

CHAPTER 2 - ADMINISTRATION

Sec. 2-307. Procurement; materials management.

Except as otherwise provided in this code, all rights, powers, duties, and authority relating to the procurement of supplies, services, and construction, and the management, control, warehousing, sale, and disposal of supplies, services, and construction now vested in, or exercised by the city are hereby transferred to the Materials Manager, as provided in this Code.

There shall be a section within the Finance Department that shall be designated Materials Management. Materials Management shall in accordance with the provisions of this code manage and procure all materials and services on behalf of the city. Materials Management shall be responsible for the inventory and disposal of materials, supplies and equipment.

The Materials Manager shall have general supervision of the materials management and inventory control divisions, and shall have the responsibility and authority to:

- (1) Procure and contract for supplies and services including rentals, service agreements, and leases needed by any city governmental unit, in accordance with purchasing procedures as prescribed by this code and such guidelines as the Materials Manager shall adopt for the internal management and operation of the materials management and inventory control divisions and such other rules and regulations as shall be prescribed by the city manager. The authority of the Materials Manager to make procurement and contract for all using agencies shall not be abridged by exempting any using agency, except in accordance with the provisions of this code.
- (2) To establish and amend, all guidelines, forms and rules authorized by this code and any others necessary to its operation.
- (3) To provide signature authority for city generated purchase orders.
- (4) To execute small dollar and other administratively executed contracts on behalf of the city.

Budgeted line items specifically identifying products or services, which have been approved by the City Council in the formal review and adoption process of the annual budget of the city, and for which an award is within the allocated expenditure, may be administratively executed by the Materials Manager.

Awards that exceed the allocated expenditure or deviate from the identified description and/or scope within the annual budget of the city shall require Council approval.

- (5) To have the authority to suspend or debar vendors.
- (6) To have the authority to resolve disputes related to contracts

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(7) To cooperate with City functions in all procurement subject to the provisions of the Arizona Public Works Statutes contained in Title 34, Arizona Revised Statutes.

(8) To inform city employees and contractors of the ethical standards for public contracting contained in this code and to enforce these standards as provided in this code.

(9) The Materials Manager shall have the authority to refuse an award to any vendor or contractor who is in default on the payment of taxes, licenses or other moneys due the city, state, or federal government or that has litigation or threatened litigation at the time set for opening the bid or proposal. All vendors and contractors must be in compliance, at the time set for opening the bid or proposal, with all applicable state licensing laws, rules and regulations.

ABA Model Procurement Code Reference 02-301

State Law Reference, A.R.S. §§34-101, et seq., Public Buildings and Improvements.

(Ord. No. 91-09, 2/12/91)

(Ord. No. 99-13, 4/6/99, Amended (a) and (b)) SUPP 1999-2

(Ord. No. 01-165, 10/16/01, Amended) SUPP 2001-3

(Ord. No. 02-42, 6/7/02, Amended) SUPP 2002-2

(Ord. No. 08-01, 01/15/08, Amended) SUPP 2008-1