

## Article AD11-A

### PURCHASING POLICY

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#### Section AD11-A-1 OBJECTIVES.

The City of Lenexa (hereinafter, "the City") has established this policy to maximize the purchasing power and value of public funds and ensure the purchasing process is conducted in an ethical, fair, and open manner. The guidelines in this policy promote efficiency, effectiveness, equity, and fairness in public purchasing.

#### Section AD11-A-2 SCOPE.

This policy applies to all City employees. This policy is established under the authority of the City Administrator. Requirements of this policy may be waived at the discretion of the City Administrator, if such waiver is in the best interest of the City and not in violation of federal, state, or local law.

#### Section AD11-A-3 DEFINITIONS.

The following words when used in connection with this policy shall have the meaning ascribed to it herein:

**BID BOND:** A financial guarantee required of a bidder which protects the City in the event the bidder refuses to enter into a contract after contract award to the bidder or withdraws a bid prior to the award.

**CITY, COUNTY, METRO, STATEWIDE, REGIONAL, OR NATIONAL**

**COOPERATIVE CONTRACT:** A contract that establishes a source of supply for a particular item for a definite period of time at a set price. Such contracts are characteristically established through competitive sealed bids or competitive negotiations and items may be ordered on an "as needed" basis against the contract. Based on the large quantities, prices are generally more favorable.

**CONTRACT:** A legally binding agreement that creates a legal obligation that includes an offer and acceptance with a clear intent to bind the parties. Generally speaking, in addition to the obligation to pay for goods or services, a contract binds the City to additional duties and conditions. For purposes of this policy, the terms "contract" and "lease" may be used interchangeably.

**DOMICILE:** A person's legal place of residence. That place where a person has his true, fixed, and permanent home and principal establishment, and to which whenever he is absent he has the intention of returning. The legal domicile of a person is important since it, rather than the actual residence, often controls the jurisdiction of the taxing authorities and determines where a person may exercise the privilege of voting and other legal rights and privileges.

**F.O.B. (SPECIFIC DESTINATION):** The term "F.O.B." is an abbreviation for "free on board" and means that seller will deliver subject matter contracted for, on certain conveyance, without expense to the buyer. In sales price quotations, it generally means that the seller assumes all responsibilities and costs up to the point of delivery, including insurance, transportation, etc. "Specific destination" means that the seller retains ownership to the point of specific destination.

**LEASE:** A contract by which one owning personal property grants to another the right to possess, use, and enjoy it for a specified period of time in exchange for periodic payment at a stipulated price, generally referred to as rent. For purposes of this policy, the terms "contract" and "lease" may be used interchangeably.

**OBSOLESCENCE:** Condition or process of failing into disuse. The diminution in value of property caused by changes in technology, public taste, and new inventions rendered the property less desirable on the market. A decline in market value of an asset caused by improved alternatives becoming available that will be more cost-effective; such decline in market value is unrelated to physical changes in the asset itself. The process whereby property, because of causes other than physical deterioration, loses its economic usefulness to taxpayer.

**PRICE AGREEMENT:** Contract outlining specific price for goods and services for a specified period of time.

**RFP:** The term "RFP" is an abbreviation for "Request for Proposal" and is a written invitation prepared by the City inviting formal offers for the procurement of goods and services.

**RFQ:** The term "RFQ" is an abbreviation for "Request for Qualifications and Interest" and is a submittal of appropriate experience, references, and financial information sufficient to provide the City with a basis for selection.

**SHORT LIST:** A list of those firms determined to be "best qualified" to provide the desired professional service which may be used on a review of the written submission of firms responding to a Request for Qualifications and Interest (RFQ). This list will normally include three firms, but may be more or less, depending on the type of services requested, the number of firms responding to an RFQ, and the quality of their responses.

## **Section AD11-A-4      PROVISIONS.**

### **A.      Uniform Procurement Principles:**

1.      There are fundamental principles which should be observed when purchases of goods and services are made on behalf of the City. Generally, a good or service should be obtained at the lowest cost, consistent with the quality required to maintain efficient operations of City departments. The quantity of goods purchased is determined through an examination of factors such as the number of units to be used, the period or use, space available, acquisition price, volume discounts, shipping time, obsolescence, and present and expected future availability of an item.

