RESOLUTION 16-2022

A RESOLUTION TO ESTABLISH A PURCHASING POLICY

WHEREAS, the City of Griswold intends by this Resolution to adopt a system for the authorization, control, implementation and the administration of a Purchasing Policy by City Hall, Public Works, Fire and Rescue Employees; and

WHEREAS, the City Council of the City of Griswold desires to approve and adopt the policy and procedures for purchasing as being in the best interest of the City of Griswold;

NOW, THEREFORE BE IT RESOLVED that the City Council shall implement the following policies and procedures for the authorization, control, implementation and administration of a Purchasing Policy by City Hall, Public Works, and Fire and Rescue Employees as follows:

ESTABLISHING A PURCHASING POLICY

Purpose:

To establish official procedures and guidelines for purchasing non-maintenance or irregular business items budgeted or non-budgeted by City Hall, Public Works, and Fire and Rescue Employees.

Policies:

1. All purchasing shall be conducted with the best financial interest of the City of Griswold in mind. This means obtaining the best price available for any specific item by obtaining a minimum of three (3) quotes/bids for any purchase to be made over $10,000.
2. The intent of this Purchasing Policy is to allow City Staff to buy materials, supplies and services of high quality at a reasonable cost. All purchasing actions engaged by the City should be fair, impartial, and free from impropriety or the appearance thereof. All qualified buyers and sellers shall have access to compete for City business and no reasonable offer shall be arbitrarily excluded.
3. The responsibility for purchases shall be set as follows:
    a. Any purchases up to $2,500 can be made by Department Heads of Public Works, Fire, Rescue, and City Manager, contingent the purchase is within department budgets.
    b. The City Manager, in cases of emergencies, is authorized to spend $5,000, and is required to report any such purchase to council at the next regularly scheduled meeting.
    c. Purchases are not to be separated for the purpose of circumventing these financial guidelines.
4. Emergency Exemptions: This policy may be circumvented if a situation arises that meets any of the following emergency procurement conditions:
    a. The situation threatens public health, welfare or safety; or
    b. There is a need to protect the health, welfare or safety or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement; or
    c. The City must act to preserve critical services or programs; or

d. The need is a result of events or circumstances not reasonably foreseeable.
e. In the event of an emergency situation as stated above, purchases of emergency items can be made with Mayor approval.

5. All purchase invoices shall be forwarded to the City Clerk in a timely manner to expedite processing. By law, no invoice may be submitted for payment until the product or service it is for has been satisfactorily received or obtained by the City of Griswold. Invoices for products and/or services more than 90 days old shall be reviewed by the City Clerk to ensure payment is made in a lawful manner.
6. All items submitted for payment, regardless of cost, should be coded to an appropriate general ledger account. If the cost of a purchased item is to be split between departments, both or all of the departments must have a representative of that department approve by initialing the invoice before payment can be made.
7. The City Clerk is responsible for ensuring that all departments adhere to this policy.
8. This policy may be amended, revised or modified as deemed necessary by resolution of the City Council.

NOW, THEREFORE, Be it resolved by the City Council of Griswold, IA that this Purchasing Policy is hereby adopted.

Passed and approved this __14th_____ day of February 2022.

Motion made by Council member Askeland, seconded by Council Member Sorensen.

Roll Call Vote:

Ayes: Ridlen, Askeland, Underwood, Sorensen Nays: None Abstain: None Absent: None

BdW

Brad Rhine, Mayor

ATTEST:

Barbara E Teaney

Barb Teaney, City Clerk