

**CITY OF ROMULUS  
CHAPTER 39: PURCHASING**

**CITY OF ROMULUS  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND PORTIONS OF CHAPTER 39 AND TO ADD  
ADDITIONAL SECTIONS TO CHAPTER 39 OF THE PURCHASING ORDINANCE OF  
THE CITY OF ROMULUS, WAYNE COUNTY, MICHIGAN.**

**THE CITY OF ROMULUS ORDAINS:**

**Chapter 39 of the Romulus Code of Ordinances is hereby amended to read as follows:**

**I. Section 39.2 Definitions is amended to read:**

*Located within the City of Romulus* means a bidder that has an established business location with the city other than a home that is used for residential purposes.

*Blanket purchase order* means a purchase order issued by which departments can purchase small items required for their daily operation. All purchases made on blanket purchase orders must be under \$500.00.

*Request for quotes* means an informal solicitation sent to suppliers/consultants for services or material/goods purchases. Quotes are awarded based on lowest price and meeting specifications, on purchases which do not exceed the applicable threshold and, therefore, which do not require a sealed submission by way of an RFP or ITB process. All requests for quotes (“RFQ”) must be submitted to the purchasing director.

*Threshold* means, as the context implies:

(1) *Purchasing thresholds.*

- a. Material purchases and purchases of goods that are anticipated to be equal to or exceed \$6,000.00 are required to first be advertised for sealed bids in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the bid threshold; or
- b. Public works or improvements projects that are anticipated to be equal to or exceed \$30,000.00, are required to first be advertised for sealed proposals in accordance with the requirements of the City Charter section 13.2. Such procurements shall not be artificially divided so as to avoid the proposal threshold; or
- c. Purchases of services and/or goods in combination with services (other than professional services or public works or improvements) that are anticipated to be equal to or exceed \$6,000.00, are required to first be advertised for sealed

proposals in accordance with the requirements of the City Charter section 13.2. Such purchases shall not be artificially divided so as to avoid the council threshold.

- (2) *Contract approval threshold.* Contract approval threshold: proposed contract for any public work or improvement or for any purchase of a material or other good or service, the cost of which shall exceed \$6,000.00, shall not be entered into unless the same has been approved by a majority of the city council elect. If after the contract is approved by council and there are any changes to the cost of the work to be performed under the contract, such change orders shall also be approved by council. If additional work is decided upon that is not part of the work to be performed under the contract, the approval for the new work will be dependent upon the cost therefore and the requirements of this ordinance or the department head may bring the proposed additional work to council for approval as an amendment to the existing contract.

**II. Section 39-4 Purchasing principles is amended to read:**

The following principles shall govern the city in all of its purchasing decisions:

- (1) Purchases shall reflect a comparison of available prices to facilitate the city obtaining the most competitive price and best value in its expenditures, and shall represent equal opportunities for competing vendors, subject to the local preference provision of Section 39-14;

**III. Section 39-6 Permitted purchasing methods is amended to read:**

All city procurements shall be obtained through one of the following methods:

- (1) *Formal, competitive sealed bidding.* Material purchases and purchases of goods exceeding the bid threshold are subject to sealed, competitive bidding, as set forth in chapter 13 of the City Charter.
- a. *Bidding process.* The purchasing director shall provide for the procurement of competitive, sealed bids as follows:
1. The invitations to bid shall be prepared, describing the requirements and specifications of the material or other good proposed for purchase. Specifications shall be written to provide for and encourage full competition. All ITB documents, at a minimum, must contain boilerplate language approved by the city's corporation counsel. Each ITB must set forth the criteria to be considered in the evaluation of bids for award and no factor shall be considered that is not included in the solicitation.
  2. It shall be the responsibility of the concerned department's director to obtain written verification of the availability of funds from the finance director prior to submitting request to award a bid to the mayor's office;
  3. The ITB shall be publicized by advertising at least once, in a newspaper of general circulation in the city, not less than five days preceding the last day set for the receipt of competitive sealed bids. In addition, the purchasing

director is encouraged to place the invitations to bid in any appropriate trade journals, professional publications or other appropriate publication, in order to encourage as much competition as possible. The newspaper notice required herein shall include a general description of the supplies, services or construction items to be purchased and in addition shall state where bid forms and specifications may be obtained, the date, time and place for the filing and opening of bids, whether or not bid, performance or payment bonds are required and, if required, the amounts thereof, and anything else the purchasing director may feel is necessary.