2. The acquisition of goods and services by or on behalf of the City of Lenexa, its agencies, departments, officials, and authorized agents should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict, and corruption; provides for equal access and opportunity in an open and competitive environment to all suppliers with regard to factors related to quality, cost, and availability of the goods and services; and which comply with all applicable federal, state, and local laws, rules, and regulations.
3. For the purchase of any good or service, the City reserves the right to accept or reject any or all bids or proposals and to waive any provisions or technicalities.
4. Pursuant to K.S.A. 75-3740a, to the extent permitted by federal law and regulations, when the City is letting contracts for bids, any bidder domiciled outside the state of Kansas, to be successful, shall submit a bid the same percent less than the lowest bid submitted by a responsible Kansas bidder, as would be required of such Kansas domiciled bidder to succeed over the bidder domiciled outside Kansas on a like contract let in such bidder's domiciliary state. All bidders domiciled outside the state of Kansas shall furnish the City with a copy of their state's preferential bidding statutes.
5. Even though the Governing Body approves a level of expenditures for any given department, that approval, in and of itself is neither a permit nor a directive to expend funds unless the need exists at the time of purchase and the good or service to be purchased is within the budget limits.
6. All personnel of the City responsible for purchases shall use care and judgment when obtaining or purchasing a commodity or service, and shall become familiar with and follow the City's policies and procedures as they relate to purchasing. Supervisors shall be cognizant of their respective budget limitations and initiate purchases accordingly. It is the responsibility of the individual departments to anticipate requirements and initiate action to purchase goods and services in advance of the time that they are needed, and to allow sufficient time to follow purchasing procedures, including contract preparation.
7. No purchase or contract shall be subdivided for the purpose of circumventing the dollar level limits imposed by this policy.
8. When appropriate and available, City employees may purchase products that are manufactured from recycled materials.
9. The City may pre-qualify contractors in accordance with City Code section 2-8-A-1 *et seq.*

B. Code of Ethics:

All employees and officers of the City shall be governed by the Code of Ethics (City Code Section 1-6-H-1 *et seq.* and City Personnel Policy PR2-E-2) in all applications of this policy.

C. Budgetary Control Requirements:

The adopted annual budget and Capital Improvement Program (CIP) establish limits for the maximum amount of dollars to be expended on a certain activity or project. Budgetary control is exercised at the section level (i.e. personal services, contractual

services, commodities, and capital outlay) for each activity in each fund. No purchase order will be issued, and no invoice will be paid, if budget limits will be exceeded within the applicable section level.

Authority levels for operating budget transfers are outlined in the following table:

<b><u>Authority Level</u></b>	<b><u>Procedures -- Operating Budget Transfers</u></b>
Any transfer greater than \$5,000.	Transfer must be authorized by the City Administrator or an Assistant City Administrator.
All transfers between personal services and other section levels (contractual, commodities, capital, etc.)	Transfer must be authorized by the City Administrator or an Assistant City Administrator.
Transfers less than or equal to \$5,000 within the section level or between non-personal services section levels.	Transfer may be authorized by the appropriate Management Team member.

Authority levels for CIP project budget transfers (transfers between the project budget categories of a CIP project) are outlined in the following table:

<b><u>Authority Level</u></b>	<b><u>Procedures -- CIP Project Budget Transfers</u></b>
Any transfer greater than \$50,000.	Transfer must be authorized by the City Administrator or an Assistant City Administrator.
Transfers greater than 5% of the total project budget, but less than or equal to \$50,000.	Transfer must be authorized by the City Administrator or an Assistant City Administrator.
Transfers less than or equal to 5% of the total project budget <u>and</u> less than or equal to \$50,000.	Transfer may be authorized by the appropriate Management Team member.

Any transfers of funds between CIP projects must be authorized by the City Administrator after consultation with the Finance Director.

D. **Contract Review and Execution:**

All contracts, rental or lease agreements (regardless of the amount) for goods and services must be reviewed and approved as to form by the City Attorney or designee.

1. All contracts, rental or lease agreements in amounts exceeding \$50,000 must be approved and executed by the Mayor, or as otherwise provided by City Code.
2. Pursuant to City Code *Section 1-6-F-2* (powers and duties of the City Administrator), contracts not exceeding \$50,000 may be approved and exceeded by the City Administrator, or by the Acting City Administrator in the City Administrator's absence or incapacity.

