

**Finance & Administration Committee Meeting**  
**June 21, 2022**  
**4:00 p.m.**

1. Purchase Ordinance #1745 – Director Eaton
2. Roof Bid for Approval – Chief Turner
3. Budget Discussion – Mayor Hanson

## ORDINANCE 1745

AN ORDINANCE TO AMEND THE "COVINGTON MUNICIPAL CODE" BY DELETING, TITLE 5 CHAPTER 5, PURCHASING.

BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON, TENNESSEE, THAT:

Section 1. That Title 5 Chapter 5, Purchasing, Sections 5-501 through 5-510 be deleted in its entirety and replaced with:

### CHAPTER 5

### PURCHASING

#### SECTION

- 5-501. Purchasing Director.
- 5-502. General powers and duties.
- 5-503. Purchasing procedures.
- 5-504. Award of bid or contract.
- 5-505. Performance bonds.
- 5-506. Surplus supplies materials and equipment.
- 5-507. Cooperative purchasing.
- 5-508. Emergency purchases.
- 5-509. Blanket purchase orders.

**5-501. Purchasing officer.** The purchasing director is designated by the mayor with consent of the board. (Ord. #1149, Nov. 1983, modified)

**5-502. General powers and duties.** The general powers and duties of the purchasing officer shall be:

- (1) Procure for the city the highest quality in supplies, materials, equipment, and contractual services at the least expense. He/She shall keep informed of current developments in the field of purchasing, prices, market conditions and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognitions, and by private businesses and organizations.
- (2) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.
- (3) Exploit the possibilities of bulk and seasonal buying.
- (4) Adopt as standards the minimum number of qualities, sizes, and varieties of supplies consistent with the successful operation of the city government. Such standards shall be

developed in cooperation with the Directors of using departments.

(5) Prepare and adopt written specifications for supplies, materials, equipment and services, as may be required. Specifications shall be developed with information available through governmental and private sources and in cooperation with the using departments.

(6) Prescribe and maintain such forms as may be reasonable and necessary to the operation of these rules and the purchasing ordinance.

(7) Prepare, adopt, and maintain such files as may be necessary to the operation of these rules and the purchasing ordinance. To notify the board of mayor and aldermen of the vendors who default on their quotations, irresponsible bidders and to recommend their disqualification from receiving any business from the municipality for a stated period of time.

(8) Obtain all federal and state tax exemptions to which the city is entitled.

(9) In the purchasing of supplies, materials and equipment for the city's requirements, preference shall be given to those dealers within the City of Covington--price, quality, delivery and service being equal.

(10) Purchases for the city shall be distributed or rotated among the various merchants regularly handling or stocking such merchandise--price, quality, delivery and service being equal.

(11) Upon the advice and consent of the board of mayor and aldermen shall dispose of supplies, materials, and equipment by sale or otherwise.

(12) Develop and maintain an inventory control system on all supplies, materials and equipment of the city. (Ord. #1149, Nov. 1983)

**5-503. Purchasing procedures.** (1) Authorized employees making purchases of nine hundred ninety-nine dollars and ninety-nine cents (\$999.99) or less:

- A. Such purchases must be authorized by the department director.
- B. Each purchase shall require a bill or invoice from the place of business, showing the date of purchase, item purchased, and sales price.
- C. The employee making such purchases shall sign the bill or invoice. The Department Director, or designee, shall also be required to sign the bill or invoice and see that it is delivered to the accounts payable department.

(2) Purchases of one thousand dollars (\$1,000.00) to nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99), the following shall apply:

- A. The department director shall get quotations by personal contact, phone, letter or catalog price from two suppliers, if possible. If there is only one supplier, a quote will still be required. This information shall be reflected on the requisition with a listing of the goods or services to be purchased.
- B. The requisition shall be forwarded to the accounts payable department and signed by the department director.

- C. The department director, after consulting with the accounts payable department, shall verify funds are available for such purchases.
- D. The Accounts Payable Department shall issue a purchase order to the vendor with the lowest and best quotation. If the purchasing director deems it necessary, he/she may secure additional quotations.
- E. The department head shall not "split-up" purchases to circumvent this limit.

(3) Bids are required for all materials, equipment, supplies and contractual services, when the estimated cost thereof shall exceed ten thousand dollars (\$10,000.00) and shall be purchased by formal written contract from the lowest and best bidder, and after due notice inviting proposals. Purchases shall not be "split-up" to circumvent this limit. The sale and disposal of property determined to be surplus to the City's needs should follow the currently adopted resolution known as the "Covington Surplus Property Policy."

- A. The purchasing officer in conjunction with the department director, mayor, and regular committee with an appropriate relationship to the specific purchase shall obtain authorization from the board of mayor and aldermen to develop plans and/or bid specifications.
- B. Upon approval of the board of mayor and aldermen, the purchasing director, in conjunction with the department director, mayor and regular committee with an appropriate functional relationship to the specific purchase, shall develop bid specifications and submit them to the board of mayor and aldermen for approval and for authorization to advertise for bids.
- C. Upon approval of the board of mayor and aldermen, the purchasing director shall publish notices inviting bids once in at least one official newspaper in the city at least fifteen (15) days preceding the last day for receipt of proposals. The newspaper notice, when it is used, shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured, and the time and place for opening bids. In all cases a notice inviting bids will be posted in an appropriate place in the city hall at least ten (10) days preceding the last day for the receipt of bids. The purchasing director may solicit bids from all prospective vendors and contractors by mailing or emailing them copies of the bids with the necessary specifications, and any other information which will acquaint them with the proposed purchases.
- D. When deemed necessary by the purchasing director and/or board of mayor and aldermen, bid deposits shall be prescribed in the public notices inviting bids. The amounts of such deposits shall be at least five percent (5%) of the bids and shall be in the form of a bond or certified check. Bonds and certified checks shall be returned to the unsuccessful bidders within five (5) days after the awarding of the contracts. The successful bidder shall forfeit any deposit required upon failure on his part to enter into a contract within fifteen (15) days after the award.