4. Sealed bids shall be solicited from all persons who are listed on the bidder's list provided by the requesting department by mailing a formal invitation to bid or another notice that will acquaint them with the proposed purchase. The purchasing director may notify the bidders by email or have an agency employed by the city for that purpose email the bidders of this bidding opportunity.
5. Bids submitted in response to the ITB shall be submitted sealed to the city clerk's office and, in addition, shall be identified as bids on the outside of the envelopes and shall be accompanied by affidavits, where applicable, in such form and covering such matters as the purchasing director approves, together with any bid security required.
6. Invitations to bid may be postponed, cancelled, or any or all bids or proposals may be rejected, in whole or in part, as specified in the invitations to bid, when such rejection or cancellation is determined by the purchasing director to be in the best interests of the city.
7. Bids shall be opened publicly at the time, place and date designated in the invitations to bid. Notice of the public opening shall be posted to comply with the Michigan Open Meetings Act. Each bid, together with the name of the bidder, shall be recorded and the tabulation for all bids received shall be available for public inspection in the purchasing department.
8. Cancellations: Invitations to bid may be canceled, or any or all bids may be rejected in whole or in part, as may be specified in the solicitation, when it is determined, in the city's sole discretion, to be in the best interest of the city. The reason(s) shall be made part of the contract file and shall be available for inspection in the purchasing department from the purchasing director. A cancellation notice or notice of rejection will be sent to the responding vendors by the purchasing director.
9. The purchasing director along with the concerned department director, shall determine and recommend in writing to the mayor the name of the lowest and most responsible and responsive bidder. In reaching a determination as to who the lowest and most responsible and responsive bidder is, the following non-exclusive list of factors may be considered:
  - i. The ability, capacity and skill of the bidder to perform the contract or provide the service or supplies required;

- ii. Whether or not the bidder can perform the contract or provide the service or supplies promptly or within the time specified, without delay or interference;
  - iii. The character, integrity, reputation, judgment, experience and efficiency of the bidder in business;
  - iv. The quality of performance and time of completion by the bidder of previous contracts or services;
  - v. The previous and existing compliance by the bidder with laws and ordinances relating to contract performance;
  - vi. The sufficiency of the financial resources, equipment and personnel resources and the ability of the bidder to satisfactorily perform the contract or provide the services or supplies;
  - vii. The quality, availability and adaptability of the supplies or services to the particular use required;
  - viii. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  - ix. The number and scope of any additional, limiting or qualifying conditions attached to the bid by the bidder;
  - x. The city may exercise its right to weight proposals based on other factors deemed, in the city's sole discretion, to be in the city's best interests, including, without limitation, a preference for local bidders as set forth in Section. 39-14.
10. The mayor, upon receipt of the purchasing director's and the director of the applicable department's written bid recommendation and written verification of the availability of funds, shall upon his concurrence have the request for the award of the bid placed under the mayor's report in the next possible regular council meeting agenda.
  11. No contract proposed to be awarded to the lowest responsible and responsive bidder shall become operative until approved as to legality and form by the city's corporation counsel and until it has received city council approval if it exceeds \$6,000.00.
  12. No purchase or contract shall be subdivided to avoid the requirement of this section.
  13. No contract shall be amended after the same has been made except upon the authority of the city council.
  14. No compensation shall be paid to any contractor except in accordance with the terms of the contract.
- (2) *Competitive sealed proposals/request for proposals*): used to acquire public works, public improvements, services, and/or goods in combination with services that exceed the applicable proposal threshold. Qualified vendors will be determined

(when needed) through the (request for qualifications) process. Upon determination of qualified vendors, the RFP (request for proposal) will be processed. Generally accepted negotiation methodologies may be conducted with responsive and responsible proposers who submit proposals in the competitive range when defined in the RFP, based on evaluation criteria set forth in the RFP.

- a. The purchasing director along with a representative(s) of the implementing department will work together to create the qualifications and proposal document. The implementing department submits the qualification statement and the details of the specific service or project to the purchasing director for inclusion in the proposal document. The implementing department shall define the evaluation criteria that will be used to evaluate proposals and for the purchasing director to include in the proposal document.
- b. The implementing department shall appoint a “review team” for the purpose of reviewing the proposals. After reviewing the responses, the team will determine which proposal is in the best interest of the city. The cost portion of the RFP will then be reviewed and the local preference provision of Section 39-14 shall be applied. If necessary, the city will enter into contract negotiations with the vendor. If a satisfactory contract cannot be negotiated with the respondent of the first choice proposal, negotiations will commence with the respondent of the second choice proposal, etc., until a contract is reached.
- c. Cancellations: A request for proposals or other solicitation may be canceled, or any or all proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is for good cause and in the best interest of the city. The reason shall be made part of the contract file and shall be available for inspection in the purchasing department from the purchasing director. A cancellation notice or notice of rejection will be sent to the responding vendors by the purchasing director.