3. Pursuant to City Code *Section 1-6-F-2*, the City Administrator delegates the authority to execute contracts not exceeding \$10,000 to Management Team members.
4. It shall be the responsibility of the department making the purchase to secure the contract and/or work with the Legal Department, as necessary.

E. Taxes:

The City is tax-exempt as a political subdivision under Section 4221(a) of the Internal Revenue Code. K.S.A. 79-3606 provides a sales tax exemption to Kansas political subdivisions on the purchase, lease or rental of tangible personal property and on the purchase of taxable services used exclusively for political subdivision purposes, as well as to contractors hired by Kansas political subdivisions who purchase tangible personal property for use in constructing, equipping, reconstructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for said political subdivision. Under Missouri Statute, the City's tax-exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas.

When applicable, the City shall furnish a sales tax exemption certificate number as supplied by the Kansas Department of Revenue. Application for the sales tax exemption certificate shall be made by the City Clerk's office. When sealed bids are not taken, it is the responsibility of the applicable department to coordinate the sales tax exemption process with the City Clerk. The successful bidder (contractor) shall be required to comply with K.S.A. 79-3606, as amended.

**Section AD11-A-5 PROCEDURES.**

The following procedures shall be followed in the requisition/purchase of all goods and services:

A. Responsibility:

Section I - Governing Body

The Governing Body determines the expenditure levels through the formulation and approval of the annual budget. In performing this policy-making function, the Governing Body establishes a set of goals, priorities, and performance standards to which the City organization directs its collective effort toward accomplishing.

The adoption of the annual budget is the approval of a level of expenditures necessary to accomplish the goals and objectives that have been established for each City program. The Governing Body annually approves the disbursement of all public funds by ordinance.

Section II - City Administrator

The City Administrator is delegated the responsibility by the Governing Body to carry out a program of services to the community. It is the City Administrator's responsibility to manage the annual budget in such a way that the goals and priorities of the Governing Body are accomplished. All regulations, as well as recommendations for changes in the general procurement policy, will only be made with the approval of the City Administrator.

Section III - Management Team

Management Team members are responsible for meeting the goals and objectives established by the Governing Body and are provided budgeted funds to attain those goals. Each Management Team member has the responsibility and authority to make certain that purchases are within the scope of the adopted budget.

B. Procedures for the Purchase of Goods and Services (Excluding Professional Services):

1. Purchasing Cards: The use of purchasing cards is encouraged for purchases less than or equal to \$2,500 in order to streamline the purchasing and payment process. Standard dollar limits for purchasing cards are a maximum of \$2,500 per transaction and a maximum of \$5,000 for total monthly transactions. These maximum limits may be increased or decreased for individual purchasing cards if approved by the Management Team member, Finance Director and City Administrator (or their designees). Purchasing card receipts shall be obtained and retained for purchases made with purchasing cards in accordance with the purchasing card procedures manual.
2. Procedures and dollar level matrix: Procedures and dollar levels for purchasing are outlined in the matrix below. These procedures do not apply to professional services (procedures for professional services are outlined in section AD11-A-5-C).

<u>Dollar Level</u>	<u>Procedures -- Purchase of Goods &amp; Services (excluding professional services)</u>
Purchases less than or equal to \$10,000	<p><u>Purchasing Cards:</u> Purchasing cards may be used for purchases equal to or less than \$2,500 (unless a purchasing card limit adjustment has been approved as described above).</p> <p><u>Accounts Payable:</u> If a purchasing card is not used, payment will be issued through the accounts payable system. For accounts payable transactions, an invoice or check request with supporting documentation (examples include contracts, invoices, statements for services rendered) signed by the appropriate Management Team member or designee is required. Invoices and check requests should be coded for payment from the appropriate account and forwarded to the Finance Department.</p>
Purchases of \$10,000.01 to \$50,000	<p><u>General:</u> Upon selection of a vendor, the Management Team member shall forward the recommended purchase to the City Administrator or an Assistant City Administrator for approval. Upon approval by the City Administrator or Assistant City Administrator, a purchase requisition is authorized by the appropriate Management Team member. A purchase order is created by the Finance Department if sufficient budget authority is available.</p> <p><u>Cooperative Contracts:</u> Purchases may be made from a city, county, metro, statewide, regional, or national cooperative contract with no quotes (this should be noted in the supporting documentation).</p> <p><u>Sole Source Purchases:</u></p>

