

## **1-11-3: DEFINITIONS:**

As used in this chapter, the following words and terms shall have the meanings ascribed to them in this section:

**BUSINESS:** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

**CHANGE ORDER:** A written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order, without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

**CONTRACT:** Any city agreement for the procurement or disposal of supplies, services or construction.

**INVITATION FOR BIDS:** All documents, whether attached or incorporated by reference, used for soliciting bids.

**PERSON:** Any business, individual, union, committee, club, other organization or group of individuals.

**PROCUREMENT:** Buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services or construction.

**PURCHASE DESCRIPTION:** The words used in a solicitation to describe the supplies or services to be acquired, and includes specifications attached to or made a part of the solicitation.

**PURCHASING AGENT:** The person or persons duly authorized by the mayor with the concurrence of the city council to enter into and administer contracts and make written determinations with respect thereto.

**REQUEST FOR PROPOSALS:** All documents, whether attached or incorporated by reference, used for soliciting proposals.

**SEALED BIDS:** Written proposals from persons or entities offering to contract with or to sell to the city which are received in sealed envelopes to be opened after the deadline for receipt of bids, as defined in an invitation to bid. (Ord. 3-17-97A, 3-17-1997; amd. 2003 Code)

