

HUTCHINSON CITY COUNCIL POLICY - 6

SUBJECT: PURCHASING PROCEDURES

DATE: January 21, 1990
Revised: September 14, 1993
Reviewed: July 24, 2001

PURPOSE: The purpose of this policy is to provide some purchasing guidelines when contracting for service or goods with businesses, organizations, and individuals who are delinquent on personal and real estate taxes within Reno County.

POLICY:

1. Except as provided in Section 2 the City of Hutchinson shall not contract for goods or services with business organizations and individuals that are delinquent on personal or real estate taxes with Reno County.
2. Exceptions:
 - a. In those cases where state or federal law, regulations, or grants, require that the city not consider the status of delinquent taxes as a factor.
 - b. In cases where informal and unwritten bidding purchases are less than \$10,000.
 - c. Where special assessment financing is involved.
 - d. Taxes on real estate, the title to which was acquired by foreclosure, either by formal court action or voluntarily.
3. On all purchases of goods or services obtained by formal written bid, the City Manager shall as a part of the formal bid invitation insert the following language:

“The City reserves the right to reject all bids from bidders who are delinquent in personal or real estate property taxes to Reno County, Kansas.
4. At the end of each calendar year, the Finance Director shall compile a list of vendors whose services or goods provided exceed \$10,000 in total for the previous year. On January 1 or soon thereafter, of each year, these vendors will be required to submit a signed statement that prior year’s personal and real property taxes have been paid. This statement must be on file with the Finance Director within thirty (30) days following receipt of notice prior to the processing of additional transactions in the new year.