



## ORDINANCE

### INCREASING THE LOWEST PURCHASING LIMIT FOR SMALL PURCHASES FROM \$1,000 TO \$5,000

### *CITY OF NASHUA*

*In the Year Two Thousand and Sixteen*

*The City of Nashua ordains* that Part I “Administrative Legislation”, Chapter 5 “Administration of Government” Part 4 “Officers and Employees”, Article XVII “Purchasing Manager”, of the Nashua Revised Ordinances as amended, is hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

1. In Section 5-76 “Small purchases (less than \$1,000)”:

“§ 5-76. Small purchases (less than ~~\$1,000~~\$5,000).

Where the total price of a purchase is less than ~~\$1,000~~\$5,000 it shall be the responsibility of the Purchasing Manager, after adequate inquiry, to make the purchase on the basis of price and quality.”

2. In Section 5-77 “Small purchases (\$1,000 to \$10,000)”:

“§5-77. Small purchases (~~\$1,000~~\$5,000 to \$10,000).

Where the total price is greater than ~~\$1,000~~\$5,000 but less than \$10,000 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.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect following its passage.

**LEGISLATIVE YEAR 2016**

**ORDINANCE:** O-16-001

**PURPOSE:** Increasing the lowest purchasing limit for small purchases from \$1,000 to \$5,000

**ENDORSERS:** Alderman-at-Large David W. Deane

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:** This legislation will simplify the purchase of goods and services under \$5,000.

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**ANALYSIS**

This legislation increases the lowest purchasing threshold for small purchases from \$1,000 to \$5,000, which changes the purchasing procedures to be used for those purchases.

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**Approved as to form:** Office of Corporation Counsel

**By:** Drinking Clarke

**Date:** January 6, 2016