

**AN ORDINANCE TO UPDATE THE REGULATIONS RELATED TO PURCHASES
MADE BY DEPARTMENT DIRECTORS BY AMENDING SECTION 3.04.030
OF THE RAPID CITY MUNICIPAL CODE**

WHEREAS, the City of Rapid City has adopted ordinances authorizing department directors to make purchases in amounts less than the limits requiring competitive bidding; and

WHEREAS, the state law that regulates when competitive bidding is required has changed, which change adopts different limits for equipment and supplies; and

WHEREAS, Section 3.04.030 references a single bid limit for equipment and supplies in state law; and

WHEREAS, a change to the municipal code is required to reflect the change in state law.

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City, that Section 3.04.030 of the Rapid City Municipal Code be and is hereby amended to read in its entirety as follows:

3.04.030 Purchasing procedures.

A. Whenever any city department director or officer or other person desires to make any purchase of materials, supplies, equipment, printing or services on behalf of the city, he or she shall issue a purchase order therefor. It shall be the duty of the department director to preaudit the purchase order prior to incurring the obligation and the preaudit shall be directed toward the determination of funds available and appropriations unexpended or uncommitted in the fund or funds involved and toward the necessity for the purchase.

B. The Mayor, any department director, or acting department director as designated by the Mayor, or designee of the foregoing, may approve and sign a purchase order if the amount shall be less than the applicable amount for which competitive bidding is required by ~~contained in~~ SDCL § 5-18A-14 ~~for equipment and supplies~~, without prior approval by the Common Council. Reasonable attempts shall be made by all department directors to obtain informal quotations from local suppliers for any item or repair in excess of \$5,000.

C. All purchases in excess of the limit provided in Subsection B must comply in all respects with SDCL Chapters 5-18A through 5-18D.

CITY OF RAPID CITY

Attest

Mayor

Finance Officer

(seal)