

# Purchasing Overview

## What is Purchasing?

- Purchasing is just one component of supply management
- Supply management professionals control trillions of dollars
- The Institute of Supply Management defines supply management as the identification, acquisition, access, positioning and management of resources and related capabilities the organization needs or potentially needs in the attainment of its strategic objectives

## Purchasing Department Purpose

- To ensure that we exceed the expectations of our internal city departments, taxpayers, State, contractors and city council

## Purchasing Department Mission

- Provide services in the most cost effective and fiscally responsible manner
- Includes oversight of each operational department's procurement activities and management of all inventories
- All purchasing activities are conducted in compliance with City policies, applicable state and federal laws, as well as industry standards for best practices

## Some of Purchasing's Responsibilities

- Advertising for bids
- Specification development and review
- Informal and Formal Bids / RFP's / RFQ's
- Strategic Sourcing and Purchase Orders
- Contract Development, Review, Management and Negotiations
- Accounts Payable Processing
- Auditing
- Procurement Card Management
- Performance Measures



# Purchasing Overview (cont'd)

## Surplus & Scrap Materials

- **Surplus** is city owned assets or supplies which are no longer used or which have become obsolete, worn out or scrapped. (old printers or copiers, office furniture, vehicles, equipment, etc.)
- **Scrap** is city owned materials left over from any manner of product consumption. (For example: cut pieces of wire from the Electric Department)

The Director of Purchasing shall have the authority to transfer or sell all supplies which have become unsuitable for possible use or exchange and/or trade the supplies for new supplies, in accordance with the procedures set forth by the City. The Director of Purchasing shall also have the authority to transfer surplus stock to other using agencies within the City.

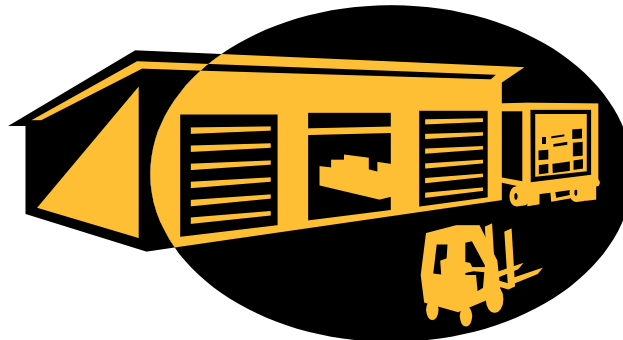


## Govdeals.com

Govdeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet. The Office of Purchasing uses Govdeals to sell surplus materials which are no longer being used by the City such as: retired police vehicles, old trailers, replaced copiers, and any number of other phased out items or equipment.

## Warehouse at 212 South Taylor Ave

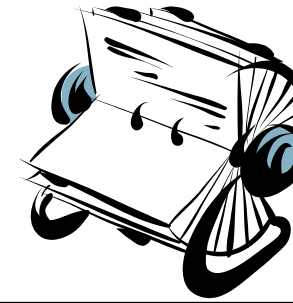
The Office of Purchasing has direct supervision over the City's main warehouse. Here we purchase and store materials used for the Electric and Water Departments along with daily items used throughout the City such as: Paper goods (green bar, copy paper, utility bills, envelopes), some toner, janitorial supplies, gloves, grass seed, etc.



# 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**

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**Lynnette Hicks  
Assistant Director of Procurement**

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Email: hicksln@kirkwoodmo.org

**Sara Foan-Oliver  
Commodity Buyer**

Phone: 314-822-5851

Email: foanolsm@kirkwoodmo.org

**Dan Gatti  
Buyer/Supply Management**

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

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# Purchasing Procedures Quick Reference Guide



A helpful brochure provided by the City of Kirkwood Purchasing Department.

The mission of the Office of Purchasing is to provide effective and cost efficient acquisition of quality goods and services and provide sound inventory management that meets the City's operational needs, and in compliance with all City policies and applicable laws.



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# Purchasing Thresholds

## Purchases ≤ \$1,500

- City departments may purchase directly from suppliers if the price is under \$1500.00, however ALL services no matter what dollar amount shall have a PO.



## Open Market Purchasing \$1,500 <—> \$3,000

- Require at least three (3) oral or written quotes documented in some form such as a spreadsheet.
- City departments are to send a completed requisition to the Office of Purchasing with a list of suggested suppliers (if available)



## Informal Purchasing \$3,000 <—> \$7,500

- Require at least three (3) written quotes which must be mailed, faxed or e-mailed in order to show proper record.
- City departments are to send a completed requisition to the Office of Purchasing with a list of suggested suppliers (if available)



## Formal Purchasing ≥ \$7,500

- Require solicitation of formal Bids. Bids must be submitted in a sealed envelope to the Office of Purchasing. Bids must be received, as well as time and dated stamped. Bids received after the time and date requested will be returned unopened and will not be considered.
- City departments are to send a completed requisition to the Office of Purchasing along with specifications and a list of suggested suppliers (if available).
- Purchasing will prepare bid or proposal packages, contact interested bidders, and send copies of opened bids to City departments.
- City departments are to review copies of the bids and return a recommendation to the Office of Purchasing.
- Purchasing will make final decision and complete all necessary paperwork, obtain required signatures and notify awarding vendor.



