

**BY AUTHORITY**

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2014

COUNCIL BILL NO. CB14-0062  
COMMITTEE OF REFERENCE:  
Government & Finance Committee

**A BILL**

**For a proposed ordinance amending subsections (a), (a)(5) and (b)(2)a., (b)(2)b., and (b)(2)c., of 20-64, D.R.M.C., concerning purchases not subject to bidding procedures.**

WHEREAS, in 2013 the Auditor’s office conducted a performance audit of purchase procedures and recommended the Purchasing Department increase the dollar amount for purchase orders not requiring a bid and to update procedures for emergency purchases.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER:**

**Section 1.** That subsections (a), (a)(5) and (b)(2)a., (b)(2)b., and (b)(2)c., of 20-64, D.R.M.C. be amended to read as follows:

**Sec. 20-64. Purchases not subject to bidding procedures.**

(a) *Nonemergency situations.* The deputy manager of general services, purchasing division may forego the bidding procedures in sections 20-62 and 20-63 when purchasing the following:

(5) Supplies or services which amount to five ~~(\$5,000.00)~~ ten thousand dollars (\$10,000.00) or less;

(b) *Emergency situations.*

(2) An emergency purchase shall be made only in the following manner:

a. Emergency purchases made Monday through Friday, from 8:00 a.m. to 5:00 p.m.: No such purchase shall be made without first contacting the manager of general services ~~or his designee~~ or a representative in the purchasing division and receiving his prior approval.

b. Emergency purchases made at other times: No such purchase shall be made without first attempting to obtain the prior approval of the manager of general services or his designee a representative in the purchasing division. If the manager of general services or a representative of the purchasing division cannot be reached, repairs or

1 necessary supplies may be ordered, but must be reported promptly to  
2 the manager of general services or a representative of the purchasing  
3 division at the beginning of the next business day.

4 c. ~~The manager or agency head making such a purchase shall, in either~~  
5 ~~case, send a confirming requisition and a letter of justification explaining~~  
6 ~~the reasons for the emergency purchase to the deputy manager of~~  
7 ~~general services for purchasing within seventy two (72) hours after~~  
8 ~~such a purchase.~~

9 COMMITTEE APPROVAL DATE: (by Consent) February 6, 2014

10 MAYOR-COUNCIL DATE: February 11, 2014

11 PASSED BY THE COUNCIL: \_\_\_\_\_, 2014

12 \_\_\_\_\_ - PRESIDENT

13 APPROVED: \_\_\_\_\_ - MAYOR \_\_\_\_\_, 2014

14 ATTEST: \_\_\_\_\_ - CLERK AND RECORDER,  
15 EX-OFFICIO CLERK OF THE  
16 CITY AND COUNTY OF DENVER

17 NOTICE PUBLISHED IN THE DAILY JOURNAL: \_\_\_\_\_, 2014; \_\_\_\_\_, 2014

18 PREPARED BY: Steven J. Hahn, Assistant City Attorney DATE: February 13, 2014

19 Pursuant to section 13-12, D.R.M.C., this proposed ordinance has been reviewed by the office of  
20 the City Attorney. We find no irregularity as to form, and have no legal objection to the proposed  
21 ordinance. The proposed ordinance **is not** submitted to the City Council for approval pursuant to  
22 §3.2.6 of the Charter.

23 D. Scott Martinez, Denver City Attorney

24 By: \_\_\_\_\_, \_\_\_\_\_ City Attorney DATE: \_\_\_\_\_, 2014