



ORDINANCE

RELATIVE TO ANNUAL UPDATES OF THE PURCHASING MANUAL

CITY OF NASHUA

In the Year Two Thousand and Ten

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 4 “Officers and Employees”, Article XVII “Purchasing Manager”, Section 5-70 “Duties”, Subsection C, of the Nashua Revised Ordinances, as amended, hereby be further amended by adding the new underlined language as follows:

“§ 5-70. Duties.

...

- C. The Manager shall have the power and duty to purchase or contract for all supplies and contractual services needed by any using agency which derives its support wholly or in part from the City, in accordance with purchasing procedures as prescribed by this article and such rules and regulations as the Manager shall adopt for the internal management and operation of the Department of Purchasing. Said procedures, rules and regulations shall be collected in a Purchasing Manual, which shall be reviewed and updated annually, and then provided to the Finance Committee.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect following its passage; however, the first updated Purchasing Manual shall be provided to the Finance Committee no later than 90 days after passage of this legislation.

LEGISLATIVE YEAR 2010

ORDINANCE: O-10-15

PURPOSE: Relative to annual updates of the Purchasing Manual.

ENDORSER(S): Alderman-at-Large David W. Deane

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE: There is no fiscal impact.

ANALYSIS

This legislation would require an annual review and update of the Purchasing Manual, which is a collection of the procedures, rules and regulations of the purchasing department. The updated manual is then annually provided to the Finance Committee. The first updated Purchasing Manual would have to be provided to the Finance Committee within 90 days of the passage of this legislation.

Approved as to form: Office of Corporation Counsel

By: David W. Deane

Date: March 3, 2010



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This ordinance shall take effect following its passage; however, the first updated Purchasing Manual shall be provided to the Finance Committee no later than 90 days after passage of this legislation.