# Types of Purchases

## Single-Source Purchases

- For items or repairs that can only be provided by one vendor
- Departments are to send a requisition, completed single-source form and supporting documentation as to the circumstances that make the item(s) or service a single-source to the Office of Purchasing



## Emergency Purchases

- For items or repairs where more than one vendor is capable of providing the item or service, but following purchasing guidelines would not be in the best interests of the City.
- Send a requisition and supporting documentation to the Office of Purchasing
- You must speak to the Director of Purchasing in order to make emergency purchases



## Cooperative and Piggyback Purchases

- Bidding may be waived in situations where items and or services are available from, by or through other governmental agencies or entities that have competitively bid and awarded a contract that will include language allowing for other entities to utilize the contract



## Seminars/Travel Requests

- P-cards are to be used for airline tickets hotels and/or seminar registration (if under \$1500)
- Your P-Card administrator must add this feature to your P-Card in order for it to function in this regard



## Procurement Cards (P-Cards)

- (see P-card brochure)
- The P-card program is designed to allow the cardholder to handle small dollar purchases without delays and limited paperwork
- Goods and services may be obtained fast and easy
- Used for obtaining goods and services under \$1500, contact your P-card administrator for transaction limits



# Types of Purchases

## Equipment Rental

- The Office of Purchasing must be involved in all equipment rentals
- Ask the vendor if insurance coverage will be required from the City
- If general rental insurance is acceptable, provide a copy of the City's Certificate of Insurance to the vendor (your Department Head has a copy of the certificate)
- If the vendor requires insurance coverage specific to the piece of equipment, contact the Office of Purchasing in advance of the equipment need to allow Purchasing ample time to obtain specific coverage

## Cell Phone/Pager Requests & Repairs

### Cell Phones

- Entering into and terminating cell phone contracts are negotiated and renewed by purchasing based on the user's needs and is required by our City ordinance
- Choose a cell phone provider (Sprint/Nextel, T-Mobile or Cingular/AT&T) elected by your department head. Log onto provider's website to select cell phone and calling plan (minutes, text, web access, etc...) of your choice and email the information to your liaison in the Office of Purchasing
- Your liaison will contact the provider's sales rep to find out if there is any rebates available and/or applicable city discounts on cell phones/plans
- Bring damaged or malfunctioning cell phones to the Office of Purchasing for recycling purposes
- Delivery time is approximately 5-7 business days for cell phones after receipt of order



### Pagers

- American Messaging is our only provider for pagers
- Contact your liaison for ordering a new, replacement and/or seasonal pagers
- Datacast is an information source that is required to be ordered prior to shipment if service is desired
- Bring damaged or malfunctioning pagers to the Purchasing department
- Delivery time is approximately 3-5 business days after receipt of order.

# Types of Purchases

## Check Requests

- To be used when the City will not be invoiced for an item or service or if the vendor does not accept P-Cards (for example: memberships, classes, etc.)
- Check requests shall be filled out by City departments and sent to and signed by the Office of Purchasing to be forwarded to the Finance Department for payment



## Purchasing Plan

- Breakdown of capital, renewable contracts and purchases by department for the fiscal year
- To be filled out by City departments before the start of each fiscal year and submitted to the Office of Purchasing every item budgeted must be listed on this form

## Requisitions

- A requisition is used to request items or services
- All departments will be responsible for initiating the requisition process
- The requisition contains the following information:
  1. Supplier name, quantity and price
  2. Delivery date requested
  3. Detailed description of item or service
  4. Quote#, Bid#, Serial#, ID#, Product# or any other number that will be needed to be referenced
  5. Notate if purchase is a single-source and include all necessary back up and single-source form that you have filled out
  6. Notate any special instructions and
  7. information on any communication that has
  8. taken place with the vendor
- Once the requisition is entered and approved by the department head or appointed supervisor, the Office of Purchasing will process a purchase order and fax to the supplier
- The following is a summarization on when a requisition is required:
  1. All purchases over \$1,500
  2. Purchases under \$1,500, in which the P-Card cannot be used
  3. All purchases for services. This includes professional services, skilled trade services, general services, etc.
  4. All purchases for items that require warranties and additional protection with terms and conditions (unless approved by Purchasing in advance). Examples are lab equipment, printers, and fax machines