



RESOLUTION NO. 2014 - 10

A RESOLUTION AMENDING THE MINIMUM BIDDING PROCEDURES; DECLARING THAT ANY PURCHASES OF \$1,000 OR MORE SHALL REQUIRE THREE BIDS (3) FROM DIFFERENT VENDORS WHENEVER POSSIBLE, EXCEPT FOR PARTS AND REPAIRS ON EQUIPMENT, OR IF AN EMERGENCY EXISTS; ALLOWING FOR PUBLIC WORKS CONSTRUCTION PROJECT PURCHASES WITHOUT A BID WITH APPROVAL OF THE PUBLIC WORKS DIRECTOR WHEN CIRCUMSTANCES WARRANT OR THE AVAILABILITY OF BIDDERS IS LIMITED AND THE COST IS LESS THAN \$10,000; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, officials of the City of Rexburg (the "City") have determined that purchasing protocols for the City are necessary for the proper handling of public monies and that failure to follow bidding rules and laws is usually wasteful and sometimes illegal per state law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REXBURG, MADISON COUNTY, IDAHO:

Section 1. Most purchases

Unless otherwise provided for in City Policies, for any purchases of \$1,000 or more, it shall be required that bids from three (3) different vendors be sought whenever possible, except for parts and repairs on equipment and except in emergencies.

Section 2. Public Works Construction

That public works construction project purchases are required to obtain the three (3) bids when the total is in excess of \$10,000.

Section 3. Bidding Procedures and Enforcement

Purchases more than \$1,000 may not be split into parts in order to avoid having to bid them. Failure to bid purchases as required may result in the loss of purchasing authority and could lead to discipline up to and including termination.

Purchases of \$10,000 or more must be approved by the Chief Financial Officer or Mayor.

Supervisors have additional rules for purchases over \$10,000 in the Supervisor's Handbook. All other purchasing rules and procedures outlined in the Employee Handbook and Supervisor's



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Handbook remain unchanged.

Section 5. This Resolution shall be in full force and effect from and after its passage and approval.

AFFIRMED AND PASSED by the Rexburg City Council of Rexburg, Madison County, Idaho, this 4TH day of June, 2014.

Richard S. Woodland, Mayor

ATTEST:

By: _____
Blair D. Kay, City Clerk