



PUBLIC WORKS MEMORANDUM

City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: February 5, 2024

RE: City Code Update Request – Purchasing Procedure

Due to a substantial increase in costs in recent years, I would like the Board to consider upgrading the threshold when sealed bids for materials, projects, and services become required, from \$10,000 to \$20,000. A search by the City Clerk found the \$10,000 threshold was established initially as a city policy in 1998.

The revised code language to increase the threshold for sealed bids is attached.

As always, if you have questions, please contact me at 573-243-2300 x2031 or jsanders@jacksonmo.org.