

**Does the Purchasing Division act as the central ordering point for all City Departments?**

Yes. The Purchasing Division is responsible for recommending and administering purchasing policies, programs, and procedures for the acquisition of materials, equipment, supplies, services and construction projects for City Government. All requests for prices or services and all purchases are to be made through the Purchasing Division. This authority may be delegated to others if certain criterion exists.

**What procedures and/or policies govern the purchasing process?**

The City operates under a centralized purchasing system and competitive bidding is the basis for this process. It is the objective of the City to procure the necessary commodities and services consistent with the quality needed to meet the requirements of City departments, and that the taxpayers receive the maximum value for each dollar expended. It is the policy of the City that no political or prejudicial considerations govern the award of City contracts. Every purchase is made in the public's interest, providing all vendors a fair and equal opportunity to participate.

**Acceptance of gifts is prohibited.**

No. City employee shall not receive a benefit or profit from any purchase or contract made in conjunction with their job as a City employee. The City shall purchase from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications and providing the full measure of services required.

**How does the City procure frequently needed items and services?**

The city establishes yearly contracts for frequently need items and services. These yearly contract have additional optional renewal years available.

**Are there dollar limits which govern the purchasing procurement method?**

Yes. They are as follows:

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|--------------------------------|---|
| Purchases \$0 to \$1,000:      | Items in this range may be ordered by City departments with prior approval of Purchasing. Departments may use a procurement card or provide a purchase order number as applicable. Price quotes are encouraged. |
| Purchases \$1,000 to \$3,000:  | Items in this range may be ordered by City departments. A minimum of three (3) quotes must be obtained. Departments may use a procurement card or provide a purchase order number as applicable.                |
| Purchases \$3,000 to \$10,000: | Items in this range must be ordered through the Purchasing Division. Purchasing must obtain informal written bids. Advertising is not required.   |
| Purchases \$10,000 or more:    | Items in this range must be ordered through the Purchasing Division. Purchasing must obtain formal written bids. Advertising is required. Council approval must be obtained for all purchases over \$20,000.    |

**Can City employees make personal purchases from the vendors under contract with the City?**

No. Employees of the City shall not procure or assist in procuring any materials, supplies or equipment for the personal use of any employee, officer, or official of the City. Employees, officers, or officials by virtue of position are not entitled to any special consideration from vendors or contractors in their personal affairs, nor are they to attempt to procure materials for personal use. There are certain instances when suppliers have extended discounts to families of government employees.

**Can the city purchase off of other government entities established contracts?**

Yes. If the other government entity's signed contract includes language that the contract's pricing and conditions will be extended to other government entities.

**Does Purchasing maintain a vendor list?**

The Purchasing Division maintains a list of prospective bidders categorized by commodities and services. The vendor list is the primary source of Procurement Officers in the Purchasing Division for the solicitation of bids. To be added to the vendor list a vendor application form must be submitted to Purchasing. It is the vendor's responsibility to notify the Purchasing Division of any changes in ownership, officers, addresses, phone/fax numbers, and commodities or services offered.

**How can I obtain documents if I am interested in bidding on a City offering?**

Bid information may be obtained by accessing the City's website at <http://www.cityofls.net/> or through DemandStar at [www.demandstar.com](http://www.demandstar.com). For construction projects generally only the advertisement will be posted, which will provide information on how to obtain bid documents.

**Can I obtain information regarding a Request for Proposal (RFP) project after it has closed?**

According to the Missouri Sunshine Law, Chapter 610, section 610.021, paragraph 1Chapter 610, section 610.021, paragraph 12, the City will not release any information or documents related to the proposal until a contract has been executed or until all proposals are rejected

**Once a contract has been issued then how do I obtain documents pertaining to that RFP project?**

Any requests for information must be submitted in writing and addressed to the Purchasing Division at the above address. The City will act on each request no later than the end of the third business day following the date the request is received in the Purchasing Division.

**Once a bid has open, can I obtain pricing information that was submitted from other supplies on that bid project?**

Yes. Unofficial bid tabulations for the public bid opening meeting are available.

**If I have a dispute pertaining to a bid or an established contract, what do I do?**

Contact the specified Procurement Officer listed on the bid or contract document. The Procurement Officer will work with you and the specific using department personnel to resolve and issues.