



## ORDINANCE

### PROVIDING FOR SEALED COMPETITIVE BIDS IN EXCESS OF \$10,000 FOR BRAND NAME PRODUCTS OR PRODUCTS PRODUCED BY A SINGLE MANUFACTURER

#### *CITY OF NASHUA*

*In the Year Two Thousand and Six*

*The City of Nashua ordains* that Chapter 2 entitled “Administration”, Article IV “Officers and Employees”, Division 5 “Purchasing Manager,” Section 2-242 “Same--One thousand dollars to fifteen thousand dollars,” and Section 2-243 “Mayor Purchases Greater than Fifteen Thousand Dollars” of the Nashua Revised Ordinances, as amended, be further amended by deleting the struck-through language, adding the new underlined language, and adding a new subsection 2-243 (m), as follows:

Sec. 2-242. Same--One thousand dollars to fifteen ten thousand dollars.

Where the total price is greater than one thousand dollars (\$1,000.00) but less than fifteen ten thousand dollars (~~(\$15,000.00)~~ (\$10,000.00)) purchase shall be made on the basis of evaluation of written price or rate quotations from an adequate number of suppliers. Such price and rate quotations shall be forwarded on suppliers' letterhead. A copy of the written bid specification from the requesting department must accompany the requisition for purchase and the quotation package. The purchasing manager shall have the authority to award contracts based on information received or to reject the requisition and require a public bidding process.

Sec. 2-243. Major purchases greater than fifteen ten thousand dollars.

(a) All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof shall exceed fifteen ten thousand dollars (~~(\$15,000.00)~~ (\$10,000.00)) shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting bids. All sales of personal property which has become obsolete or unusable, when the estimated value shall exceed five thousand dollars (\$5,000.00), shall be sold by formal written contract to the highest responsible bidder, after due notice inviting bids.

(m) The requesting department and the purchasing manager shall have the authority to competitively purchase brand name product(s) and product(s) produced by a single manufacturer, by sealed bid. The purchasing manager shall submit a statement of justification for purchasing a brand name product or a product produced by a single manufacturer together with the recommendation for award of the purchase. Where a particular brand name product or a product produced by a single manufacturer is required but cannot be competitively bid, the Special Purchase Procedures of Section 2-249 shall apply.

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect upon its passage.