

THE CITY OF WARWICK
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 56
PURCHASING

No..... Date.....

Approved.....Mayor

Be it ordained by the City of Warwick:

Section I. Chapter 56 of the Code of Ordinances of the City of Warwick is hereby amended to add the following:

Sec. 56-3. Solicitation of bids.

(a) Bids are to be sought from the public and from known sources of supply by notice in accordance with the requirements of section 56-4.

(b) The purchasing agent shall also solicit bids from known previous suppliers and prospective suppliers who have requested in writing that their names be maintained on a bidder list. The purchasing agent shall maintain a bidder list and forward to those on the list a copy of the public notice. The purchasing agent shall update the bidder list annually to add prospective bidders to the list. The purchasing agent shall also solicit bids from prospective vendors by searching for local businesses to contact on:

- i) the Small Business Administration database using the Dynamic Small Business search website, and
- ii) the Rhode Island Secretary of State business registration database.

(c) If in the opinion of the department director requesting the purchase or of the purchasing agent, it would be feasible and advantageous to the city to do so, bids shall be solicited for pre-owned motor vehicles, trucks and other motorized equipment, in addition to bids for a new model of the same item. Bids received by the purchasing agent for both used and new items shall be submitted to the city council with the recommendation of the requesting department. In the event that no bids for used items were solicited, a written statement of the director of the requesting department or of the purchasing agent shall be submitted to the city council stating the reasons why no such bids were solicited.

Section II. This Ordinance shall take effect upon passage and publication as prescribed by law.

SPONSORED BY: COUNCILMAN LADOUCEUR

COMMITTEE: ORDINANCE