

**RESOLUTION NO. 2019-06**

**A RESOLUTION MAKING CERTAIN AMENDMENTS TO THE PURCHASING POLICY OF THE CITY OF WASHINGTON, KANSAS.**

**WHEREAS**, the governing body of the City of Washington, Kansas desires to make certain amendments to the Purchasing Policy of the City of Washington, Kansas with respect to amounts of purchases and the required methods of purchase.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the City of Washington, Kansas that the Purchasing Policy shall be amended as follows:

**Section 1.** That under General Provisions, subheading “Application,” after the sentence, “When the purchase involves the expenditure of federal or state assistance or contract funds, the purchase shall be conducted in accordance with any mandatory applicable federal and/or state law and regulations;” the following sentence shall be added:

The use of federal funds does not allow cooperative bidding.

**Section 2.** That under Source Selection and Contract Formation of the Purchasing Policy, the first sentence under the heading “Purchases of less than \$201” shall be amended to read as follows:

Purchases of under \$201 can be made by exempt employees or by non-exempt employees with approval by the department head or his or her designee.

**Section 3.** That under Source Selection and Contract Formation of the Purchasing Policy, the first sentence under the heading “Purchases of \$201 to \$5,000” shall be amended to read as follows:

Purchases of at least \$201 but less than \$5,000 require a minimum of two quotes, and can be made with approval by the City Administrator or the City Administrator’s designee.

**Section 4.** That under Source Selection and Contract Formation of the Purchasing Policy, the first sentence under the heading “Purchases of \$5,001 or more” shall be amended to read as follows:

Purchases exceeding \$5,001 will be awarded by advertised formal competitive sealed bid and shall be approved by the City Council.

**Section 5.** The remaining provisions of the Purchasing Policy, other than the amended ranges of purchases, shall remain the same.

**Section 6.** This Resolution shall become effective and shall be in full force from and after its adoption by the governing body of the City of Washington.

**ADOPTED AND APPROVED** by the governing body of the City of Washington, Kansas this 1st day of April, 2019.

ATTEST:

  
Denise M. Powell, City Clerk



  
Ryan W. Kern, Mayor