53 CBJAC 50.010 GENERAL. The purchasing code allows for an exemption to the competitive bid process for contracts procured through cooperative purchasing associations. This regulation is established to provide the City with the best pricing available, while balancing the economic benefits of local purchasing.

53 CBJAC 50.020 COOPERATIVE PURCHASING PROCEDURES.

(a) Purchases under $2,000. The open market purchase is designed for small purchases where the efforts of competitive bidding outweigh the benefits derived. While employees can purchase items under $2,000 without bidding restrictions, consideration should be given to acquiring products and services locally first. Local merchants are to be contacted to determine if purchasing locally can meet or exceed the product requirements, quality and competitive pricing of vendors under the cooperative purchasing contracts. If purchasing requirements can be met locally and relatively consistent with the quality and competitive pricing of vendors under the cooperative purchasing contracts, purchases must be made locally.

(b) Purchases over $2,000. Purchases over $2,000 require the use of a competitive purchasing process. The competitive purchasing requirements can be satisfied through the use of an approved cooperative purchasing contract. However, unless it appears that a material saving or benefit can be derived from the use of cooperative purchasing contracts, bidding of the purchase to allow local competition should be considered first. If it is decided to use a cooperative purchasing contract, the following local purchasing considerations are to be given:

(1) If the item(s) being acquired is (are) available from more than one manufacturer, consideration should be given to the manufacturer(s) who have a local authorized manufacturer’s distributor(s) under the contract.

(2) If a cooperative purchasing contract has no local manufacturers’ distributors, consider the manufacturer(s) with Alaska representative(s).

53 CBJAC 50.030 ADMINISTRATION. As with all exemptions to the competitive bidding process, departments are required to submit a Modification Waiver Request (MR) with their Purchase Request to Purchasing. The MR is to contain sufficient explanation and be justification as to why the purchase should be exempted from the competitive bidding process and allowed to use a cooperative purchasing contract. The Purchasing Officer will review the cooperative purchasing exemption request to determine if the items being acquired merit an exemption to bidding process. No purchases through Cooperative Purchasing over $2,000 shall be made without the approval of the Purchasing Officer.