**IV. Section 39-9 – Contracts; approval of contract; review; appropriation is amended to read:**

(a) *Public works and improvements.*

- (1) The city may contract for the performance of any public work or may perform the same itself through its departments, officers and employees; improvements exceeding an estimated \$30,000.00 must first be advertised for sealed bids therefor in a paper of circulation within the city. The city shall have the right to reject any or all such bids.
- (2) No contract shall be entered into by the city for the making of any public improvement or for the purchase of any materials, tools, apparatus, or any other thing or things, the consideration or cost of which shall exceed \$6,000.00 until the same shall have been approved by a majority of council elect. All contracts prior to submission to the council shall be reviewed by the mayor and the city's corporate counsel.
- (3) "Bid" security shall be required for all competitive sealed bids exceeding the bid threshold. Such security shall be in the form of a bond provided by a surety company

authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the city in accordance with Section 39-15. Nothing contained herein shall prevent the requirement of such security on any contract under the bid threshold, when, in the determination of the applicable department's director, circumstances warrant such security.

- a. Such security shall be in an amount equal to, but not less than, five percent of the amount of the bid.
  - b. When the ITB requires "bid" security, noncompliance requires that the bid be rejected.
- (4) Performance and payment bonds: When a contract for a public work or improvement is awarded, the cost of which is equal to or in excess of the bid threshold for public works and improvements, the following bonds shall be delivered to the city at or before the signing of the contract by the mayor and city clerk.
- a. A performance bond, satisfactory to the city and executed by a surety company authorized to do business in the state and is listed on the federal government list of approved bonding companies, or otherwise secured in a manner satisfactory to the city, in an amount equal to 100 percent of the price specified in the contract;
  - b. A payment bond, satisfactory to the city and executed by a surety company authorized to do business in the state and is listed on the federal government list of approved bonding companies, or otherwise secured in a manner satisfactory to the city, for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to 100 percent of the price specified in the contract.
  - c. A maintenance bond, satisfactory to the city and executed by a surety company authorized to do business in the state and is listed on the federal government list of approved bonding companies for the warranty period provided in the contract.
  - d. Nothing shall limit the authority of the city to require a performance bond, payment bond or other security, in addition to the bonds required in this subsection, in circumstances other than those specified hereof.
- (b) *Material/goods purchases.* The city shall not contract for the purchase of any goods, including, without limitation, any material, tools, apparatus or any other thing or things, the consideration or cost of which shall exceed \$6,000.00 until after an opportunity for competitive bidding; and until it has first advertised for sealed bids in a paper of circulation within the city. The city shall have the right to reject any or all such bids.
- (1) The city may additionally require a bid bond in the amount of five percent of the anticipated cost of the purchase in the event of complex purchases or bid documents or other circumstances deemed to be in the best interests of the city.
  - (2) Such bond shall be in the form of a bond provided by a surety company authorized to do business in the state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the city and is listed on the federal government list of approved bonding companies. Nothing contained herein shall prevent the requirement of such security on any contract

under the bid threshold, when, in the determination of the applicable department's director, circumstances warrant bid security.

**V. Section 39-11 Additional prerequisites and requirements for purchasing is amended to read:**

- (a) *New vendor form.* No requisition, or request for authorization for the purchase of goods or services for the city can be entered into the financial operating system until such time as the vendor has filed a completed new vendor form along with a W9 with the purchasing department and the vendor has been approved by the purchasing director.
  
- (b) *Purchase orders.* No purchase shall be made until a purchase requisition has been entered into the financial operating system and until such time as all required authorizations have been acquired and a purchase order has been issued and a purchase order number assigned. Any employee making a purchase without first acquiring a purchase order number may be held responsible for remitting to the vendor for such a purchase and such purchase shall be voidable by the city as unauthorized.
  - (1) All purchases shall require the prior issuance of a purchase order as described herein except for the following budgeted expenditures:
    - a. Utilities;
    - b. Telephone;
    - c. Postage;
    - d. Publications;
    - e. Fuel oil and gasoline;
    - f. Intergovernmental contracts;
    - g. Per diems;
    - h. Insurance;
    - i. Payroll withholdings;
    - j. Land contracts;
    - k. Debt service payments;
    - l. Contractual obligations;
    - m. Professional services authorized by the city council;
    - n. City credit card purchases made in accordance with the purchasing ordinance.
  
