

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

General Subject: Administration  
Specific Subject: Purchasing Procedures

Policy No. 22

Date Issued 1-4-77

Effective Date 1-4-77

Cancellation Date

Supersedes No.

Copies to: City Council, City Manager, City Attorney, Department and Division Heads, Employee Bulletin Boards, Press, File

PURPOSE:

To establish a policy regarding the purchase of supplies, services and equipment from vendors within the City of Carlsbad.

STATEMENT OF POLICY:

It is the policy of the City Council that purchasing practices be established that will be mutually beneficial to the local vendors and the City of Carlsbad.

PROCEDURE:

1. Annually, the purchasing agent shall obtain a list of businesses within the City of Carlsbad from the merchants' associations and the Chamber of Commerce.
2. The names of local vendors shall be incorporated into a bidder's file that will be maintained by the purchasing agent for use in procuring supplies, services and equipment for the City.
3. The purchasing agent shall subtract 1% of the sales tax from the total price when evaluating and computing bids from vendors in the City of Carlsbad.