

Bidding Procedures for Commodities and Non-professional Services

Informal: Informal bids are used for expenditures that are over \$1,500 and less than \$7,500. This may be either written or oral depending on expenditure amount. All quotations are made on a competitive basis, securing quotes from at least (3) vendors whenever possible.

Formal: Formal bids are required for expenditure of \$7,500 or more. The bids must be submitted in a sealed envelope to the Office of Purchasing. They must be received and stamped before the time and date stated in the bid request. Bids received after the time and date requested will be returned unopened and will not be considered. All submitted bids must state clearly on the outside the vendor's name and address, due date and bid opening time.

Bidding Procedures for Professional Services

Class A services are those that require an expenditure of \$10,000 or more. Services for projects where fees will exceed \$10,000 requires 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 (3) 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 for 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.

How to reach the Office of Purchasing

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
Office of Purchasing
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

November 19, 2009

Doing Business with the City of Kirkwood Brochure



A guide for prospective vendors provided by the City of Kirkwood Office of Purchasing.

The purpose of this guide is to provide information for vendors on how to do business with the City of Kirkwood.



WHERE COMMUNITY AND SPIRIT MEET®

City Services

Office of Purchasing

The Office of Purchasing coordinates the needs of all departments for supplies, services, and equipment. Purchasing staff warehouses stock to supply the electric and water utilities, as well as items commonly used by all City departments. This department supervises the competitive bidding process, helps prepare bid specifications, and authorizes or recommends all purchases.

The City of Kirkwood’s purchasing philosophy is dedicated to the principles of competition and fairness, as well as ensuring that Kirkwood residents receive the best value for each expenditure. Therefore, qualified vendors are encouraged to do business with the City of Kirkwood.

In an effort to streamline our Purchasing System, the City of Kirkwood will continue to require certain processes to be followed as they relate to the purchase of goods and services.

- Purchase Orders must accompany all goods purchases and all services performed unless credit card authorization is used.
- All invoices, shipments and delivery slips (packing lists) must have a purchase order and/or contract number referenced and sent to the Office of Purchasing at 212 South Taylor Ave, Kirkwood, MO 63122.
- Terms and Conditions accompany our purchase orders, please read and ensure that you agree with these terms and conditions before bidding.

When may I visit?

Sales representatives are a valuable source of information in obtaining bids, specifications, product improvements, and state-of-the-art innovations. We also value the assistance provided in resolving delivery and billing issues. In order that we may productively utilize our time and yours, we recommend that you call for an appointment.



Mission Statement

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.

FAQ—Frequently Asked Questions



How can I get on the bidder’s list?

You can register at www.kirkwoodmo.org on-line by clicking on “City Services,” “Purchasing” and “Getting on the Bidder’s List.” You may also send your request via fax to (314) 984-5975 or mail your request to the Office of Purchasing at 212 South Taylor, Kirkwood, MO 63122. Be sure to include the commodity or commodities as well as your complete company information.

Where can I find a listing of the current bids?

A listing of all open bids is posted on our office board at 212 South Taylor Avenue and is available at www.kirkwoodmo.org on-line by clicking on “City Services,” “Purchasing” and “Current Open Bids.”

Can Bids be faxed?

- Informal bids under \$7,500 may be faxed.
- Formal bids MUST be submitted in sealed envelopes which clearly display the bid number, vendor name, and time and date for the bid opening.

Are BID openings public?

Unless otherwise stated in the bid documentation, all formal bids are opened publicly in the Office of Purchasing on the date and at the time shown on the invitation for Bids.

A representative of the Office of Purchasing presides over the bid openings. Representatives from other City departments may be in attendance. The designated representative shall read the bid price, as well as any other information deemed pertinent. A cordial invitation is extended to all those who wish to be present for the opening of the formal bids.

No decision of award is made during the bid opening. Also, no discussions relating to the bids are entered into during the bid opening.

What criteria are used to award bids?

- Bids for goods and non-professional services are awarded to the lowest responsive and responsible bidder meeting required specifications.
- Bids for professional services are based on many factors. As these requirements vary, depending on the type of services required, the solicitation will specify the award requirements.

FAQ—Frequently Asked Questions

(cont’d)

How can I get bid results?

Bids are available after **72 hours** of bid opening by visiting our website at www.kirkwoodmo.org and clicking on “City Services,” “Purchasing” and “Bid Results.” Copies are also available for viewing in the Office of Purchasing.

When am I notified of the award?

Bid awards are not issued until they are approved by the Kirkwood City Council. Upon approval, a purchase order and contract will be issued.

What about bond and insurance requirements?

Bonds and insurance may be required for various procurements. The City attempts to only require bonds and insurance to meet statutory requirements or when complex purchase warrants them to protect the City’s interests. When required, all bond and insurance requirements will be specified in the bid solicitation.

Is the City tax exempt?

The City of Kirkwood does not pay sales tax and all tax-exempt information is provided with the purchase orders and contracts.

What about hazardous materials?

Vendors are advised that the City of Kirkwood requires proper labeling and Material Safety Data Sheets (MSDS) on all products covered by the Hazard Communications Act. It is the vendor’s responsibility to determine which products are covered by the act and to provide an MSDS with the initial shipment.

