

City of Pleasant Hill, Iowa
Purchasing Policy

A) Authorization:

1. Department heads may purchase goods and services up to \$500 without prior approval. Purchases over that amount require approval from the city manager, or in his absence, the city clerk.
2. In the event of an emergency department heads are authorized to purchase goods or services up to \$5,000 without prior approval. Emergency purchases are those necessary for the immediate protection of life, safety, health or property. For purchases over \$5,000 every effort should be made to contact the city manager prior to the purchase, or the Mayor in the absence of the manager. If contact can not be made with the manager or the mayor the department head may proceed with the emergency purchase. All emergency purchases, regardless of amount, shall be approved with proper documentation as soon as practical after the emergency.
3. Contracts require approval by the city council.

B) Purchasing process:

1. The City of Pleasant Hill shall use a purchase request form, as provided by the city clerk's office, to document and approve purchases over \$500.00.
2. Approval must be obtained prior to purchase when approval is required as outlined above. The request form which shall be submitted to the manager, which will specify the purchase, the amount, the vendor and any other relevant information. When the request form has been approved and returned by the manager the department director is authorized to proceed with the purchase.
3. Each department shall have request forms to complete to request purchases. After approval a copy shall be given to the city clerk's office and a copy shall be retained by the department.
4. The department director shall approve every purchase from their department or designate another member of the department to approve purchases.

C) Policies:

1. Purchases of goods and services in excess of \$5,000 should have more than one quote when possible. If a written quote is not obtained, a verbal quote shall be documented as to the amount, time and date, vendor's name and person that gave the quote. This information shall be provided to the city manager with the purchase request form at the time approval of the purchase is requested. If the lowest price vendor is not selected an explanation of why another vendor is selected should be included.
2. The City of Pleasant Hill shall make purchases based upon the lowest responsible bid. Vendors within the city limits of Pleasant Hill shall be given preference on the purchase of any good or service per the local preference policy approved by the city council of the City of Pleasant Hill on April 28, 2009.
3. All purchases of goods and services shall comply with the State of Iowa bidding laws when applicable.

D) Effective Date: This policy shall be effective July 1, 2009.