- (c) *Expenditure control.*
  - (1) Requisitions for purchases up to \$500.00 are made at the authority of the applicable department head prior to being processed by the purchasing director or his designee;
  - (2) Requisitions for purchases equal to or over \$500.00 but under \$1,500.00 must be approved by both the finance director and the applicable department head or their designees prior to being processed by the purchasing director or his designee;

- (3) Requisitions for purchases equal to or over \$1,500.00 but under the bid threshold of \$6,000.00 must be approved by the applicable department head, the finance director and the mayor or their designees prior to being processed by the purchasing director or his designee.
  - (4) Requisitions for purchases equal to over \$6,000.00 must be approved by council and signed by the purchasing director if a purchase order is used or by the mayor and clerk where a formal contract is prepared prior to being processed by the purchasing director or his designee.
- (d) *Exceptions to competition.*
- (1) Due diligence in acquisition requires the following informal quotes be obtained by city departments with appropriate documentation.
    - a. Documented verbal inquiry shall be made to a minimum of three vendors, with documentation being entered in the financial accounting software, for all purchases equal to over \$1,500.00 and under \$3,000.00.
    - b. Written requests for quotes (RFQs) shall be sought from a minimum of three vendors when the acquisition cost of a single item or purchase shall equal or exceed \$3,000.00 but less than the bid threshold. Vendors shall respond to the purchasing director in writing and copies of all written quotes shall be scanned into the city's financial accounting software when the requisition for the purchase is entered. The purchase shall be made based upon the lowest qualified written quote. The applicable department director must document in writing reasons for not accepting the lowest quote.
    - c. Sole source purchases for any purchase under the bid threshold shall be allowed with the approval of the applicable department, the finance department and the mayor. Documentation of the sole source status shall be scanned into the city's financial accounting software when the requisition for the purchase is entered.
    - d. Cooperative purchasing. Purchases under the bid threshold where the pricing is acquired under a current cooperative purchasing contract shall reflect the contract name, the hosting entity, the contract number and expiration date when the requisition for the purchase is entered.
  - (2) Small purchases:
    - a. Procurements to be acquired on a blanket purchase order from a vendor must be pre-approved by the department head, and the purchasing director in an amount less than \$500.00;
    - b. Procurements in an amount less than \$500.00 not being purchased on a blanket purchase order can be made utilizing the city's credit or P-cards or after a purchase order has been issued in accordance with the rules of this chapter.
  - (3) Purchases to be made using one of the city's credit or P-cards, shall be in compliance of the city's credit and P-card policies;



- (4) Emergency procurement: Emergency purchases meeting the requirements of section 3.2(a) of the City Charter may be made without complying with this chapter, but the cost of those purchases shall be provided to Council at their next public meeting.
- (5) Professional services: The city may procure professional services to be performed by an independent contractor who has a professed and documented knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, including but not limited to accounting and auditing, legal, medical, engineering, actuarial, architecture and research. The knowledge is founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. Professional services may be procured without formal competition. At the approval of legal counsel, the mayor may request the approval of city council permission to enter into a contract for the acquisition of professional services.
- (6) Deferred payment contracts: The city may enter into installment purchase or lease-purchase contracts as permitted by law.
- (7) Purchases may be made off a public auction site for purchases up to \$6,000.00 with prior written permission of the Mayor, proof of availability of funds, authorized by the finance department and Mayor, and a Purchase Order prior to submitting a bid.
- (8) Purchases made by the city's insurance involving a claim made against the insurance coverage, even if the city must contribute because of a deductible or self-insurance retention amount.

**VI. The following Sections are added to the Ordinance to read:**

**Sec. 39-14. – Local Preference Provisions**

- (a) Purchases for goods and materials under \$1,500 can be made, if monies are available in budget, with the permission of the department head. Preference shall be given to qualified vendors located within the City of Romulus whenever possible.
- (b) Purchases for goods and materials  $\geq$  \$1,500 and  $<$  \$3,000 requires three verbal quotes entered into the financial software system. Quotes received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid.
- (c) Purchases for goods and materials  $\geq$  \$3,000 and  $<$  \$6,000 - Would require a request for formal quotes to be posted on the purchasing network being utilized by the City. Quotes received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified quote.
- (d) Purchases for goods and materials \$6,000 and over –Would require formal bids. Bids received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid.

