

ORDINANCE NO. 7895-23

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 2, ADMINISTRATION, OF THE CODE OF THE CITY OF NEWPORT NEWS, VIRGINIA, ARTICLE VII. OFFICE OF RISK MANAGEMENT, SECTION 2-222, GENERAL POWERS OF RISK MANAGER; ARTICLE XX. OFFICE OF PURCHASING, SECTION 2-552.1, APPOINTMENT, GENERAL POWERS AND DUTIES OF THE PURCHASING AGENT.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Newport News, Virginia:

That Chapter 2, Administration, of the Code of the City of Newport News, Virginia, Article VII. Office of Risk Management, Section 2-222, General powers of risk manager; Article XX. Office of Purchasing, Section 2-552.1, Appointment, general powers and duties of the purchasing agent, be, and the same hereby is, amended and reordained as follows:

CHAPTER 2

ADMINISTRATION

ARTICLE VII. OFFICE OF RISK MANAGEMENT

Sec. 2-222. General powers of risk manager.

The risk manager shall be appointed by the director of finance. Such risk manager shall be the head of the office of risk management and shall have general management and control of the several branches, sections or other units of the office. Whenever the term "self-insurance administrator" is used in any ordinance, resolution, policy, or other document, such shall mean the risk manager.

ARTICLE XX. OFFICE OF PURCHASING

Sec. 2-552.1. Appointment, general powers and duties of the purchasing agent.

The purchasing agent shall be appointed by the director of finance. The purchasing agent shall be the head of the office of purchasing and shall, under the supervision of the director of finance, have general management and control of the office. The purchasing agent shall have the power and it shall be his duty to:

- (1) Endeavor to obtain as full and open competition as possible on all purchases and sales.

- (2) Establish and amend, when necessary, such rules and regulations as he deems necessary for the internal management and operation of the office of purchasing.
- (3) Prepare, adopt and maintain a vendor's catalog file. The catalog shall be filed according to materials and services and contain descriptions of vendor's commodities, prices and discounts, if available.
- (4) Maintain a bidders' list containing the names of all responsible prospective suppliers, including small businesses and businesses owned by women and minorities, who have requested their names to be included on such list and to remove prospective bidders from such list when the public interest will be served thereby.
- (5) Exploit the possibilities of buying "in bulk" so as to take full advantage of discounts.
- (6) Disqualify vendors who default on their quotations from receiving any business from the city.
- (7) Participate in, sponsor, conduct or administer a joint or cooperative procurement agreement on behalf of or in conjunction with one (1) or more other public bodies, or public agencies or institutions or localities of the several states, territories of the United States or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. A joint procurement agreement may also include construction. Except for certain contracts identified in § 2.2 4304B of the Code of Virginia, a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies. In entering into a cooperative procurement agreement with a county, city or town whose governing body has adopted alternative policies and procedures pursuant to the Virginia Public Procurement Act, the purchasing agent shall comply with said alternative policies and procedures so adopted by said governing body of such county, city or town as designated in the cooperative agreement.
- (8) Control and supervise the storerooms and warehouses within the office of purchasing.
- (9) Standardize and establish specifications to reduce commodities to a minimum and assure the quality of goods.
- (10) Award contracts within the purview of this article.

ORDINANCE NO. 7895-23

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON MAY 9, 2023

Mabel Washington Jenkins,
MMC City Clerk

Phillip D. Jones
Mayor

A true copy, teste:

City Clerk