

- CODE OF ORDINANCES

Title 3 REVENUE AND FINANCE

2. The maximum length of any contract for professional services is not to exceed four (4) years with all extensions and renewals (13-1-150 NMSA 1978).
 3. The terms of these multi-year contracts must be specified in the specifications of the bid or proposal (13-1-150 NMSA 1978).
 4. Task orders can be issued as it relates to multi-award bids and proposals. Task orders below sixty thousand dollars (\$60,000.00) must obtain prior approval from the department head, CPO and City Manager. Task orders exceeding sixty thousand dollars (\$60,000.00) must obtain prior approval from the department head and approved by the City Manager and City Commission. In determining the contractor for multi-award task orders, the department head will make the recommendation based on the best interest of the City.
 5. The City of Hobbs may procure multiple architectural or engineering services contracts for multiple projects under a single qualifications-based RFP; provided that the total amount of multiple contracts and all renewals for a single contractor does not exceed two million dollars (\$2,000,000.00) over four (4) years and that a single contract, including any renewals, does not exceed five hundred thousand dollars (\$500,000.00) (13-1-154.1-A).
- J. Professional Services Expenditures. "Professional services" means the services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services (13-1-76 NMSA 1978).

Professional services are procured at the direction of the City Manager for contracts under sixty thousand dollars (\$60,000.00), including for the services of architects, landscape architects, engineers or surveyors for state public works projects or local public works projects, in accordance with professional services procurement regulations promulgated by the department of finance and administration, the general services department or a central purchasing office with the authority to issue regulations. Contracts over sixty thousand dollars (\$60,000.00) are procured at the direction of the City Manager with City Commission approval, and are subject to the competitive sealed proposal requirements. The CPO will issue a contract after documentation of the appropriate approval is delivered to the CPO.

Note: The City of Hobbs is subject to 2.22 NMAC State Audit Rule in contracting for the audit services.

- K. Cooperative Purchasing agreements. "Cooperative procurement" means procurement conducted by or on behalf of more than one (1) state agency or local public body, or by a state agency or local public body with an external procurement unit. Purchases of services, construction or items of tangible personal property can be made through the use of a "cooperative purchase agreement." The cooperative agency agreement must be approved by the City Commission. If multiple purchasing agreements exists with vendors for a project, and the project exceeds two hundred thousand dollars (\$200,000.00), the department head must attempt and obtain multiple quotes. Purchases exceeding sixty thousand dollars (\$60,000.00) must obtain prior approval from the department head and approved by the City Manager and City Commission.
- L. Amendments to Contracts. Any amendment exceeding sixty thousand dollars (\$60,000.00) must obtain prior approval from the department head and approved by the City Manager and City Commission.
- M. Change Orders. Any change order on a contract exceeding sixty thousand dollars (\$60,000.00) must obtain prior approval from the department head and approved by the City Manager and City Commission.
- N. Purchases from Elected Officials or Employees. To avoid any possible appearance of conflicts of interest, elected officials, employees, or their immediate families, i.e., spouse, children, parents, brothers or sisters (13-1-62 NMSA 1978) can not participate in a purchase of goods or services in which they have a financial interest (13-1-190 NMSA 1978). A financial interest is defined as "holding a position in a business as officer, director, trustee or partner or holding any position in management;