

City of Arma Procurement Policy

The purpose of this policy is to ensure that we spend tax payer's money in the most efficient manner as possible along with supporting our local businesses of Arma and Crawford County.

The following are rules all employees shall follow when purchasing products:

- 1) If at all possible all purchases shall be made from local businesses within the corporate city limits of the City of Arma. A purchase for less than \$500 from a local vendor may be made without obtaining bids from non-local vendors. Any project purchase which will exceed \$500 will be subject to the bid process set forth in the following procedures with preference being given to local vendors.
- 2) All purchases that cannot be made within the corporate city limits of the City of Arma shall be bid out by a competitive bidding process.
- 3) If the items to be purchased are under \$5,000.00 solicitation of bids may be done by phone but the bids received shall not be disclosed to competing bidders prior to acceptance.
- 4) If the items to be purchased are over \$5,000.00 solicitation shall be done by written request for bids.
- 5) When bids are requested, the City of Arma shall give preference to businesses located within Crawford County, KS. The preference shall be limited to an amount which shall not exceed 5% of the total bid with a maximum dollar differential of \$5000.
- 6) If the City of Arma, KS, desires to "single source" a purchase for which bids have been obtained, written reasons for the request shall be submitted to the city administrator prior to the purchase and the purchase shall be approved by the governing body
- 7) If a recommendation is made to reject the lowest dollar bid and accept a higher dollar bid, the person making the request shall submit reasons for the request to the city administrator prior to the purchase and the purchase shall be subject to the approval of the governing body."
- 8) **The City of Arma reserves the right to reject any and all bids for any reason.**