

**CITY OF COLUMBIA, ILLINOIS**

**ORDINANCE NO. 2562**

**AN ORDINANCE TO AMEND CHAPTERS 2.54.020 AND 2.54.100 OF THE CITY OF COLUMBIA, ILLINOIS MUNICIPAL CODE REGARDING THE PURCHASE OF SUPPLIES, MATERIALS AND SERVICES OF A COST OF NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000) WITHOUT COMPETITIVE BIDDING AND TO AUTHORIZE DEPARTMENT HEADS TO INCUR SUCH COST OR MAKE SUCH PURCHASES OF A COST OF NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000) WITHOUT COMPETITIVE BIDDING AND WITHOUT CITY COUNCIL PRIOR APPROVAL**

**Adopted by the  
City Council  
of the  
City of Columbia, Illinois  
this 21st day of May, 2007**

**Published in pamphlet form by  
authority of the City Council  
of the City of Columbia,  
Illinois, this 22nd day  
of May, 2007.**

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WHEREAS, the Illinois Municipal Code now requires that a municipality let contracts for any work or other public improvement: (i) which is not to be paid for in whole or in part by special assessment or special taxation, (ii) does not involve a contract with the Federal government or an agency thereof, (iii) does not involve architectural, engineering and land surveying services, and (iv) does not involve the City completing the construction of such work by employing its own labor, to the lowest responsive and responsible bidder when the expense of the work or improvement exceeds Twenty Thousand Dollars (\$20,000) unless competitive bidding is waived or dispensed with by vote of two-thirds (2/3s) of all the aldermen holding office on the City's City Council (65 ILCS 5/8-9-1);

WHEREAS, the City's City Council has found and determined and does hereby declare that competitive bidding should be required for the letting of contracts for any work or other public improvement when the expense of the work or improvement exceeds Ten Thousand Dollars (\$10,000.00) unless dispensed with by vote of two-thirds (2/3s) of all the aldermen holding office on the City's City Council; notwithstanding the Illinois Municipal Code, as aforesaid, allows for competitive bidding to be dispensed with for work or improvements that do not exceed Twenty Thousand Dollars (\$20,000.00) on the authorization of a simple majority vote of the City's City Council;

WHEREAS, Chapter 2.54.100 (Open market procedure) of Section 2.54 (BIDDING AND CONTRACT PROCEDURES) of Title 2 (ADMINISTRATION AND PERSONNEL) of the City's Municipal Code allows and provides, in pertinent part, that by duly enacted ordinance of the City Council, the City Council may authorize City officers and/or City department heads to make open market purchases of material, equipment, supplies and services and by such ordinance establish the limit or amount of the expenditures so authorized;

WHEREAS, the City Council of the City has found and determined and does hereby declare that for efficient operation and functioning of City government it is necessary and appropriate that City Department Heads be allowed to make open market purchases of material, equipment, supplies and services of a value of not to exceed Ten Thousand Dollars (\$10,000) without competitive bidding and without prior approval by the City Council as hereinafter made and provided for in this ordinance.

*Wiley J. Jaffee*  
City Clerk

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

**Section 1.** The recitals contained above in the preamble of this Ordinance are hereby incorporated herein by reference, the same as if set forth in this Section of this Ordinance verbatim, as findings of the City Council of the City of Columbia, Illinois.

**Section 2.** Chapter 2.54.020 (Formal contract procedure) of Section 2.54 (BIDDING AND CONTRACT PROCEDURE) of Title 2 (ADMINISTRATION AND PERSONNEL) of the City of Columbia, Illinois Municipal Code is hereby changed and amended to read as follows:

**"Chapter 2.54.020 Formal contract procedure.**

All work and other public improvement which is: (i) not to be paid for in full or in part by special assessment or special taxation; (ii) does not involve a contract with the federal government or an agency thereof; (iii) does not involve architectural, engineering and land surveying services; (iv) does not involve the city completing the construction of such work by employing its own labor and for which the city will employ competitive bidding for the purchase of materials of a value of Ten Thousand Dollars (\$10,000) or more; and, (v) the cost or expense of which is in excess of Ten Thousand Dollars (\$10,000), shall be purchased from the lowest responsible bidder, after due notice inviting bids in accordance with the requirements of this section, unless competitive bidding is waived or dispensed with by a vote of two-thirds (2/3s) of the aldermen holding office on the city's city council. (65 ILCS 5/8-9-1)."

