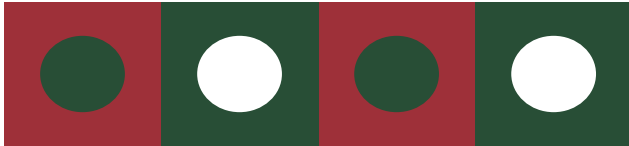


Who should read this brochure?

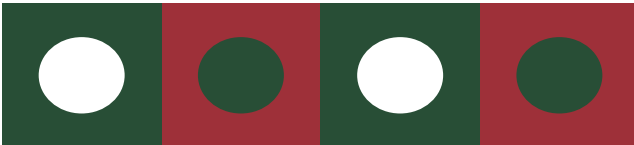
All City of Kirkwood department heads, supervisors and employees who are authorized to make purchasing decisions for their respective departments.



Where can I get more help?

WHO CAN I TALK TO? WHAT CAN I READ?

- Director of Purchasing
- Purchasing Department Staff
- City ordinance in regard to purchasing (Article VI.)



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 the Pro-Card.

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**



Kimberly Butts, C.P.M., CPPB
Director of Purchasing
Phone: 314-822-5853
Email: buttskr@kirkwoodmo.org

Tamara Roach
Assistant Director of Purchasing
Phone: 314-984-5982
Email: roachtg@kirkwoodmo.org

Susan Zito
Commodity Buyer
Phone: 314-822-5851
Email: zitose@kirkwoodmo.org

The warehouse is open from 7:00 a.m. until 4:00 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

June 2010

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 received from 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 Purchasing. 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 Purchasing's recommendations as to whom the award shall be made.

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

A contract and purchase order MUST be established by the purchasing department before purchase is finalized.

FORMAL	\geq \$7,500
INFORMAL	\$3,000 TO \$7,500
OPEN MARKET	\$1,500 TO \$3,000
PRO-CARD	\leq \$1,500

Commodities and Non-Professional Services (cont'd)

Informal Purchasing Procedures \$3,000 \leftrightarrow \$7,500

All purchases of supplies and contractual services for less than the estimated value of \$7,500 but equal to or in excess of \$3,000 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 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 shall be awarded to the lowest responsible bidder.

A contract and purchase order MUST be established by the purchasing department before purchase is finalized.

Open Market Purchasing Procedures \$1,500 \leftrightarrow \$3,000

All purchases of supplies and contractual services for less than the estimated value of \$3,000 but equal to or in excess of \$1,500 shall be made on the open market.



All open market purchases shall be based on at least three (3) competitive bids, which may be either oral or written. These bids shall be solicited by mail, fax, telephone, e-mail or any other means deemed appropriate. End user must document vendor names, prices, quotes, and any other necessary information, and forward to Purchasing, or the Office of Purchasing may solicit quotes.

The contract shall be awarded to the lowest responsible bidder.

A contract and purchase order MUST be established by the purchasing department before purchase is finalized.

Commodities and Non-Professional Services (cont'd)

Pro-Card Purchasing Procedures \leq \$1,500

All purchases of supplies and contractual services for less than the estimated value of \$1,500 may be made on the open market without bids or proposals.



Professional Services

A contract and purchase order MUST be established by the director of purchasing before purchase is finalized.

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 Purchasing) 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 Purchasing is required.

Professional services over \$7,500 require recommendation by department head and Director of Purchasing along with recommendation and approval of Chief Administrative Officer and City Council approval.