- (e) Contracts for Public Works Projects under \$1,500 can be made, if monies are available in budget, with the permission of the department head. Preference should be given to qualified vendors located within the City of Romulus whenever possible.
- (f) Contracts for Public Works Projects  $\geq$  \$1,500 and  $<$  \$3,000 would require 3 verbal quotes entered into the BS&A system. Quotes received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid.
- (g) Contracts for Public Works Projects  $\geq$  \$3,000 and  $<$  \$30,000 and over –Would require a request for formal quotes to be posted on the purchasing network being utilized by the City. Quotes received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified quote.
- (h) Contracts for Public Works Projects  $\geq$  \$30,000 –Would require formal bids. Bids received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid.
- (i) Local preferences are only available if the vendor is current on all taxes and other obligations in the City.

### **Sec. 39-15 – Insurance Coverages**

All vendors/contractor with the city shall maintain during the time period of their purchase order or contract the following minimum insurance coverages. The administration, along with the applicable department heads, may increase or decrease the amount of the coverage required in specific situations where, in the administration's, along with the applicable department heads', discretion, it deems a different amount is appropriate based on the services to be performed, risk, prior experience or other special circumstances.

- (a) Commercial General Liability (CGL). Insurance Services Office Form GC 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
- (b) Umbrella or Excess Liability. Policy in an amount not less than \$3,000,000. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. Lower amounts of umbrella or excess coverage may be allowed if higher CGL coverage is provided so the combination of the coverages is equal to \$4,000,000.

- (c) Automobile Liability. Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.
- (d) Workers' Compensation. Insurance as required by the State of Michigan, with statutory limits, and employer's liability insurance with limits of no less than \$1,000,00 per accident for bodily injury or disease.
- (e) Professional Liability (if design or design build). Insurance appropriate to the contractor's profession, with limits no less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Claims made policies must be approved by the City Administration.
- (f) Builder's Risk (during course of construction). Insurance utilizing "All Risk" (special perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.
- (g) Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards). Insurance with limits no less than \$3,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- (h) Coverages (a), (b), (c), and (d) will be required of all companies providing services. Coverages (e), (f), and (g) will be required when the City Administration deems it appropriate based on the nature of the services being provided.

If the contractor maintains higher limits than the minimum insurance coverage required as stated above, the contractor shall maintain the coverage for the higher insurance limits.

- (i) Additional Insured Status. The city, its officers, officials, employees, volunteers, and others as may be specified in any "special conditions" shall be additional insureds on all policies with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later versions used).
- (j) Primary Coverage. For any claims related to this ordinance, the contractor's insurance coverage shall be primary insurance as respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it.
- (k) Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with thirty (30) days' written notice to the city.
- (l) Waiver of Subrogation. Contractor grants to the city a waiver of any right to subrogation which any insurer of the contractor may acquire against the city by virtue of the payment of

any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the city has received a waiver of subrogation endorsement from the insurer.

- (m) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the city. The city may require the contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policy holder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

- (n) Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

- (1) The Retroactive Date must be shown and must be before the date of the Agreement or the date the contractor starts to perform the services.
- (2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement.
- (3) If coverage provided on a "claims made basis" is canceled or non-renewed, and not replaced with another claims made policy form with a retroactive date prior to the agreement's effective date, the contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of agreement work.

- (o) Verification of Coverage. Contractor shall furnish the city with original certificates of coverage and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. The city shall receive and approve all certificates and endorsements before the contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the contractor's obligation to provide them. The city reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

The contractor must submit certificates evidencing the insurance to the purchasing director prior to the time the contractor executes an agreement with the city, and at least fifteen (15) days prior to the expiration dates of expiring policies.

- (p) Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and contractor shall ensure that the city is an additional insured on insurance required from subcontractors and shall present copies to the city for acceptance.

**ADOPTED, APPROVED AND PASSED** by the City Council of the City of Romulus this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
LEROY BURCROFF, Mayor

\_\_\_\_\_  
ELLEN L. CRAIG- BRAGG, CMC, City Clerk

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Romulus at a regular Council Meeting held in the City Council Room in said City on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
ELLEN L. CRAIG-BRAGG, CMC, City Clerk

I further certify that the foregoing was published in \_\_\_\_\_, a newspaper of general circulation in the City of Romulus, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
ELLEN L. CRAIG-BRAGG, CMC, City Clerk

Within forty-five (45) days after publication of any ordinance duly passed by the Council, a petition may be presented to the Council protesting against such ordinance continuing in effect. Said petition shall contain the text of such ordinance and shall be signed by not less than six percent (6%) of the registered electors registered at the last preceding election at which a Mayor of the City was elected. Said ordinance shall thereupon and thereby be suspended from operation and the Council shall immediately reconsider such ordinance.