	<p>In a sole source purchase, the goods or services to be purchased have only one vendor in the marketplace or have limited availability due to unique characteristics. Justification for sole source purchases shall be stated in the supporting documentation and maintained by the appropriate Management Team member or designee.</p> <p><u>All Other Purchases:</u></p> <p>For all other purchases, 3 quotes are required, and supporting documentation for the quotes shall be maintained by appropriate Management Team member or designee. If 3 quotes are not available, the justification shall be stated in the supporting documentation. When appropriate, RFPs and RFQs may be utilized at the discretion of the appropriate Management Team member.</p>
<p>Purchases greater than \$50,000</p>	<p><u>General:</u></p> <p>Purchases will be made through a sealed bid process as described below. If the goods or services involve construction of a public improvement, the Governing Body may waive the sealed bid process if the Governing Body determines the waiver is in the City's best interest. Any waiver of the sealed bid process for construction of public improvements will occur at a City Council meeting. If the goods or services do not involve construction of a public improvement, the City Administrator may waive the sealed bids process if the City Administrator determines the waiver is in the City's best interest.</p> <p>Upon Governing Body approval, a purchase requisition is authorized by the appropriate Management Team member. Supporting documentation should be forwarded to the Finance Department. A purchase order is created by the Finance Department if sufficient budgetary authority is available.</p> <p><u>Sealed Bids:</u></p> <p>When sealed bids are used, a Notice to Bidders shall be advertised one time in the official City newspaper. The Notice shall be prepared in a form approved by the City Attorney, and shall be submitted to the City Clerk's office in sufficient time to meet the required publication deadline.</p> <p>The City Clerk, or other authorized City personnel, shall open all sealed bids and read them aloud in the presence of 2 witnesses (from a list of authorized City employees maintained by the Finance Department). A bid tabulation of all bids will be prepared and available for public inspection.</p> <p>The Management Team member soliciting the bids shall report all bids to the City Administrator, along with recommendation for award. The City Administrator shall forward the recommendation for award to the Governing Body for</p>

	consideration.
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C. Procedures for the Purchase of Professional Services ("Consultants"):

1. Professional services are services where technical expertise or knowledge of a specialized field is critical to the performance of that service. Examples include, but are not limited to, accountants, appraisers, architects, auditors, engineers, financial advisors, information technology specialists, legal counsel, and planning consultants.
2. Procedures and dollar levels matrix: Procedures and dollar levels for purchasing professional services ("consultants") are outlined in the matrix below. RFPs and RFQs are generally always acceptable when purchasing professional services.

<u>Dollar Level</u>	<u>Procedures -- Purchase of Professional Services ("Consultants")</u>
Professional services less than or equal to \$10,000	<p><u>General:</u> The appropriate Management Team member may select a consultant based on the consultant's expertise, previous performance, and readiness to provide the service to the City.</p> <p><u>Purchasing Cards:</u> Purchasing cards may be used for purchases equal to or less than \$2,500 (unless a purchasing card limit adjustment has been approved as described above).</p> <p><u>Accounts Payable:</u> If a purchasing card is not used, payment will be issued through the accounts payable system. For accounts payable transactions, an invoice or check request with supporting documentation (including contract, if applicable) signed by the appropriate Management Team member or designee is required. Invoices and check requests should be coded for payment from the appropriate account and forwarded to the Finance Department.</p>
Professional services of \$10,000.01 to \$50,000	<p><u>General:</u> The City Administrator, upon recommendation from the appropriate Management Team member, may select a consultant based on the consultant's expertise, previous performance, and readiness to provide the service to the City.</p> <p>Upon selection of a consultant, the Management Team member shall forward the recommended purchase to the City Administrator or an Assistant City Administrator for approval. Upon approval by the City Administrator or Assistant City Administrator, a purchase requisition is authorized by the appropriate Management Team member. Supporting documentation (including the contract, if applicable) should be forwarded to the Finance Department.</p>