E. Bids shall be sealed, shall be identified on the envelope, shall be submitted at the place and no later than the time stated in the public notice inviting bids and shall be opened at a public meeting at the time and place stated in the public notice. The purchasing director shall tabulate all bids and submit the results (along with recommendations and verification that money is available) to the regular committee with an appropriate relationship to the specific purchase, who shall submit a committee recommendation at the next meeting of the board of mayor and aldermen. (Ord. #1149, Nov. 1983, as amended by Ord. #1516, July 2003)

**5-504. Award of bid or contract.** The board of mayor and aldermen shall award all bids for purchases exceeding ten thousand dollars (\$10,000.00) and award all formal contracts, the dollar limits of this chapter notwithstanding.

**5-505. Performance bonds.** To protect the interest of the city, a performance bond in the amount of one hundred percent (100%) of the proposed contract shall be required from the successful bidder before entering into the contract. If such bond is not provided within fifteen (15) days of the award of such bid, the award shall be void. The contractor shall furnish such other bonds or insurances as may be required by law, the city, or specifications. The amounts and types of these bonds and insurances shall be set forth in the bid specifications. (Ord. #1149, Nov. 1983)

**5-506. Surplus supplies, materials and equipment.** Surplus, unuseable, or obsolete supplies, materials, and equipment shall be sold in accordance with the provisions of the purchasing ordinance and the resolution regarding surplus property approved June 22, 2021. (Ord. #1149, Nov. 1983)

**5-507. Cooperative purchasing.** The purchasing director shall have the authority to join with other units of government in cooperation purchasing plans so that the best interest of the city shall be served thereby. (Ord. #1149, Nov. 1983)

**5-508. Emergency purchases.** An emergency purchase is any purchase of supplies, materials, equipment or services whose immediate procurement is essential to prevent delays of the department which may vitally affect the life, health, or convenience of the citizens. The purchasing director, in conjunction with the department director, shall submit to the board of mayor and aldermen a record of the emergency purchasing together with a report of the circumstances of the emergency. (Ord. #1149, Nov. 1983, modified)

**5-509. Blanket purchase orders.** The department directors at their discretion may issue blanket purchase orders for those merchants from whom repeated purchases are made as supplies are required. One (1) purchase order shall be issued for a specified time period not to exceed one (1) year. (Ord. #1149, Nov. 1983)

Section 2. If any provision of this Ordinance, or any policy or order thereafter, or the application of any provision to any person or circumstances is held invalid, the remainder of this title, and the application of the provision of this title, or the policy or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

Section 3. This ordinance shall take effect from and after its passage, the welfare of the public requiring it.

Passed by the Board of Mayor and Alderman of the City of Covington, Tennessee, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Passed on 1st reading: \_\_\_\_\_

Passed on 2nd reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Passed on 3rd reading: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**Recorder-Treasurer**

\_\_\_\_\_  
**Mayor**



**ROOFING & CONSTRUCTION**  
State Licensed General Contractors

P.O. Box 231 • Ripley, TN • 38063 • Ofc: 731-882-7202 / Cell: 731-334-3821 • www.ChampionTeamTN.com • FEIN# 82-4689124

**Proposal for:**

Customer Name City of Covington, Tn (Covington police dept.)	Phone (901)476-9613	Date 06/15/2022
Street 211 S. Main St.	Job Name CPD	Location
City, State, Zip Code Covington, Tn 38019	Type Materials TPO MEMBRANE	Proposal / Invoice # 1271

Tear off complete roof down to decking & replace any damaged wood/metal.
Over clean decking install mechanically fastened 1" Poly ISO over entire area.
Over Poly ISO install mechanically fastened 60-mill TPO membrane (adhered to parapets)
Properly flash all roof curbs & obstructions to meet manufacturers requirements.
On upper level of roof install appx. 150 linear ft of 24 gauge coping metal to parapet walls.
On lower level of roof install tapered Poly ISO to create 1/4" in 12" slope for water drainage, and appx 60 linear ft of coping metal to parapet walls.
Properly trim/flash complete casing of access door leading to roof.
On sloped metal portion of roof install rust inhibiting primer to entire area, cover all seams and fasteners with flashing grade acrylic, spray entire area with acrylic base & finish coat.

Include / Exclude:

We hereby propose to furnish material and labor and complete the work with the above specifications for the amount of: \$ **38,500.00**

All material is guaranteed to be as specified. All work will be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers' compensation insurance. This quote may be withdrawn in 15 days if not accepted.

Customer Acceptance Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Champion Representative Signature: *Steve Jones*

Date: 6/15/22

White Copy: Office

Yellow Copy: Customer

Pink Copy: Insurance

2/17/22

CPD Roof Bid

10 AM

I. Champion Roofing

- liability insurance certificate
- W-9 certificate
- contractor license
- Total bid : \$ 38,500.00