**Section 3.** Chapter 2.54.100 (Open market procedure) of Section 2.54 (BIDDING AND CONTRACT PROCEDURES) of Title 2 (ADMINISTRATION AND PERSONNEL) of the City of Columbia, Illinois Municipal Code is hereby changed and amended to read as follows:

**"Chapter 2.54.100 Open market procedure.**

All work and purchases of supplies, materials and services of a cost or expense of Ten Thousand Dollars (\$10,000.00) or less, may be made in the open market, without newspaper advertisement and without observing the procedure prescribed by this section for the awarding of formal contracts requiring competitive bids, as follows:

(1) If the cost or purchase involved does not exceed One Thousand Dollars (\$1,000.00), the same may be incurred for the City by any City Department Head, or their designee, without prior approval of the City's City Council or the City's Administrator.

(2) If the cost or purchase involved exceeds One Thousand Dollars (\$1,000.00) but does not exceed Ten Thousand Dollars (\$10,000.00), the same may be incurred for the City by any Department Head, or their designee, only with the prior approval of the City Administrator.

(3) If the cost or purchase involved exceeds Ten Thousand Dollars (\$10,000.00) the same may only be incurred for the City by the prior approval of the City's City Council, by enactment of an appropriate City Council Order, Resolution or Ordinance.

(4) Prior to the beginning of each fiscal year of the City, all City Department Heads shall submit to the City Administrator for the City Administrator's prior approval, the name and job title of the Department Head's designee(s) to be authorized to incur costs or make purchases for the City for the forthcoming fiscal year of the City. Likewise, during any fiscal year of the City should a City Department Head desire to change or add to the designee(s) in their department that will be authorized to incur cost or make purchases for the City, the Department Head will be required to obtain prior approval for the same from the City Administrator. "

**Section 4.** All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, to the extent of such conflict, are hereby changed and amended to read in compliance with the requirements of this ordinance; and to the extent any ordinance or resolution in conflict herewith cannot be changed and amended to read in compliance with the requirements of this ordinance, to the extent of such conflict, are hereby repealed.

**Section 5.** This Ordinance shall be in full force and effect, from and after its passage, approval and publication in pamphlet form, as required by law.

Alderman Hejna moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Oberfell, and the roll call vote was as follows:

YEAS: Aldermen Ebersohl, Agne, Niemietz, Unnerstall, Row, Hejna, Oberfell, Stumpf and Mayor Hutchinson.

NAYS: None.

ABSENT: None.

ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 21st day of May, 2007.



KEVIN B. HUTCHINSON, Mayor

ATTEST:



WESLEY J. HOEFFKEN, City Clerk

(SEAL)

STATE OF ILLINOIS      )  
                            ) SS  
COUNTY OF MONROE    )

**CERTIFICATE OF PUBLICATION**

I, Wesley J. Hoeffken, certify that I am the duly elected and acting Municipal Clerk of the City of Columbia, Illinois.

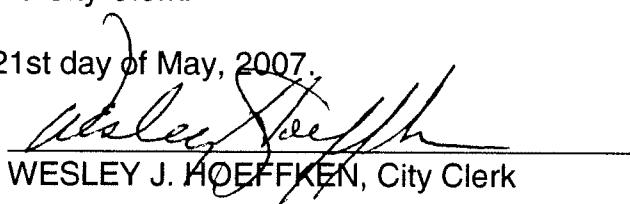
I further certify that on the 7<sup>th</sup> day of May, 2007, the Corporate Authorities of the City of Columbia, Illinois passed and approved Ordinance No. 2562, entitled:

**"AN ORDINANCE TO AMEND CHAPTERS 2.54.020 AND 2.54.100 OF THE CITY OF COLUMBIA, ILLINOIS MUNICIPAL CODE REGARDING THE PURCHASE OF SUPPLIES, MATERIALS AND SERVICES OF A COST OF NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000) WITHOUT COMPETITIVE BIDDING AND TO AUTHORIZE DEPARTMENT HEADS TO INCUR SUCH COST OR MAKE SUCH PURCHASES OF A COST OF NOT TO EXCEED TEN THOUSAND DOLLARS (\$10,000) WITHOUT COMPETITIVE BIDDING AND WITHOUT CITY COUNCIL PRIOR APPROVAL"**

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2562, including the ordinance and a cover sheet thereof, was prepared and a copy of such ordinance will be posted in the Columbia City Hall, commencing on the 22nd day of May, 2007 and continuing for at least ten (10) days thereafter. Copies of such ordinance were also available for public inspection upon request at the office of the City Clerk.

DATED at Columbia, Illinois this 21st day of May, 2007.



WESLEY J. HOEFFKEN, City Clerk

(SEAL)