

CHAPTER 4

PURCHASES AND CONTRACTS

SECTION ANALYSIS

- 4.1 Legal Basis
- 4.2 Purchase Orders Required
- 4.3 Purchasing Procedures
- 4.4 Sale of Tax Deeded Property

4.1 Legal Basis. The provisions of this Chapter governing purchasing procedures to be used by the City of Rochester are incorporated with the administrative code in accordance with the requirements of Section 27 of the Rochester City Charter.

4.2 Purchase Orders Required. Purchase Orders authorized by the proper authority shall be used in all instances.

4.3 Purchasing Procedures. [2]

(a) All purchases under Five Hundred One Dollars (\$501) shall have the electronic approval of the department head and purchasing department with the limitation that said sum shall not be exceeded for any one item or combination of items to be purchased from any single vendor.

(b) All purchases over Five Hundred (\$500.00) Dollars shall have electronic approval of the department head, Finance Director and the City Manager.

(c) All purchases greater than One Thousand Dollars (\$1,000) and less than Ten Thousand One Dollars (\$10,001) shall have a minimum of three comparable quotes. If three quotes are not available then an exception may be made with the approval of the City Manager, or his designee, clearly documenting the reason for the exception in the electronic requisition document. The Ten Thousand (\$10,000) Dollar maximum shall not be exceeded for any one item or combination of items to be purchased from any single vendor.

(d) All individual item purchases or contracts over Ten Thousand (\$10,000) Dollars shall require a competitive sealed bid process, approval of the department head, Finance Director and the City Manager. Exceptions for purchases over Ten Thousand (\$10,000) Dollars may be allowed at the discretion of the City Manager for professional service contracts, computer software/hardware, passenger vehicles/one-ton vehicles or smaller, or other items where comparative pricing instead of a sealed bid process may be in the best overall interest of the City. The City Council shall be formally notified whenever an exception to the sealed bid process occurs.

9/4/2007

4.4 Sale of Tax Deeded Property.

[1]

(a) In accordance with the provisions of RSA 80:42 and/or RSA 80:80, the City Manager is hereby indefinitely, and until such time as this ordinance is repealed, authorized to transfer tax liens upon real property acquired by the City at a tax collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes, provided, however, that a public auction and/or advertised sealed bid sale is held, and the results of said public auction and/or sealed bid sale are confirmed by a majority vote of the City Council. In conducting such public auction and/or sealed bid sale, the City Manager may establish a minimum amount for which the property is to be sold and the terms and conditions of sale.

(b) The City Manager, by ordinance, may be authorized to dispose of tax liens or tax deeded property in a manner than otherwise provided in this section, as justice may require.

(c) Upon the affirmative two-thirds (2/3) vote of the Rochester City Council, the City Manager may be authorized to transfer tax liens upon real property acquired by the City at a tax collector's sale for nonpayment of taxes thereon and/or to convey property acquired by the City by tax deed for nonpayment of taxes without conducting a public auction and/or advertised sealed bid sale, subject to such terms and conditions as the City Council shall establish.

(d) For purposes of this section, the authority to dispose of the property "as justice may require" shall include the power of the City Manager to transfer the tax lien(s) and/or convey the property to a former owner, or to a third party for benefit of a former owner, upon such reasonable terms as may be agreed to in writing, including the authority of the City to retain a mortgage interest in the property, or to re-impose its tax lien, contingent upon an agreed payment schedule, which need not necessarily reflect any prior redemption amount. Any such agreement shall be recorded in the registry of deeds. This paragraph shall not be construed to obligate the City to make any such conveyance or agreement.

[1] Amended 2/1/2005

[2] Amended 9/4/2007

2/1/2005