be required.
- (c) *Review of Quotes.* The USER shall review the quotes and select the quote which provides the City with its best value, meets specifications along with all other purchase guidelines as set forth in this Ordinance. The USER may elect to deny all quotes and re-solicit quotes.
- (d) The User shall submit a requisition with the quotes attached, per Sec. 2-260, for processing and approval prior to purchase.

SEC. 2-326 (b) FORMAL QUOTES EQUIPMENT OR VEHICLE PURCHASES. Purchase of equipment or vehicles in excess of \$25,000, but no greater than \$65,000, shall comply with all applicable provisions of this Ordinance in addition to the following:

- (a) *Solicitation.* The USER, after obtaining authorization from the City Manager, shall develop minimum specifications for such purchase and solicit a minimum of three (3) formal written quotes from qualified vendors. USER shall document all quotes received including no response from vendor.
- (b) *Public Notice.* Public advertisement for such solicitation shall not be required.

- (c) *Receipt of Quotes.* No formal quote under SEC. 2-326 (b) shall be eligible for consideration by the City unless it is placed in a sealed envelope or package and received by the City by the date and time specified in the solicitation for formal quotes under this section. All received quotes shall be stamped with the date and time of receipt and secured until the designated opening time. Any quote delivered or received late shall not, under any circumstances, be eligible for consideration and shall be returned unopened to the vendor.
- (d) *Opening of Quotes.* Quotes shall be opened publicly in the presence of the City Manager, or his/her designee, at the time and place designated in the solicitation. The amount of each quote, together with the name of each vendor, shall be recorded. This record and each quote shall be open to public inspection once an award is made by the City.
- (e) *Evaluation of Formal Quotes.* Formal Quotes shall be evaluated based on the requirements set forth in the solicitation of the formal quotes for capital equipment and vehicles, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. No criteria may be used in the evaluation that is not specifically set forth in the solicitation of the formal quotes for capital equipment and vehicles.
- (f) *Recommendation.* The USER shall submit a written recommendation to the City Manager for award of the quote to the most qualified, responsive vendor whose quote meets the requirements and criteria set forth in the solicitation. The recommendation shall also contain the budgeted funding source.
- (g) Upon approval by the City Manager, the USER shall submit a requisition with the quotes attached, per Sec. 2-260 for processing prior to the purchase.

Section II. All ordinances or parts of ordinances in conflict or inconsistent with this Ordinance are hereby repealed.

Section III. The effective date of this Ordinance shall be upon adoption.

DONE, RATIFIED, and PASSED, by the City Council of the City of Newnan, Georgia, this
the 20 day of June, 2017 in regular session assembled.

ATTEST:

Della Hill
Della Hill, City Clerk

L. Keith Brady
L. Keith Brady, Mayor

Reviewed:

C. Bradford Sears, Jr.
C. Bradford Sears, Jr., City Attorney

Absent
Cynthia E. Jenkins, Mayor Pro-Tem

George M. Alexander
George M. Alexander, Councilmember

Cleatus Phillips
Cleatus Phillips, City Manager

Rhodes Shell
Rhodes Shell, Councilmember

Ray D. Bore
Ray D. Bore, Councilmember

Clayton Hicks
Clayton Hicks, Councilmember

Dustin Koritko
Dustin Koritko, Councilmember

DONE, RATIFIED AND PASSED in regular session, on second reading, this the

18th day of July, 2017.

ATTEST:

Della Hill
Della Hill, City Clerk

L. Keith Brady
L. Keith Brady, Mayor

REVIEWED:

Cleatus Phillips
Cleatus Phillips, City Manager

Cynthia E. Jenkins
Cynthia E. Jenkins, Mayor Pro Tem

Brad Sears
Brad Sears, City Attorney

George M. Alexander
George M. Alexander, Councilman

Ray DuBose
Ray DuBose, Councilman

Clayton W. Hicks
Clayton W. Hicks, Councilman

Dustin Koritko
Dustin Koritko, Councilman

Rhodes Shell
Rhodes Shell, Councilman