

Maryville Tennessee

PURCHASING REGULATIONS

5-201. Purchasing agent. A purchasing agent shall be appointed by the city manager to contract for and purchase all supplies, materials, equipment, and contractual services required by any department of the City of Maryville.

The duties of the purchasing agent shall be outlined by appropriate classification description. (1985 Code, § 1-601, modified)

5-202. Competitive bids. All purchases of and contracts for supplies, materials, equipment and services of \$1,000.00 or more shall be based on competitive bids whenever practicable. The purchase or contract shall be awarded to the lowest responsible bidder, price and other factors considered. The City of Maryville shall have the right to reject any or all bids. (1985 Code, § 1-602)

5-203. Emergency purchases. In the case of an apparent emergency which requires the immediate purchase of supplies, materials, equipment or services, the city manager shall be empowered to authorize the purchasing agent to secure, at the lowest obtainable price, any item or service required regardless of the amount of the expenditure. In the case of actual emergency, and with the approval of the city manager, any department head may purchase directly any supplies, materials, equipment or services whose immediate procurement is essential to prevent delays in the work of the using department which may vitally affect the life, health, or convenience of citizens. If such a purchase amounts to \$1,000 or more, a full report of the emergency purchase shall be filed by the city manager with the city council at the next council meeting for its approval. (1985 Code, § 1-603)

5-204. Sealed bids. Formal sealed bids shall be obtained for all supplies, materials, equipment, improvements, and services which involve an expenditure of \$10,000 or more. All capital expenditures which:

- (1) Exceed the amount appropriated by council; or
- (2) Were not budgeted and exceed five thousand dollars (\$5,000.00) for general government; or
- (3) Were not budgeted and exceed twenty-five thousand dollars (\$25,000.00) for utilities; or
- (4) Result in the low bid being rejected, shall require approval by council motion. (1985 Code, § 1-604, as replaced by Ord. #99-37, Oct. 1999, and Ord. #2008-53, Dec. 2008)

5-205. Waiver of competitive bids. The city council by resolution or motion duly passed, upon written recommendation of the city manager that it is clearly to the advantage of the city not to contract by competitive bidding, may waive the requirements of competitive bidding. (1985 Code, § 1-605)

5-206. Purchase prices. In determining the amount of a purchase or contract for the purpose of this chapter, the entire purchase price for the goods bought and the total amount of charges for work done under a contract shall be considered. No contract or purchase shall be subdivided to avoid the requirements of this chapter. (1985 Code, § 1-606)

5-207. Conflicts of interest. No purchase shall be made from nor any contract for purchase of services made with any person, firm, or corporation in which any officer or employee of the city is financially interested except when such person, firm, or corporation is the sole source for such goods or services in Blount County, Tennessee, and then in such instance all purchases shall be subject to prior approval by the city council. No officer or employee of the city shall accept directly or indirectly any fee, rebate, money, or other thing of value from any person, firm, or corporation employed by or doing business with the city, except on behalf of and for the use of the city, or in accordance with the exception hereinabove set forth. (1985 Code, § 1-607)

5-208. Rejection of bids. The purchasing agent shall have the authority to reject any and all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. The purchasing agent shall not accept the bid of a vendor or contractor who is in default on the payment of any taxes, licenses, fees, or other monies of whatever nature that may be due the city by said vendor or contractor. (1985 Code, § 1-608)

5-209. Records. The purchasing agent shall keep accurate records of all transactions as purchasing agent of the municipality. (1985 Code, § 1-609)

5-210. Rules and regulations. Purchasing rules and regulations shall be developed by the purchasing agent, approved by the city manager, and adopted by the city council. (1985 Code, § 1-610)