

AN ORDINANCE BY COUNCILMEMBERS JOYCE M. SHEPERD, HOWARD SHOOK, DUSTIN HILLIS, MARCI COLLIER OVERSTREET AND J. P. MATZIGKEIT TO AMEND CHAPTER 2 - ADMINISTRATION, ARTICLE X, PROCUREMENT AND REAL ESTATE CODE, DIVISION 4, SOURCE SELECTION AND CONTRACT FORMATION, SECTION 2-1190 SMALL PURCHASES, AS A RESULT OF THE DEPARTMENT OF PROCUREMENT CONSOLIDATION; AND OTHER PURPOSES. ► (HELD 12/12/18 AT THE REQUEST OF THE COMMITTEE)

WHEREAS, the City of Atlanta's Department of Procurement is charged with procuring supplies, construction, professional, real estate and consultant services for the City; and

WHEREAS, pursuant to Ordinance 15-0-1478 the Department of Procurement was consolidated to ensure that all purchasing and contracting activities are performed under the authority of the Department of Procurement to standardize procurement procedures, processes, and responsibilities, and decrease the duplication of procurement functions throughout the City; and

WHEREAS, in an effort to continue the consolidation, the Chief Procurement Officer recommends an amendment to section 2-1190 of the City's Code of Ordinances.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA as follows:

SECTION 1: That Chapter 2- Administration, Article X, Procurement and Real Estate Code, Division 4, Source Selection and Contract Formation, Section 2-1190(c) of the City of Atlanta Code of Ordinances be amended so that it shall read as follows (new language in underlined and bolded font):

Sec. 2-1190. - Small purchases.

(a) *General procedures.* Any contract or purchase order for supplies, services and construction not exceeding \$20,000.00 may be made in accordance with small purchase procedures adopted by the chief procurement officer in accordance with this article, provided that procurement requirements shall not be artificially divided so as to constitute a small purchase under this section. Insofar as it is practicable, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest responsive quotation. The name of the business submitting a quotation and the date and amount of each quotation shall be recorded and maintained as a public record.

(b) *Small Purchases Not Exceeding \$50.00.* Heads of all city departments may, in their discretion make small purchases without the assistance of the chief procurement officer where the purchases do not exceed \$50.00 and is paid out of the petty cash fund allocated to the department under a duly enacted appropriation.

(c) *Small Purchases Exceeding \$50.00.* Heads of all city departments or their designee shall submit requisitions for small purchases to the chief procurement officer for approval where the small purchase is greater than \$50.00 and does not exceed

\$20,000.00. The aggregate amount of all such small purchases for each department shall not exceed \$20,000.00 per vendor per fiscal year.

(d) *Certification of unencumbered appropriation.* Except for emergency procurements und section 2-1192, the chief procurement officer shall not execute any contracts or purchase orders under this section until the chief financial officer shall have certified, after pre audit, that there is to the credit of the using agency concerned a sufficient unencumbered appropriation balance, in excess of all unpaid obligations, to defray the amount of the order.

SECTION 2: The amendments contained in this ordinance shall be effective immediately upon implementation of the new e-procurement system.

SECTION 3: That all ordinances or parts of ordinances in conflict herewith be and the same are hereby waived to extent of the conflict only.

CITY COUNCIL
ATLANTA, GEORGIA

18-O-1782

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Duane Ellis, Councilmember, District 9



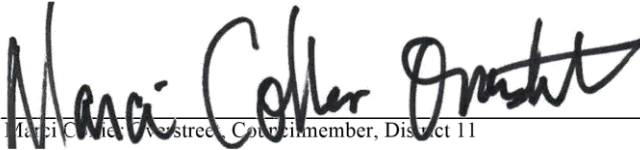
Howard Shook, Councilmember, District 7



Joyce M. Sheperd, Councilmember, District 12



JP Metzigkeit, Councilmember, District 8



Nancy Collier Orsatti, Councilmember, District 11

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VOTE RECORD - ORDINANCE 18-O-1782						
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			YES/AYE	NO/NAY	ABSTAIN	ABSENT
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	MATT WESTMORELAND		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ANDRE DICKENS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CARLA SMITH		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	AMIR R FAROKHI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CLETA WINSLOW		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NATALYN MOSBY ARCHIBONG		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JENNIFER N IDE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HOWARD SHOOK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JP MATZIGKEIT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DUSTIN HILLIS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ANDREA L BOONE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MARCI COLLIER OVERSTREET		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JOYCE M SHEPERD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Certified by Presiding Officer	Certified by Clerk
<p>Mayor's Action</p> <p><i>See Authentication Page Attachment</i></p>	