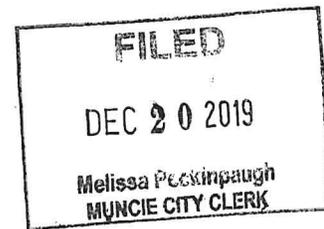


Ordinance No. 3-20



**An ordinance to amend the bidding practices for purchases addressed in section 38.06
of the City of Muncie Code.**

WHEREAS, the City of Muncie and the members of the City Council, are expected to seek appropriate methods to enhance its ability to identify efficient use of taxpayer dollars, while promoting the accountability of public employees and provide responsive bidders on all City of Muncie purchases, and,

WHEREAS, the Common Council of the City of Muncie now desires to Amend Sec 38.06 to so reflect such methods,

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MUNCIE THAT:

1. Sec. 38.06 of the Muncie City Code of Ordinances shall be amended to read as follows

Section 38.06. Small purchases.

- (A) This section applies to a purchase estimated by the purchasing agent to be less than \$150,000.00.
- (B) Purchases below \$5,000.00: A purchasing agent may make a purchase estimated to be less than \$5,000.00 pursuant to policies established by the purchasing agency.
- (C) Purchases between \$5,000.00 and \$20,000.00. If the purchase is estimated to be between \$5,000.01 and \$20,000.00, the head of the department making the purchase shall at least 24 hours prior to completing the purchase supply the controller or person deemed by the controller, plus the mayor, with prices from at least three suppliers. The purchasing agent shall keep a file for purchases made under this subsection with the following information:
 - 1) The name, address, and phone number of each supplier who provided a price;
 - 2) The price provided by each supplier;
 - 3) The supplier chosen and the reason for the choice, if the supplier did not provide the lowest price.
- (D) Purchases between \$20,000.01 and \$150,000.00. If the purchase is estimated to be between \$20,000.01 and \$150,000.00, the purchasing agent may purchase supplies by inviting quotes from at least three persons known to deal in the lines or classes of supplies to be purchased. The procedure to be followed is as follows:

- 1) The purchasing agent shall mail an invitation to quote to the persons selected at least seven days before the time fixed for receiving quotes.
 - 2) If the purchasing agent receives a satisfactory quote, the purchasing agent shall get written approval from the controller or person deemed by the controller, or by the mayor on the chosen quote then award a contract to the lowest responsible and responsive offer for each line or class of supplies required.
 - 3) The purchasing agent with written approval by controller may reject all quotes.
2. This Ordinance shall be in full force and effect upon passage by the Common Council and signature of the Mayor or override of his veto.

So Ordained and Passed by the Common Council of the City of Muncie, Indiana this 3rd day of February 2020.

	Yeas	Nays	Abstained	Absent
Aaron Clark	✓	—	—	—
Troy Ingram	✓	—	—	—
Jeff Robinson	✓	—	—	—
Brad Polk	✓	—	—	—
Jerry Dishman	✓	—	—	—
Anitra Davis	✓	—	—	—
Richard Ivy	✓	—	—	—
Ralph Smith	✓	—	—	—
Ray Dudley	✓	—	—	—


Brad Polk, President
 City Council, City of Muncie

Presented by me to the Mayor for his approval, this 3rd day of February, 2020

Belinda Munson

Belinda Munson,

City Clerk, City of Muncie

The above Ordinance is approved / vetoed by me this 3rd day of February, 2020

Dan Ridenour

Dan Ridenour

Mayor, City of Muncie

This ordinance is proposed by Dan Ridenour

City Council Member

This ordinance is approved in form by J.P. Hill

Corporate Counsel