

CITY OF GLASGOW, MISSOURI

Bill No. 20220711

Ordinance No. 3450-1

AN ORDINANCE OF THE CITY OF GLASGOW, REPEALING ITS EXISTING PURCHASING POLICY FOR MUNICIPAL PURCHASES USING OUTSIDE FUNDS AND ADOPTING A NEW MISSOURI ESTABLISHING APURCHASING POLICY FOR MUNICIPAL PURCHASES USING OUTSIDE FUNDS; TIME WHEN ORDINANCE WILL TAKE EFFECT.

WHEREAS, the City of Glasgow does previously adopted a purchasing policy in place for purchases made using outside funds;

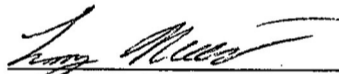
WHEREAS, the Board of Aldermen of the City of Glasgow, Missouri believes it advisable to have amend its purchasing policy,

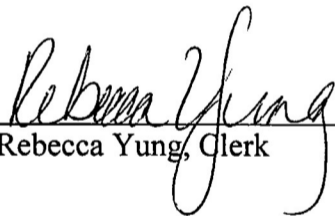
NOW THEREFORE, **BE IT ORDAINED** by the Board of Aldermen of the City of Glasgow, Missouri, as follows:

Section 1. The existing City of Glasgow, Missouri Purchasing Policy and Procedures for Outside Funding is hereby repealed in its entirety.


Section 2. There is hereby adopted a purchasing policy and procedures for purchasing set forth in the attached document entitled ,“City of Glasgow, Missouri Purchasing Policy and Procedures for Outside Funding” and the Mayor is given authority to sign the same.

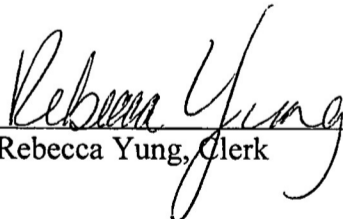
Read two times, passed and approved this 11 day of July, 2022.


Larry Neville, Mayor Pro Tem

Attest 
Rebecca Yung, Clerk

THIS ORDINANCE APPROVED THIS 11 DAY OF JULY, 2022.


Larry Neville, Mayor Pro Tem

Attest 
Rebecca Yung, Clerk

City of Glasgow, Missouri

Purchasing Policy & Procedures for Outside Funding

1. Goals

This policy has been designed to ensure that the guidelines set by the Board of Aldermen regarding the expenditure of outside funds are met by all departments.

The basic goals of the City's purchasing policy are:

- To comply with the legal requirements of public purchasing;
- To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with the City;
- To receive maximum value for each public dollar spent;
- To provide City departments with required goods and services at the time and place needed in the proper quantity and quality;
- To purchase only goods and services for which funds have been approved.

2. General Guidelines

These general guidelines should be considered administrative rules and regulations and are to be adhered to by all departments in the procurement of goods and services. The City Clerk should be responsible for overseeing the application and adherence to this policy and will issue clarifications as needed.

- 2.1 Local Buying – It is the desire of the City to purchase from local vendors whenever possible. This can be accomplished by ensuring that local vendors are included in the competitive bid process. The City of Glasgow has a responsibility to its residents to ensure that the maximum value is obtained for each public dollar spent. The departments shall identify local vendors who offer the specific goods or services being sought, and those local vendors shall be placed on the vendor list maintained in each department. If no local vendors are available, then the City's preference is to purchase or lease from Missouri vendors, and then from United States vendors.
- 2.2 Sales Tax – The City is exempt from paying all local sales tax. The City Clerk's office can provide the necessary exemption documents to any vendor upon request.
- 2.3 Personal Purchases – Employees are prohibited from using their position or the City's name to purchase items for their own personal use.

3. Purchasing Guidelines

This policy establishes guidelines regulating the degree of formality to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited. Good documentation and using extra caution to ensure that all vendors are treated fairly is in the City's best interest.

