

CITY OF VINELAND, NJ

ORDINANCE NO. 2023- 62

ORDINANCE AMENDING ORDINANCE 2020-38, AS AMENDED, CHAPTER 5, SECTION 5-7 OF THE CODE OF THE CITY OF VINELAND ENTITLED DEPARTMENT OF ADMINISTRATION, DIVISION OF PURCHASING TO REMOVE THE FUNCTION FROM THE DEPARTMENT OF ADMINISTRATION AND AMEND ORDINANCE 2007-104, AS AMENDED, CHAPTER 50 OF THE CODE OF THE CITY OF VINELAND ENTITLED DEPARTMENT OF FINANCE.

WHEREAS, City Council of the City of Vineland adopted Ordinance 2020-38 which placed the Division of Purchasing within the Department of Administration, at Section 5-7; and

WHEREAS, the Division of Purchasing is better served by placing the function under the direct supervision of the Director of Finance as such a function correlates with the financial obligations of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Vineland that Ordinance 2020-38, as amended, Chapter 5, Section 5-7 entitled Division of Purchasing shall be amended by its deletion therefrom.

BE IT FURTHER ORDAINED that Ordinance 2007-104, as amended, Chapter 50 of the Code of the City of Vineland shall be amended so as to add thereto Section 50-8, the Division of Purchasing as follows:

Section 50-8. Division of Purchasing.

- A. Within the Department of Finance, there shall be the Division of Purchasing, the head of which shall be the Purchasing Agent. The individual designated to serve as the Purchasing Agent shall possess a Qualified Purchasing Agent Certificate pursuant to N.J.S.A.40A:11-9. Under the general supervision of the Mayor and Director of Finance, the Qualified Purchasing Agent shall:
- (1) Be assigned the authority, responsibility and accountability for the purchasing activity for the City of Vineland.
 - (2) Prepare public advertisements for bids and receive bids for the provision or performance of goods or services on behalf of the City of Vineland.
 - (3) Award contracts permitted pursuant to N.J.S.A. 40A:11-3, in the name of the City of Vineland
 - (4) After receipt of bids, read, record and tabulate all bids received and provide a written record of the same to the Business Administrator for recommendation to City Council.
 - (5) Conduct any activities as may be necessary or appropriate to the purchasing function of the City of Vineland as its contracting agent.
 - (6) Develop and provide procedures and forms for requisitions and purchases by all City personnel.
 - (7) Supervise and control the receipt of all supplies, materials, equipment, and other items purchased on behalf of the City of Vineland.
 - (8) Maintain an inventory of all supplies, materials and equipment purchased by the City of Vineland.
- B. In accordance with the statutory authority of the Treasurer of the State of New Jersey pursuant to N.J.S.A. 52:34-7, the City of Vineland hereby adopts and incorporates herein any and all adjustments to the bid thresholds for awarding the contract for goods or services without advertising for public

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bidding as permitted in accordance with N.J.S.A. 40A:11-3 as the said bid thresholds may from time to time be adjusted by the Treasurer of the State of New Jersey. The Qualified Purchasing Agent shall have the authority to review, negotiate and award such contracts pursuant to N.J.S.A. 40A: 11-3 within the thresholds as hereinabove set forth.

This Ordinance shall take effect upon adoption and publication according to law.

Passed first reading:

Passed final reading:

Approved by the Mayor:

President of Council

Mayor

ATTEST:

City Clerk