

**CITY OF HIGHLAND HEIGHTS, KENTUCKY
ORDINANCE NO 05-2020**

**AN ORDINANCE AMENDING THE CITY'S
PROCUREMENT PROCEDURES TO INCREASE THE
THRESHOLD TO REQUIRE BIDS.**

WHEREAS, Kentucky passed House Bill 26 in the 2019 Legislative Session which increased the threshold value to require a newspaper advertisement for bids to \$30,000.00; and

WHEREAS, the City desires to amend its procurement procedure to match the threshold values set by the Kentucky Legislature and allow the City greater freedom in seeking the best possible value in making taxpayer purchases.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF HIGHLAND HEIGHTS, CAMPBELL COUNTY, KENTUCKY AS FOLLOWS:

Section I

That Section §33.36(C) of the City of Highland Heights Code of Ordinances is amended as follows:

§ 33.36 PROCUREMENT PROCEDURES.

(C) Procurement requirements. Purchases will be handled in the following manner:

(1) Amounts of one dollar (\$1) to five hundred dollars (\$500) are purchased by one or more telephone quotations; and noted on a purchase order.

(2) Amounts of five hundred one dollars (\$501) to one thousand five hundred dollars (\$1,500) are purchased by telephone after three inquiries have been made. Notations of vendor's price, terms and delivery are made on the purchase order.

(3) Amounts of one thousand five hundred dollars (\$1,500) to ~~ten~~ thirty thousand dollars (~~[\$4]30,000~~) a price quotation sheet is mailed to a list of vendors. The quotation sheet is also posted on the bulletin board located in the city office. Vendors are given seven (7) days to return these sheets. Vendors may submit written quotations as asked in some cases eliminating the need to mail quotations.

(4) Purchases in excess of ~~ten~~ thirty thousand dollars (~~[\$4]30,000~~) shall be let by competitive bidding. An advertisement to bid shall be published in the local newspaper not less than seven (7) days nor more than twenty-one (21) days prior to bid opening date. A notice of the invitation to bid is also posted on the bulletin board located at the city office. All bids must be sealed and stamped-in by the City Administrative Officer or City Clerk-Treasurer by 1:00 p.m. on the date of opening.

Section II

This ordinance shall be in full force and effect from and after its adoption, approval and publication as is required by law.

PASSED by City Council of the City of Highland Heights, Campbell County, Kentucky assembled in regular session.

First Reading: May 5, 2020
Second Reading: May 19, 2020



MAYOR GREGORY MEYERS

ATTEST:



JEANNE PETTIT
CITY CLERK/TREASURER
05-20