

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF CROSSVILLE, TENNESSEE CODE AMENDING
CHAPTER 6: MUNICIPAL PURCHASING PROCEDURES**

WHEREAS, The City Council desires to update select sections of the Municipal Purchasing Procedures.

NOW, THEREFORE, BE IT ORDAINED by the City of Crossville, Tennessee as follows:

That Title 5, Chapter 6, Section 608 (D)(1)(c) be amended as follows:

(c) Mail or e-mail bid requests and advertise as appropriate. If hand delivered, an appropriate receipt of the bid request should be signed by the vendor;

That Title 5, Chapter 6, Section 608 (D)(3)(a) be amended as follows:

(a) Bid or proposal opening. Bids will be opened at the time and date specified on the bid request. All bids are opened publicly and read aloud, with a tabulation provided to all vendors participating. Hand delivered, mailed, or electronic submissions may be accepted in the form of a sealed bid. Faxed bids will not be accepted when a sealed bid is required.

That Title 5, Chapter 6, Section 608 (D)(3)(b) be amended as follows:

(b) Electronic bids. Electronic bids may be received by e-mail to the e-mail specified within the bid documents. Bids received electronically after the bid opening date and time or sent to the incorrect e-mail will not be viewed or considered.

That Title 5, Chapter 6, Section 609 (J) be amended by replacing:

‘WITHIN THE LIMITS OF THE APPROVED BUDGET. Purchases must be held within appropriation limits in those funds requiring budgets either by law, regulation or policy.’ with ‘WITHIN THE LIMITS OF THE APPROVED BUDGET. Purchases must be held within appropriation limits in those funds requiring budgets either by law, regulation or policy. If the item being purchased is over the threshold for which the City Manager may approve a purchase but has been approved within that fiscal year’s budget by City Council, the item may be purchased with the City Manager’s approval and not be voted on by City Council.’

That Title 5, Chapter 6, Section 609 (J) be amended by adding:

‘NOT WITHIN THE LIMITS OF THE APPROVED BUDGET. Purchases not within the appropriation limits or not within the fiscal year’s budget must go before City Council for approval and a budget amendment, if necessary.’

This ordinance shall take effect from and after its final passage, the public welfare requiring it.

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

Passed 1st Reading: _____

Passed 2nd Reading: _____

Passed 3rd Reading: _____