

AN ORDINANCE AMENDING CHAPTER 3 OF THE CODE OF ORDINANCES OF THE CITY OF JACKSON, MISSOURI, RELATIVE TO PURCHASING PROCEDURE AND TASK ORDER ASSIGNMENTS; AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF JACKSON, MISSOURI, AS FOLLOWS:

Section 1. That Chapter 3, Article VII, Section 3-309, of the Code of Ordinances of the City of Jackson, Missouri, is hereby amended to read as follows:

“Sec. 3-309. Purchasing procedure.

The city administrator or designate shall procure for the city all materials, supplies, equipment and contractual services needed by the city in accordance with the procedures described in this section. To that end, he shall have the power and be required to:

- (3) *Purchase orders.* If the consideration is more than one thousand five hundred dollars (\$1,500.00), the appropriate authority shall obtain a purchase order for any transaction.
- (4) *Competitive bidding.* When the city negotiates any purchase or other contract, there shall be provided ample opportunity for competitive bidding in the following manner:
 - a. If the consideration is more than two thousand dollars (\$2,000.00) but less than or equal to ten thousand dollars (\$10,000.00), the appropriate authority shall obtain at least three (3) quotations from qualified vendors for the materials, supplies, equipment or contractual services to be purchased. The quotations may be obtained orally and the award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest quote.
 - b. If the consideration is more than ten thousand dollars (\$10,000.00) but less than or equal to twenty thousand dollars (\$20,000.00), the appropriate authority shall solicit at least three (3) written quotations for the materials, supplies, equipment or contractual services to be purchased. The quotation shall be in written form and the award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest quote.”

Section 2. That Chapter 3, Article IX, Section 3-374, of the Code of Ordinances of the City of Jackson, Missouri, is hereby amended to read as follows:

“Sec. 3-374. Procedure for selection of task order assignments.

Whenever it becomes necessary for the city to negotiate task order assignments for architectural, engineering and land surveying services for individual projects, the following policy will be utilized:

- (2) For individual projects not anticipated to exceed five thousand dollars (\$5,000.00), the city administrator or designate shall solicit such services from one (1) or more firms on a time and materials basis according to the terms of the master services agreement on file for the person, firm or consultant.
- (3) For individual projects anticipated to exceed five thousand dollars (\$5,000.00), the city administrator or designate shall solicit a written scope of work, cost estimate and project schedule (based upon the project description as prepared by city staff) prior to making a final selection. Task order assignments shall be presented to the board of aldermen for approval if the project is anticipated to exceed five thousand dollars (\$5,000.00). All services shall be performed in accordance to the terms of the master services agreement on file for the person, firm or consultant.”

Section 3. It is the intent of the Mayor and Board of Aldermen and it is hereby ordained that this ordinance shall become and be made a part of the Code of Ordinances of the City of Jackson, Missouri, and that sections of this ordinance may be renumbered to accomplish such intention.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 5. That this ordinance shall take effect and be in force from and after its passage and approval.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

FIRST READING: September 23, 2024.

SECOND READING: September 23, 2024.

PASSED AND APPROVED this 23rd day of September, 2024, by a vote of _____ ayes,
_____ nays, _____ abstentions and _____ absent.

CITY OF JACKSON, MISSOURI

(SEAL)

BY: _____
Mayor

ATTEST:

City Clerk