



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Liza Walker, Assistant City Administrator

DATE: August 29, 2024

RE: City Code and Adopted Policies Update Request – Procedures for Purchasing and for Selection of Task Order Assignments Update

Earlier this year, the Board approved an amendment to Chapter 3 of the City Code relating to increasing the minimum required for sealed bids from \$10,000 to \$20,000.

Due to the substantial increase in costs in recent years, I would like the Board to also consider increasing the threshold when purchase orders, verbal quotes, and written quotes for materials, projects, and services become required.

The revised code language to increase the thresholds is attached.

Policies for these procedures also exist that list individuals rather than positions, etc. To clean these up, I will bring those to the Board for consideration at an upcoming meeting as well.

As always, if you have questions, please contact me at 573-243-3568 x2015 or lwalker@jacksonmo.org.