

### Sec. 3-309. Purchasing procedure.

The city administrator or his 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 ~~seven hundred fifty dollars (\$750.00)~~ **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 ~~one thousand dollars (\$1,000.00)~~ **five thousand dollars (\$5,000.00)** but less than ~~five thousand dollars (\$5,000.00)~~ **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 ~~five thousand dollars (\$5,000.00)~~ **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.
  - c. If the consideration is more than twenty thousand dollars (\$20,000.00), the appropriate authority shall solicit sealed bids for the materials, supplies, equipment or contractual services to be purchased. Appropriate notices inviting such bids shall be published once in at least one (1) official newspaper of the city unless additional publications are required by other partnering agencies where regulations would require otherwise. The award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest bid.
  - d. In the event of extreme emergencies such as natural disaster, these rules may be suspended by the city administrator with the consent of the mayor, provided, however, that at the earliest possible time and in no event later than the next regularly scheduled meeting of the board of aldermen, the city administrator shall fully inform the board of aldermen of all transactions done during the suspension of these rules.
  - e. Design-build projects as authorized by the statutes of the State of Missouri may be utilized as set forth in the Missouri statutes.

### **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 ~~two thousand five hundred dollars (\$2,500.00)~~ **five thousand dollars (\$5,000.00)**, the city administrator or his or her 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 ~~two thousand five hundred dollars (\$2,500.00)~~ **five thousand dollars (\$5,000.00)**, the city administrator or his or her designate shall solicit a written scope of work, cost estimate and project schedule (based upon the project description as prepared by city staff) from at least two (2) firms 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 ~~two thousand five hundred dollars (\$2,500.00)~~ **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.