- 3.1 Small Purchase Procedures for Employees - \$500 or less
Department heads shall designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and that purchases are accounted for. Department heads may place restrictions on employee's authority to purchase items.
- 3.2 Small Purchase Procedures for Dept. Heads - \$1,000 or less
Department Heads are authorized to purchase directly from a vendor in the amount of \$1,000 or less. Price comparisons should be made on a routine basis to ensure the best value is obtained for each purchase.
- 3.3 Informal Purchase Procedures - \$1,001 to \$10,000
Department heads must obtain three (3) or more quotations for the goods or services required that will cost \$1,001 - \$10,000. Quotations can be done by 1 of 4 options: telephone, email, mail or fax. Bids received from vendors must be in written form and returned to the department by mail, fax or email. Informal written bids do not require formal advertising and a public notice of bid opening shall not be required.

The Board of Aldermen will approve the purchase awarding it to the lowest, best responsible bidder. Under no circumstances shall the purchase of goods or services be divided into multiples in order to avoid the maximum limit of \$10,000.

3.4 Formal Bids – Purchases \$10,000 and above

Department heads anticipating the purchase of goods or services exceeding \$10,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs and following the formal bid process.

The award will normally be made to the lowest and best bidder meeting specifications. However, there may be instances when accepting the low bid is not in the best interest of the City. When such a situation arises, it is incumbent upon the department head to thoroughly document the reasons why the low bidder should be disqualified or not selected. The City reserves the right to select a vendor based upon past service and experience with the vendor.

3.5 Formal Bid Process

Upon the approval of the City Council the city clerk with the department heads approval will prepare and send the bid package consisting of an invitation to bid, specifications, and bid form to qualified vendors

The City Clerk will prepare the bid notice and publish it in a local newspaper. All bid notices shall explicitly indicate that the City reserves the right to accept or reject any bid when it is determined in the best interest of the City to do so. All bids shall be sealed and filed with the City Clerk at or prior to the time on the date stated in the notice. Formal bids will only be accepted in a sealed envelope or package. Formal bids will not be accepted by fax, email or any other electronic means except in extreme circumstances.

All bids shall be opened at the specified time designated on the date stated in the bid notice and shall be publicly read by the Mayor or his/her designee. Any bids arriving after the designated bid opening day and time will be noted and the bid will remain unopened. The department from which the bid invitation was issued will be responsible to have one person from that department attend the bid opening to witness and record the bids as they are opened and read. The City Clerk will prepare a written tabulation of all bids.

3.6 Bid Evaluation Process

Initial evaluation of bids received, whether oral or written, shall be conducted by the Board of Aldermen who shall:

- Determine acceptability of bids received. Examine the ability, capacity and skill of the bidder to perform the contract or provide the service required;
- Review the quality of performance of previous contracts or services;
- Verify bid bond included (if required);
- Verify required information, i.e. literature, samples, etc provided
- Determine lowest and best bid meeting specifications;
- Determine the ability of the bidder to provide future maintenance and service for the use of the contract subject

4. Professional Services

Normal competitive procedures cannot be utilized in securing professional services such as engineers, architects, and land surveyors, who, in keeping with the standards of their discipline, will not enter in to a competitive bidding process.


A Request for Proposal (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. When an RFP for professional services is approved, the RFP must be issued and published which identifies all the factors that will be used to evaluate proposals and qualifications, including the importance that price or cost will play in the selection.

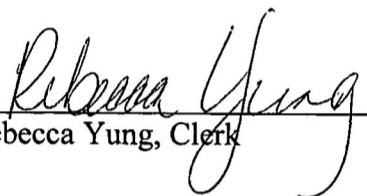
In securing professional services, it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, in a professional way, those services required. All proposals received must be evaluated. The award may be made to the

respondent whose proposal would be most advantageous to the City, considering prices and other factors identified in the Request for Proposals.

A contract will be negotiated with the professional deemed to best meet the City's needs. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The City shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with such firm shall be terminated. The City shall then undertake negotiations with the third qualified firm. If the City is unable to negotiate a contract with any of the selected firms, the City shall reevaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions hereof.

Adopted by the Glasgow Board of Aldermen on the 11th day of July, 2022.


Larry Neville, Mayor Pro Tem

Attest 
Rebecca Yung, Clerk