

Ordinance No. 13-69

Passed 7th day of April, 19 69

ORDINANCE NO. 13-69

AN ORDINANCE DEFINING THE PROCEDURE FOR COMPETITIVE BIDDING UNDER SECTION 7.07 CITY CHARTER.

WHEREAS, it is necessary to prescribe certain bidding procedures for the most advantageous procurement of services and commodities and to secure the best work or supplies at the lowest price practicable; and,

WHEREAS, it is necessary to provide rules governing bidding under the City Charter;

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

SECTION 1. AUTHORIZED OFFICIAL AND LIMIT.

(A) The City Manager is authorized to and may make any contract, purchase supplies material or provide labor for any work for the City involving an expenditure of not more than One Thousand Five Hundred Dollars (\$1500.00).

(B) When an expenditure for any purpose mentioned in subsection (a) herein exceeds One Thousand Five Hundred Dollars (\$1500.00), the Council shall, by ordinance, authorize and direct the City Manager to make such expenditure, take bids and make and execute all necessary contracts according to the procedure hereafter set forth.

(C) The authorization contained in subsections (A) and (B) herein shall include but not be limited to contracts involving the joint purchase of supplies, materials and labor with other jurisdictions, and regional authorities, provided, however, that, with respect to the City Manager's authority under subsection (A) requiring no bids, he shall not have the authority to bind the City to any contract with another jurisdiction or regional authority if the City's joint or several liability thereunder may exceed One Thousand Five Hundred Dollars (\$1500.00).

SECTION 2. ADVERTISEMENT FOR BIDS.

The City Manager shall cause the advertisement for bids to be published for not less than two weeks, nor more than four weeks, in a newspaper of general circulation within the City.

SECTION 3. OPENING OF BIDS.

The City Manager shall open bids at 12:00 noon in the Municipal Building on the last day for filing them, which shall be at least seven (7) days after the last published notice for bids, and may be longer than seven (7) days if so specified in said notice. The City Manager shall publicly read the bids.

SECTION 4. BID SPECIFICATIONS.

Each bid shall contain the full name of each person or company interested therein and shall be accompanied by a sufficient bond or certified check on a solvent bank of not less than five per cent (5%) of the amount of the bid, that if a bid is accepted a contract will be entered into and its performance properly secured. If the work bid embraces both labor and material, such items shall be separately stated with the price thereof. The City Manager may reject any bid where there is reason to believe there is collusion or combination among bidders, or upon non-submission of sufficient bond or certified check or for other reasons, where there is sufficient grounds to do so.

The City Manager may establish pre-qualifications for bidders, including references and a statement of similar work performed.

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No bid submitted under this procedure may be altered or modified on or after the date and time specified in the invitation to bidders.

Bids shall not be split between or among bidders and if this occurs, it shall be sufficient cause for rejection of the bid or bids.

SECTION 5. RIGHT OF REJECTION.

City Council reserves the right to reject any and all bids, or parts of bids, and to waive irregularities.

SECTION 6. AWARD OF BID.

City Manager shall award the bid to the lowest and best bidder and, when duly authorized, shall make and execute a written contract with such lowest and best bidder.

SECTION 7. COMPETITIVE BIDS; WHEN NOT REQUIRED.

In case of public disaster, declared by resolution approved by at least five (5) members of Council, purchases and contractual services may be made without competitive bidding. The City Manager is authorized to secure such purchases or contractual services.

SECTION 8. EFFECTIVE DATE.

This ordinance shall become effective at the earliest date allowed by law.

PASSED this 7th day of April, 1969.

Approved

/S/ Paul C. Hoy
Mayor - City of Centerville, Ohio

ATTEST:

/S/ Marilyn J. McLaughlin
Clerk of Council
City of Centerville, Ohio

C E R T I F I C A T E

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of the Ordinance No. 13-69, passed by the Council of the City of Centerville, Ohio, on the 7th day of April, 1969.

/S/ Marilyn J. McLaughlin
Clerk of Council

Approved as to form, consistency with existing ordinance, the charter & constitutional provision.

Department of Law
Robert N. Farquhar
Municipal Attorney