	<p>A purchase order is created by the Finance Department if sufficient budget authority is available.</p>
<p>Professional services greater than \$50,000</p>	<p><u>General:</u>  Purchases will be made after a selection process and approval of a contract by the Governing Body, unless waived by the City Administrator as provided herein.</p> <p>Upon Governing Body approval, a purchase requisition is authorized by the appropriate Management Team member. Supporting documentation (including the contract) should be forwarded to the Finance Department. A purchase order is created by the Finance Department if sufficient budget authority is available.</p> <p><u>Selection Process -- Capital Project Activities:</u>  The selection of a consultant will generally be based upon use and evaluation of a RFQ or RFP process. This process can either be done on an annual basis to address various capital projects for the year, or on a project-specific basis. As part of the process, the appropriate Management Team member, with input from the City Administrator, will assemble a selection committee. City staff will solicit general qualification proposals and letters of interest from consultants relative to the project. Upon review of the materials submitted by the responding consultants, and, if applicable, interviews, the selection committee will select a consultant. The appropriate Management Team member shall submit the committee recommendation to the City Administrator for approval to negotiate with the selected consultant. Upon the City Administrator's approval, City staff will negotiate contract scope and fees with the consultant. The contract, upon review by the Legal Department, will be submitted to the Governing Body for consideration.</p> <p>The City Administrator may waive the selection process if the waiver is in the City's best interest. A description of the selection process or the basis of the waiver shall be included in the documentation submitted to the Governing Body for consideration of the item.</p> <p><u>Selection Process -- Other Activities:</u>  The selection of a consultant will generally be based upon use and evaluation of a RFQ or RFP process. As part of the process, the appropriate Management Team member, with input from the City Administrator, will assemble a selection committee. City staff will solicit general qualification proposals and letters of interest from consultants relative to the service. In addition, interested consultants should submit cost proposals under a separate cover. Upon review of the materials (including cost proposals) submitted by the</p>

	<p>responding consultants, and, if applicable, interviews, the selection committee will select a consultant. Cost shall be only one factor, and not the deciding factor, in the selection of a consultant. The appropriate Management Team member shall submit the committee recommendation to the City Administrator for approval to negotiate with the selected consultant. Upon the City Administrator's approval, City staff will negotiate contract scope and fees with the consultant. The contract, upon review by the Legal Department, will be submitted to the Governing Body for consideration.</p> <p>The City Administrator may waive the selection process if the waiver is in the City's best interest. A description of the selection process or the basis for a waiver shall be included in the documentation submitted to the Governing Body for consideration of the item.</p>
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D. Contract Requirements:

Contracts are required whenever the City agrees to specific ongoing terms or desires to bind a vendor or consultant to specific terms in conjunction with the purchase of goods or services, regardless of the purchase amount (i.e., contracts are not necessary when a purchase is simply the payment of money in exchange for goods and there are no other obligations placed on either party).

All contracts, leases and rental agreements must be reviewed and approved as to form by the City Attorney or designee before execution.

E. Change Orders:

1. Procedures for change orders apply to the purchase of all goods and services, including professional services.

2. The Governing Body Change Order Committee will be convened (in person or via a teleconference call) if a change order is more than \$50,000 and 10% of the original or amended contract.

\* The Governing Body Change Order Committee consists of 2 Governing Body members, the City Administrator, and other appointed by the City Administrator.

\* The Governing Body change order threshold will be non-cumulative. As a result, committee meetings will be held only for major items.

3. The Staff Change Order Committee will convene as needed to review all change orders that are more than \$10,000 and 10% of the original or amended contract.

\* The Staff Change Order Committee consists of City Administrator (or designee), Planning Director, Public Works Director, City Attorney, Finance Director, City Engineer and Management Team member requesting the change order.

\* The Staff change order threshold will be cumulative.

4. The Management Team member responsible for the project/contract will approve change orders that do not meet the criteria established in #2 and #3 above.
5. Dollar levels for change orders: Dollar levels for the consideration of change orders are outlined in the matrix below.

<b><u>Dollar Level</u></b>	<b><u>Procedures -- Change Orders</u></b>
Single change order/quantity adjustments more than \$50,000 and more than 10% of original or amended contract	Change orders must be approved by the Governing Body Change Order Committee.
Single change order/quantity adjustments more than \$10,000 but less than \$50,000 and 10% of the original or amended contract	Change order must be recommended by the Staff Change Order Committee and approved by the City Administrator
All other change orders	Change order must be approved by the Management Team member

6. If a Change Order Committee or the City Administrator deems it necessary, a change order may be referred to the Governing Body for consideration; otherwise, final approval rests with the change order committee or, if appropriate, the City Administrator or designee.

