

## Chapter 135

### PURCHASING

#### **Section 135.010. Solicitation of Bids for Engineering, Architectural or Surveying Services.**

**[Ord. No. 152 §§1 — 4, 9-26-1983]**

- A. Whenever the City is desirous of contracting for engineering, architectural or surveying services, the City shall solicit proposals from firms expressing an interest in providing such service for the City. Such service shall be expressed in writing to the City.
- B. All proposals shall contain the following three (3) items:
  - 1. A resume of the firm's qualifications;
  - 2. A fee structure for per hour services requested;
  - 3. Agreement to purchase error and/or omission and liability insurance coverage in an amount sufficient to cover the estimated design cost of the project, contingent upon the award of the contract to the successful firm.

Any proposals received not meeting these criteria, received later than the specified deadline, or adding extra services or deleting requested services need not be considered.

- C. The Board of Aldermen or other person designated by it shall select the top three (3) firms submitting proposals. Representatives of the three (3) firms may be required to meet with the City to clearly establish the detailed scope of the project so that it is clearly understood by all parties. The City shall then request these firms to submit bids. When the deadline for submission has been reached, the Board of Aldermen shall list the three (3) firms with their respective bids, commencing with the lowest bid and concluding with the highest. A copy of the list shall be furnished to members of the Board of Aldermen and the Mayor.
- D. The Board of Aldermen may then select one (1) of the qualified bidding firms, taking into careful consideration the lump sum charge. If a recommendation is made by the Board of Aldermen of a firm other than the lowest bidder, then the minutes shall indicate the reason why the employment has been made. The Mayor and Board of Aldermen may waive any and all aforementioned requirements in the best interest of the City in situations where the estimated cost of a given project does not exceed five thousand dollars (\$5,000.00) then the City will ordinarily contract for these services without adhering to the above described procedures.