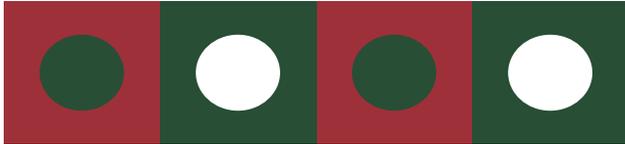


Who should read this brochure?

All City of Kirkwood department heads, supervisors and employees who are authorized to make purchasing decisions for their respective departments.



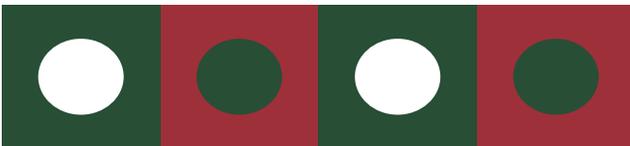
Where can I get more help?

WHO CAN I TALK TO?

- Director of Procurement
- Purchasing Department Staff

WHAT CAN I READ?

- Procard manual
- Other reference material upon request



Purchase Orders are required for everything purchased in the City whether it be goods, supplies, services, professional services, etc. The only exceptions are goods or services purchased with a Procard or authorized through a check requisition.

How to reach the Purchasing Department

The Purchasing Department is open from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for holidays, when City offices are closed.

**City of Kirkwood
Purchasing Department
212 South Taylor Ave
Kirkwood, MO 63122
Phone: 314-822-5850
Fax: 314-984-5975
www.kirkwoodmo.org**



**David Weidler, CPPO, CPPB
Director of Procurement**

Phone: 314-822-5850

Email: weidlerdc@kirkwoodmo.org

**Lynnette Hicks
Assistant Director of Procurement**

Phone: 314-822-5853

Email: hicksln@kirkwoodmo.org

**Sara Foan-Oliver
Commodity Buyer/Inventory Supervisor**

Phone: 314-822-5851

Email: foanolsm@kirkwoodmo.org

**Dan Gatti
Buyer/Supply Management Analyst**

Phone: 314-984-5982

Email: gattidf@kirkwoodmo.org

The warehouse is open from 7:00 a.m. until 3:30 p.m., Monday through Friday, except for holidays, when City offices are closed.

**Trace Walls
Warehouse & Bldg Maintenance Supervisor**

Phone: 314-984-5947

Email: wallsta@kirkwoodmo.org

City of Kirkwood Bid Thresholds Brochure



A helpful purchasing tool provided by the City of Kirkwood Purchasing Department.

The purpose of this guide is to provide information about the purchasing ordinance bid thresholds.



WHERE COMMUNITY AND SPIRIT MEET®

Commodities and Non-Professional Services

Formal Purchasing Procedures \geq \$7,500

All supplies and contractual services shall be purchased by formal written contract from the lowest responsible bidder when the extended cost shall equal or exceed \$7,500.



Sealed bids must be solicited to at least five (5) responsible prospective suppliers including all suppliers with whom the City has done business within the preceding two (2) years. By law, formal bids that include detailed specifications (provided by end user and reviewed, modified and approved by the Office of Purchasing) will be advertised by the Office of Purchasing and made available to all suppliers.

Sealed bids shall be submitted to the Director of Procurement. The bids shall be opened in public at the time and place stated in the invitations to bid and in any public notices. After the opening, the Office of Purchasing shall tabulate all bids received and file a report of the bids with the City Council, together with the Director of Procurement's recommendations as to whom the award shall be made.

The City Council, upon receiving the tabulation and recommendation of the Director of Procurement, along with the request for legislation from the using department, will award the contract to the lowest responsible bidder. However, the Council shall have the right to reject any and all bids.

A contract and/or purchase order must be established by the purchasing department before the purchase.

FORMAL	\geq \$7,500
INFORMAL	\$1,500 TO \$7,499.99
OPEN MARKET	$<$ \$1,500

Commodities and Non-Professional Services (cont'd)

Informal Purchasing Procedures \$1,500 \leftrightarrow \$7,499.99

All purchases of supplies and contractual services for less than the estimated value of \$7,500 but equal to or in excess of \$1,500 shall be made upon the basis of at least three (3) written bids from three (3) prospective suppliers of the City.



These bids (minimum of 3) shall be solicited by email, direct mail or telephone request to prospective vendors. Informal bids must be mailed, faxed or e-mailed in order to show proper record.

The contract will be awarded to the lowest responsible bidder.

A contract and/or purchase order must be established by the purchasing department before the purchase.

Open Market Purchasing Procedures / Procard Purchasing Procedures $<$ \$1,500



All purchases of supplies and contractual services for less than the estimated value of \$1,500 shall be made on the open market.

Open market purchases can be solicited by any authorized staff member of the City. The preferable method for transactions with a value less than \$1,500 is a City issued Procard. If an order requires contractual signature, please provide the document to the Purchasing Department for review of terms and conditions prior to acceptance. If you require any assistance in soliciting a quote please contact the Purchasing Department.

Commodities and Non-Professional Services (cont'd)

Qualifications Based Selection

If a project requires the specialized services of an architect, engineer, or land surveyor the City is required to perform a qualifications based selection process by the State of Missouri. Please contact the Purchasing Department for more information

Professional Services

A contract and purchase order must be established by the Director of Procurement before the purchase.

Class A services are those that require an expenditure of \$10,000 or more. Services for projects where fees will exceed \$10,000 require contacting at least five (5) firms for an "expression of interest." After the "expressions of interest" are reviewed, three (3) detailed proposals shall be requested. Requests for an "expression of interest" and detailed proposals may be requested simultaneously.

After reviewing the detailed proposals, the Selection Committee (chaired by the Director of Procurement) shall make a recommendation to the Chief Administrative Officer for the approval or rejection of the proposals. The City Council has the right to approve or reject any and all proposals.

Class B services have fees between \$5,000 and \$10,000. Three written proposals are required and may be solicited by mail or phone. After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Chief Administrative Officer for approval or rejection.

Class C & D are services or maintenance services that have fees of less than \$5,000 and do not require solicitation of competitive proposals. However, approval of the Chief Administrative Officer and the Director of Procurement is required.

Professional services with an estimated value of \$10,000 or more require recommendation by department head and Director of Procurement prior to the recommendation of the Chief Administrative Officer and City Council approval.