

NOTICE OF ORDINANCE

NOTICE IS HEREBY GIVEN that on the 17th day of April, 2017, at its meeting at 6:00 p.m., in the City Commission Chamber at City Hall, 1st Floor Annex, 200 East Broadway, Hobbs, New Mexico, the governing body of the City of Hobbs proposes to adopt an ordinance establishing a revised City procurement policy. A summary of the proposed ordinance is contained in its title as follows:

ORDINANCE ESTABLISHING A REVISED CITY PROCUREMENT POLICY

SECTION I. GENERAL PROVISIONS

- 1.1 Objective
- 1.2 Administration
- 1.3 Scope
- 1.4 Consistency with State Procurement Code
- 1.5 Unauthorized Purchases
- 1.6 Approval of Unauthorized Purchases
- 1.7 Civil Penalties

SECTION II. DEFINITIONS

- 2.1 Authorized Department Employees
- 2.2 Central Purchasing Office (CPO)
- 2.3 Invitation for Bids (IFB)
- 2.4 Multi-Term Contract
- 2.5 Purchase Order
- 2.6 Purchase Request
- 2.7 Request for Proposal (RFP)
- 2.8 Public Works Contracts
- 2.9 Total Cost
- 2.10 Contract Modification (Amendment)
- 2.11 Indefinite Quantity Contract
- 2.12 Cooperative Procurement
- 2.13 Change Order
- 2.14 Task Order
- 2.15 Construction Manager
- 2.16 Construction Manager at Risk
- 2.17 Construction Manager at Risk Delivery Method
- 2.18 Lease Options and Lease Purchase Options for Tangible Equipment
- 2.19 Exemptions

SECTION III. PURCHASING POLICIES

- 3.1 Certificates of Insurance
 - 3.1.1 Certification of Procurement Officer
- 3.2 Competitive Sealed Proposals (Request for Proposal)
 - 3.2.1 Construction Manager at Risk Delivery Method

- 3.3 Competitive Sealed Bids (Invitation for Bids)
- 3.4 Expenditure Categories
 - Category #1 – Total cost is less than \$20,000
 - Category #2 – Total cost is more than \$20,001 but less than \$60,000
 - Category #3 – Total cost is more than \$60,001
- 3.5 Freight Designations
- 3.6 Gross Receipts Tax
- 3.7 Indefinite Quantity Contract Purchases
- 3.8 Multi-Year Contracts
- 3.9 Professional Services Expenditures
 - 3.9.1 Cooperative Purchasing Agreements
 - 3.9.2 Amendments to Contracts
 - 3.9.3 Change Orders
- 3.10 Purchases from Elected Officials or Employees
- 3.11 Quotations
- 3.12 Resident Bidders' Preference
 - 3.12.1 Resident Veteran Business Preference
- 3.13 Sole Source and Emergency Purchases
- 3.14 State of New Mexico Purchasing Contracts and GSA Contracts

SECTION IV. PUBLIC WORKS CONTRACTS

SECTION V. MISCELLANEOUS EXPENDITURES

SECTION VI. FIXED ASSET POLICY

SECTION VII. BUDGETING POLICY/PROCEDURES

SECTION VIII. PROCEDURES FOR OBTAINING A CONTRACT

SECTION IX. PROCEDURES FOR OBTAINING A PURCHASE ORDER

SECTION X. PROCEDURES FOR OBTAINING A REQUEST FOR PROPOSAL
(RFP)

SECTION XI. PROCEDURES FOR OBTAINING A BID

SECTION XII. PROCEDURES FOR RELATED PARTY EXPENDITURES

SECTION XIII. INVENTORY MANAGEMENT PROCEDURES

A copy of the ordinance is available in its entirety to interested persons during regular business hours in the City Clerk's Office at City Hall, 200 East Broadway, Hobbs, New Mexico. The ordinance is also available for viewing online at www.hobbsnm.org.

/s/ Jan Fletcher
City Clerk