



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Russell Higley
City Solicitor

Date August 4, 1980

From Richard C. Rossi
Purchasing Agent

Reference

Subject

The following represent my areas of concern with regards to the revision of the Purchasing Ordinance.

Section 3.101 - In view of the June 16, 1980 Council adoption of the provision which increases the amount for contracts to \$4,000.00 should this section reflect the change?

Section 3.102 - This section was amended and should be revised see Ordinance No. 920 May, 1979.

Section 3.103 - This section appears to be in conflict with the state laws and should be revised.

Section 3.316 - Delete Purchasing Agent appointed by Finance Director? Should be appointed by City Manager.

In addition, I recommend that the position of Deputy Purchasing Agent be established under ordinance. The duties established would allow the Deputy to sign all contracts, purchase orders, and award bids in the absence of the Purchasing Agent. The Deputy should be required to post a bond such as the one required of the Purchasing Agent.

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