

Bidding Procedures for Professional Services

Architectural, Engineering or Land Surveying Services

Present provisions of law notwithstanding; in the procurement of architectural, engineering or land surveying services, the Procurement Director shall encourage firms engaged in the lawful practice of their professions to submit qualifications and performance data to the Director of Procurement through a **Requests for Qualifications**. The top ranked firm after the evaluation of qualifications shall be provided with a Request for Proposal.

Other Professional Services

The Procurement Director will chair the selection committee and solicit **Requests for Proposals** from qualified firms to perform these services.

Procedures for Requests for Proposals

Class A services are those that require an expenditure of more than \$15,000. Services for projects where fees will exceed \$15,000 require contacting at least three (3) firms for an “expression of interest.” After the “expressions of interest” are reviewed, detailed proposals may 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 Procurement Director) shall make a recommendation to the Chief Administrative Officer who will review and present to the City Council for 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 more than \$5,000 and less than or equal to \$15,000. Three (3) written proposals are required. After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Chief Administrative Officer for approval or rejection.

Class C services have fees for less than or equal to \$5,000 and do not require solicitation of competitive proposals. However, approval of the Procurement Director is required.

How to reach the Office of Procurement

The procurement 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 Procurement
212 South Taylor Ave
Kirkwood, MO 63122
Phone: 314-822-5850
Fax: 314-984-5975
www.kirkwoodmo.org**



David Weidler, CPPO, CPPB
Procurement Director
Phone: 314-822-5850
Email: weidledc@kirkwoodmo.org

Sara Foan-Oliver
Procurement Assistant Director
Phone: 314-822-5851
Email: foanolsm@kirkwoodmo.org

Cassandra James
Senior Procurement Officer/Analyst
Phone: 314-822-5853
Email: jamescs@kirkwoodmo.org

Dan Gatti
Procurement Officer/Analyst
Phone: 314-984-5982
Email: gattidf@kirkwoodmo.org

Tracy Girse
Administrative Associate
Phone: 314-984-5958
Email: girsetc@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 and Facilities Division Superintendent
Phone: 314-984-5947
Email: wallsta@kirkwoodmo.org

Doing Business with the City of Kirkwood



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

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 Procurement

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

The City of Kirkwood's procurement 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 procurement system, the City of Kirkwood requires certain processes to be followed as they relate to the procurement 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 Procurement at 212 South Taylor Ave, Kirkwood, MO 63122.
- Terms and Conditions accompany our bids, purchase orders, and contracts, please read and ensure that you agree with these terms and conditions.

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 to productively utilize our time and yours, we recommend that you call for an appointment.



Mission Statement

To provide the City with the highest quality goods and services in the most cost effective, timely and fiscally responsive manner in compliance with applicable regulations and policies using a fair and transparent process.

FAQ—Frequently Asked Questions

How can I get on the bidder's list?

You can register on-line at www.kirkwoodmo.org by clicking on "Government," "Procurement(Bids)" and the "Bidder's List" link. You may also send your request via fax to (314) 984-5975 or mail your request to the Office of Procurement 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?

All open Invitation for Bids are posted in our office at 212 South Taylor Avenue and are posted online at www.kirkwoodmo.org by clicking on "Government," "Procurement(Bids)" and "Bid Opportunities."

Can Bids be emailed or faxed?

- Informal bids (equal to or less than \$15,000) may be emailed or faxed.
- Formal bids MUST be submitted in sealed envelopes to the Office of Procurement clearly displaying the bid number, title, and vendor name prior to the time and date for the bid opening.

Are BID openings public?

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

A representative of the Office of Procurement presides over the bid openings. Representatives from other City departments may be in attendance. The designated representative will 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 formal Invitation for 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

How can I get bid results?

Bids are available on average within **72 hours** after the bid opening by visiting our website at www.kirkwoodmo.org and clicking on "Government," "Procurement(Bids)" and "Bid Tabulations." Copies are also available for viewing in the Office of Procurement.

When am I notified of the award?

Bid awards are not issued until they are approved by the Kirkwood City Council or the Procurement Director (See Bidding Procedures Section). Upon approval, a purchase order and/or 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 whenever a complex procurement 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 purchase orders and/or 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.

Bidding Procedures for Commodities and Non-professional Services

Open Market: Open market procurements are made by authorized employees of the City of Kirkwood with a value of \$1,500 or less.

Informal: Informal bids are used for expenditures that are over \$1,500 and equal to or less than \$15,000. Competitive quotes must be in writing from at least (3) vendors whenever possible.

Formal: Formal bids are required for expenditures of more than \$15,000. The bids must be submitted in a sealed envelope to the Office of Procurement.