**IN THE VILLAGE OF CENTERTOWN, MISSOURI**

Bill No. 0020-011 ORDINANCE No. \_\_\_\_\_

AN ORDINANCE ESTABLISHING A PROCUREMENT POLICY FOR THE

VILLAGE OF CENTERTOWN, MISSOURI

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CENTERTOWN, MISSOURI, AS FOLLOWS:

Section 1. Purchasing Agents. Purchasing agents shall be appointed with the approval of the Board of Trustees. The purchasing agent, when authorized, shall procure for the village the bids for all supplies and contractual services by the village in accordance with the procedures prescribed by this ordinance.

a. Maintenance Supervisor: Purchase of Maintenance Equipment Repairs and Supplies.

b. Village Clerk: Purchase of Office Supplies and Building Repairs that require immediate attention.

c. Chief Water Operator: Waterworks Supplies and Repairs.

d. Snow Plow Operator: Road Salt

Section 2. Duties, General. In addition to the purchasing authority conferred in the preceding section, and in the addition to any other powers and duties conferred by this, the purchasing agent shall:

a. Act to procure for the village the highest quality for all supplies and contractual services at the least expense to the village;

b. Exploit the possibilities of buying “in bulk” so as to take full advantage of discounts;

c. Inspection or supervise the inspection of all deliveries with regard to quantity, quality, and conformance to the specifications.

Section 3. Conflict of Interest. See “Code of Conduct Policy” for the guidelines affecting this topic.

Section 4. Gifts and Rebates. The purchasing agent and every other officer and employee of the village are expressly prohibited for accepting, directly or indirectly, from any person, company, firm, or corporation to which any purchase or contract is or might be awarded, any rebate, fit, money, or anything of value whatsoever, except where given for the use and benefit of the village.

Section 5. Purchases of $500 or Less. The purchasing agents and Chairman, Board of Trustees are authorized to purchase items that cost $500 or less.

Section 6. Purchase in Excess of $500.

a. Purchases over $500 require Chairman’s approval with board notification within 30 days.

b. Purchases over $1,000 require Chairman’s and an additional board member’s approval with board notification within 30 days.

c. Purchases over $1,500 require board approval.

d. Chief Water Operator is granted spending authority up to $5,000 in emergency situations as detailed in Ordinance 97, dated September 20, 2005.

Section 7. Bidding.

a. If the consideration is not more than $2,000, bids shall be solicited in the most expedient manner with due regard for competitive price and quality.

b. If the consideration is for more than $2,000 but less than $10,000 at least three (3) bids shall be solicited by mail or telephone, from which the lowest responsible bidder (Refer to Section 9), with proper qualifications shall be accepted. A record of quotations shall be maintained. The purchase shall be approved by the Chairman and the Board of Trustees.

c. If the consideration is for more than $10,000, the inviting bids shall be published at least one time in an official newspaper at least two weeks preceding the last day set for the receipt of bids. The bid shall be awarded to the lowest responsible bidder (Refer to Section 9), with proper qualifications. The inviting bid shall include a general description of the articles to be purchased, shall state where bid blanks and specifications may be secured, and the time and place of opening bids. The purchase shall be approved by the Chairman and the Board of Trustees.

d. For all supplies and contractual services estimated to cost in excess of $3,500, a written contract should be obtained from the qualified bidder. The Chairman and Board of Trustees shall award the contract for supplies and contractual services.

Section 8. Bid Opening Procedure. Bids shall be submitted sealed to the village, or designated location, and shall be identified as “bids” on the envelope. They shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be posted for public inspection and a tabulation report on file.

Section 9. Lowest Responsible Bidder. The village reserves the right to reject any and all bids. Contracts shall be awarded to the lowest responsible bidder. In determining “lowest responsible bidder,” in addition to price, the following shall be considered,

a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;

b. Whether the bidder can perform the contract or provide the service promptly, or without delay or interference;

c. The character integrity, reputation, judgment, experience, and efficiency of the bidder;

d. The quality of performance of previous contracts or services; and,

e. Based on discretion of the Board.

Section 10. Justification of Award. When the award is not given to the lowest responsible bidder, a full and complete statement of the reasons for placing the order elsewhere shall be completed and kept on file.

Section 11. Tie bids. If all bids received or the lowest bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a bidder approved by the Board.

Section 12. Effective Date. This ordinance shall be in the full force and effect from and after its passage and approval.

**FIRST READING HELD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECOND READING HELD AND FINAL PASSAGE ON THIS \_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_, 2020 BY THE FOLLOWING VOTE:**

Aye Nay

Adam Brown \_ \_\_ \_\_\_\_\_

Sally Whitaker \_\_ \_\_\_\_\_

Paula Hinshaw \_\_\_ \_\_\_\_\_

Heather Hunger \_\_\_ \_\_\_\_\_

Sherry Kempf \_\_\_ \_\_\_\_\_