

TOWN OF SAN ANSELMO

ORDINANCE NO. 772

AN ORDINANCE REVISING CHAPTER V OF TITLE II
OF THE SAN ANSELMO MUNICIPAL CODE - PURCHASING

The Town Council of the Town of San Anselmo does ordain as follows:

Section 1. Chapter V of Title II of the San Anselmo Municipal Code is repealed, and a new Chapter V enacted as follows:

CHAPTER V - PURCHASING

Section 2-5.01 Purpose and Scope

This Chapter, enacted pursuant to Section 54202 of the Government Code of this State, adopts policies and procedures for purchase of supplies, equipment and services. This Chapter does not apply to public projects as defined and regulated by Section 37901, et seq. of said Government Code.

Section 2-5.02 Purchasing Authority

Within the limits hereinafter specified, the Town Administrator shall have general authority to purchase or contract for supplies, equipment and services needed by Town Departments and for which funds have been appropriated, to transfer supplies and equipment among departments and to dispose of surplus supplies and equipment. He may delegate specific purchasing or disposal authority, but may not delegate either his or the Council's authority to execute contracts.

Section 2-5.03 Bid Purchases

Except as provided in Section 2-5.04, purchases of aggregate estimated value exceeding \$5,000 shall be awarded by the Town Council to the lowest responsible bidder and a contract therefor entered into, in accordance with the following procedure:

- a. Bid invitations shall be issued by the Town Administrator at least 10 days before date of bid opening. Bid invitations shall include a precise description of the items to be purchased, delivery, installation and warranty requirements, bidders security if required, performance security if required, evaluation factors, place where and time by which sealed bids are to be submitted, time and place of bid opening, and period of time thereafter during which award may be made.
- b. Bids received after the time specified shall be returned unopened.
- c. Bids shall be opened publicly, tabulated and the tabulation open to public inspection.
- d. Awards shall be made by the Town Council within the time specified to the responsible bidder whose price or evaluated price is the lowest, or

all bids may be rejected if the lowest bid exceeds available funds or for other reasons within the sole discretion of the Town Council.

e. If all bids are rejected, the Council may direct resolicitation under revised specifications, or negotiation with one or more bidders provided the negotiation results in a price lower than the lowest rejected bid.

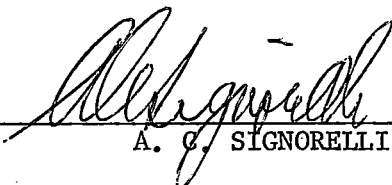
Section 2-5.04 Small purchases; proprietary items; personal services; emergencies.

Purchases of aggregate estimated value not exceeding \$5,000 and regardless of value, purchases of products which the Town Administrator determines are available from a single source and have no equivalent, emergency purchases of replacement items essential to maintenance of public safety, and contracts for professional or other personal services may be made to the best advantage of Town, without formal competitive procedure. Purchasing requirements shall not be arbitrarily split or classified to come under this section.

Section 2-5.05 Inflation Factor

Every 12 months after the effective date of this Chapter, the \$5,000 limit specified in Sections 2-5.03 & .04 is modified automatically by the percent change in the San Francisco, California All Urban Consumer Price Index, provided at no time shall said limit fall below the limit specified in Section 37902 of the Government Code of the State.

Dated: October 9, 1979.


A. C. SIGNORELLI, Mayor

ATTEST:


M. E. HANSON, Deputy Town Clerk

The foregoing ordinance was read and introduced at a regular meeting of the San Anselmo Town Council held on September 25, 1979, and was thereafter at a regular meeting of the Town Council held on October 9, 1979, duly passed and adopted by the following vote:

AYES: Councilmen Toal, Convis, Reed, Capurro, Signorelli

NOES: None

ABSENT: None


M. E. HANSON, Deputy Town Clerk