

**MESA CITY CHARTER**  
Article VI - Finance and Taxation  
Section 609: Procurement

(A) **Intent.** It is the general intent that open, competitive bidding be followed in the purchase of materials, supplies, commodities, equipment, insurance and capital improvements (collectively the "materials") whenever possible. The City Council shall establish by Ordinance a procedure to implement this policy and may determine exceptions thereto. For Section 609(B), the City Council shall accept those bids that, under all circumstances, appear to be in the best interest of the City unless all bids be rejected.

(B) **City Council Approved Purchases.** Procurement of materials, when the cost will exceed twenty-five thousand dollars (\$25,000), shall be made after giving public notice, as defined in Section 609(G), using either formal written invitation for bid (IFB), or request for proposal (RFP). The City Manager or designee shall determine which procurement method (IFB or RFP) will be most practicable and advantageous to the City for the procurement of materials.

(C) **Small Dollar Procurement Procedure.** Procurement of materials, when the cost will not exceed twenty-five thousand dollars (\$25,000) shall be made using small dollar purchase procedures to be developed and implemented by the City Manager or designee. For purchases of less than five thousand dollars (\$5,000), the City Manager or designee shall adopt policies and procedures to provide for efficient and cost effective purchasing practices and the maintaining of appropriate records of such purchases.

(D) **Emergency Procurements.** Notwithstanding any other provisions of this Section, the City Manager or designee may make or authorize others to make emergency procurements of materials where necessary for the immediate preservation of the public peace, health, or safety and compliances with established procurement procedures are impracticable or contrary to the public interest. An emergency procurement shall be limited to those materials necessary to satisfy the emergency. Any emergency procurement exceeding the dollar limit for City Council approval shall be scheduled for discussion at the next reasonably available City Council meeting.

(E) **Cooperative Purchasing.** The City Manager or designee shall have the authority to participate with the State of Arizona or other political subdivisions of this State, or any other State and its political subdivisions and the federal government for the procurement of materials in cooperative purchasing agreements. Participation in cooperative purchasing agreements shall be deemed to be compliance with this Section. Any cooperative purchasing agreement exceeding the dollar limit for City Council approval shall be approved prior to commencing any purchase.

(F) **Electronic Bidding.** If the City Manager or designee determines that the electronic bidding is more advantageous than other procurement methods provided in this Section, a procurement officer may use electronic bidding to obtain bids for the purchase of materials using procedures developed and implemented by the City Manager or designee. If electronic bidding is used for the purchase of materials requiring City Council approval, public notice shall be given as defined in Section 609(G).

(G) **Public Notice.** Notwithstanding Section 211(D) of this Charter, for purposes of this Section, public notice, publish or advertising shall mean the distribution or dissemination of information to interested parties at least one (1) time using methods that are reasonably available. Such methods may include, but are not limited to, publication in newspapers of general circulation, electronic or paper mailing lists, or any electronic method providing widespread circulation.