F. Vendor/Consultant List:

1. Finance shall maintain a list of vendors/consultants for the purchase of goods and services. Vendors/consultants will be added to the list by Finance upon request from City departments. To request the addition of a vendor/consultant, the requester should provide the necessary information, including; complete name of business, physical and billing address with zip code, and phone numbers (also contact person if possible). In addition, no payments can be made to the vendor/consultant until an I.R.S. Form W-9 (Request for Taxpayer Identification Number and Certification) is received from the vendor/consultant. This form is available on Delphi (the City's internal website). All vendor/consultant information will be forwarded to Finance.
2. Finance, upon recommendation by a Management Team member, may place a vendor/consultant on hold status for late delivery, failure to meet specifications and/or not providing the necessary maintenance or service. The Management Team member is responsible for notifying vendors/consultants that have been placed on hold status. The notification should occur in writing, and copies of the notification should be sent to the City Attorney and Finance Director. Vendors/consultants may be removed from hold status by the Management Team member (after consulting with the City Attorney and Finance Director) upon assurance that previous problems have been corrected.

- G. Employee Reimbursements:  
Employees may be reimbursed for purchase of small quantities of supplies or equipment, meals, and mileage. There is a maximum of \$100.00 for each withdrawal, per person, per day, through the cash receipt system. In order to receive reimbursement through the cash receipt system, employees should complete a petty cash slip and attach supporting documentation which explains the business purpose of the expenditure. The petty cash slip must be signed by the appropriate supervisor or Management Team member. Reimbursements in excess of \$100.00 must be submitted to Finance and accompanied by a check request form and supporting documentation which explains the business purpose of the expenditure.  
The use of purchase cards is encouraged for purchases less than or equal to \$2,500 in order to streamline the purchasing and payment process.
- H. Payments through the Accounts Payable System:  
Invoices should be approved by the appropriate Management Team member, or designee, and submitted to Finance as they are received. Invoices are paid by Finance according to the City's accounts payable schedule, which is available on Delphi (the City's internal website). Payment through the accounts payable system may be made by automated clearinghouse ("ACH"), wire transfer, or by check. Any in-between check request is to be used only in extraordinary circumstances and such request shall be signed by the appropriate Management Team member, Finance Director and City Administrator. Checks will not be returned to employees (exceptions being a check payable to employees for travel, mileage and other reimbursements) but must be mailed directly to the vendors being paid. In unusual circumstances where the check must be returned to the department, approval by the Management Team member and the Finance Director is required.
- I. Inactive Purchase Orders:  
Annually, during the last quarter of the fiscal year, the Finance Department will notify the appropriate Management Team member of any purchase orders that have no activity within the current fiscal year. These purchase orders will be closed by the Finance Department unless it is necessary to extend the closing date of the purchase order to protect the financial interests of the City.
- J. Emergency Purchases:  
The appropriate Management Team member or designee may make or authorize others to make emergency purchases. Emergency purchases are defined as circumstances in which either critical City operations will be severely affected in an adverse manner unless immediate action is taken to remediate the situation or in which disaster creates a threat to public health, welfare, or safety. Emergency purchases should be made with competition as is practicable under the circumstances. An after-the-fact written determination for the basis of the emergency and for the selection of the particular vendor shall be submitted to the City Administrator and the Finance Director. In situations regarding the construction or substantial repair of public buildings in excess of \$50,000, an emergency must be declared by the majority vote of the elected City Council or the Council must otherwise waive the sealed bid process.
- K. Reporting:  
The Governing Body shall receive a report of purchase order for goods and services (including professional services) greater than \$10,000 on a quarterly basis. The report shall be prepared by the Finance Director.

**Section AD11-A-6      RESPONSIBILITY FOR ENFORCEMENT.**

The Governing Body determines the level of expenditure for each department by adoption of the annual budget. Management Team members shall be responsible for making such purchases within the scope of their respective department budget. The City Administrator has overall responsibility for the enforcement of this policy.

**Section AD11-A-7      REFERENCES.**

K.S.A. 10-1101 *et seq.*; K.S.A. 75-3740a; K.S.A. 75-6909

City Administrative Policy Section AD09-A

City Charter Ordinances 44, 52, and 55

City Code Sections 1-2-A *et seq.*, 1-6-F *et seq.*, 1-6-H *et seq.*, 1-9-A *et seq.*, 1-9-B *et seq.*, 4-5-A-30

City Personnel Policy Section PR2-E-2