

**PROCUREMENT POLICY
CITY OF PHILLIPSBURG**

A. Small purchase procedures utilize a simple and informal method that is sound and appropriate for the procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. The City of Phillipsburg will utilize the services of city employees, local businesses, or currently contracted/utilized service providers whenever possible. Any services, supplies, or equipment costing \$15,000 or under can be approved by the Public Works Supervisor or City Clerk. Services, supplies, or equipment costing over that amount requires City Council approval. Written and faxed or e-mailed quotes are solicited and accepted by the City Council. The City will decide on a case-by-case basis whether execution of a formal contract is necessary. The City Clerk has a petty cash account with a minimum \$1,000 balance used primarily for postage, mailing water samples to the State, and returning meter deposits.

B. Competitive sealed bids are initiated at the discretion of the Phillipsburg City Council. All bids must meet or exceed specifications of the City Council. The invitation for bids, including specifications and pertinent attachments clearly define the items or services needed in order for the bidders to properly respond to the invitation. Bids are opened publicly at the time and place stated in the invitation for bid. The contract is awarded to the responsible bidder whose bid, conforming to all of the material terms and conditions of the invitation to bid, is lowest in price. The City Council will decide on a case-by-case basis whether execution of a formal contract is necessary.

C. Competitive negotiation, proposals requested from a number of sources and a Request for Proposals (RFP) or a Request for Qualifications (RFQ) is not utilized by the City of Phillipsburg.

D. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate. Noncompetitive negotiation will be utilized when limited to the following:

1. The item is available from only one source;
2. After solicitation of a number of sources, competition is determined to be inadequate;
3. A public emergency will not permit or may cause a delay with competitive bids.

Procurement Records


The City of Phillipsburg shall maintain records sufficient to detail the significant listing of procurement, including the rationale for the method of procurement, contract type, respondent selection or rejections, and the basis for the contract amount or price.

EFFECTIVE DATE

This resolution shall be effective upon passage. Adopted this 19th day of December, 2016.


Patrick E. Hewitt, Mayor

ATTEST:


Brenda L. Chance, City Clerk

SEAL