

ORDINANCE NO. 96-05

AN ORDINANCE PRESCRIBING PURCHASE PROCEDURE
FOR THE CITY OF COTTER, ARKANSAS;
DECLARING AN EMERGENCY AND FOR OTHER PURPOSES

WHEREAS, the City of Cotter has no approved and standardized purchasing procedures; and

WHEREAS, state auditing procedures and proper financial management require that such purchasing procedures be adopted.

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Cotter, Arkansas:

Section 1: The Mayor, or his duly authorized representative, shall have exclusive power and responsibility to make purchases of all supplies, apparatus, equipment, materials and other things requisite for public purposes for the City of Cotter, Arkansas, and to make all necessary contracts for work or labor to be done, or material or other necessary things to be furnished for the benefit of the City where the amount of the expenditure for any purpose or contract does not exceed the sum of Five Thousand Dollars (\$5,000.00).

Section 2: Where the amount of expenditure for any purchase or contract exceeds the sum of Five Thousand Dollars (\$5,000.00), the Mayor, or his duly authorized representative, shall invite competitive bids thereon by legal advertisement in any local newspaper. Bids received pursuant to said advertisement shall be opened and read on the date set for receiving said bids, in the presence of the Mayor, or his duly authorized representative. The contract shall be awarded to the lowest responsible bidder; provided, however, the Mayor, or his duly authorized representative, may reject any and all bids received.

Section 3: The Mayor, or his duly authorized representative, may approve for payment out of any funds previously appropriated for that purpose, or disapprove any bills, debts or liabilities asserted as claims against the City, when funds on hand are adequate to pay such bills, debts or liabilities. That the payment or disapproval of any bills, debts or liabilities not covered by a previous appropriation shall require confirmation of the governing body.

Section 4: That the Mayor, or his duly authorized representative, may sell or exchange any municipal supplies, materials or equipment without competitive bidding if such supplies, materials or equipment have a value of less than Five Thousand Dollars (\$5,000.00). That no supplies, materials or equipment shall be sold without receiving competitive bids therefore if the value thereof exceeds the sum of Five Thousand Dollars (\$5,000.00);

provided, however, if the Mayor shall certify in writing to the governing body that, in his opinion, the fair market value of such items or lot (to be disposed of in one unit) is less than Five Thousand Dollars (\$5,000.00), the same may be sold by the Mayor without competitive bidding.

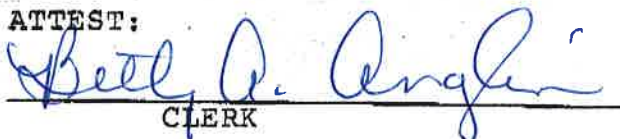
Section 5: That the state auditing procedure dictates that proper procedures be adapted immediately. Therefore, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after passage.

DATED this 18th ^{Adopted} day of April, 1996.



MAYOR

ATTEST:


CLERK