
Sec. 2-366. Purchasing policy.

The following procedures shall apply when procuring supplies, equipment or services that have been adopted within the city budget by the board of aldermen and the purchase of the supplies, equipment or services is less than the budgeted amount.

- (1) Purchases less than one thousand dollars (\$1,000.00) may be authorized by a department head. Department heads shall always strive to maximize value and to minimize costs when making these purchases.
- (2) For purchases from one thousand dollars (\$1,000.00) to five thousand dollars (\$5,000.00), at least three (3) written non-sealed bids shall be solicited for the item or items. The execution of the bid requirement shall be documented by the department and attached to the purchase order.

The department head may then award the purchase or contract for services to the lowest responsible bidder who submits the bid which is most advantageous to the City.

- (3) For purchases from five thousand dollars (\$5,000.00) to fifteen thousand dollars (\$15,000.00), at least three (3) written non-sealed bids shall be solicited for the item or items. The execution of the bid requirement shall be documented by the department and attached to the purchase order.

The department head may then award the purchase or contract for services to the lowest responsible bidder who submits the bid which is most advantageous to the city. The city administrator's approval is required.

- (4) Whenever any contemplated purchase or contract for services is reasonably anticipated to cost more than fifteen thousand dollars (\$15,000.00), the department head shall cause to be published in one (1) issue of a newspaper of general circulation in the St. Louis metropolitan area a notice inviting sealed bids; said notice shall be published at least ten (10) days prior to the date set for receipt of bids. The notice herein required shall include a general description of the articles to be purchased or the services to be performed, and the time and place for opening of sealed bids. In addition, the notice shall be sent via mail or email to prospective suppliers of the item to be purchased or services to be performed, including all suppliers of such items with whom the city has done business within the preceding two (2) years. Notice of the invitation to bid shall be posted in the lobby of city hall and on the city's web site.

(Ord. No. 2027, § 1, 11-22-2016)