

Who should read this brochure?

All City of Kirkwood department heads, supervisors and employees who are authorized to make procurement decisions for their respective departments.



Where can I get more help?

WHO CAN I TALK TO?

- Procurement Director
- Procurement Department Staff

WHAT CAN I READ?

- Procard manual
- Other reference material upon request

Review the City of Kirkwood's Code of Ordinance's Article VI—Procurement.



Purchase Orders are required for everything procured in the City whether it be goods, supplies, services, professional services, etc. The only exceptions are goods or services purchased with a Procard or authorized through a check requisition.

How to reach the Procurement Department

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



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

Rachel Shelley
Procurement Assistant Director
Phone: 314-822-5850
Email: shellers@kirkwoodmo.org

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

Nick Morris
Procurement Officer/Analyst
Phone: 314-984-5982
Email: morrisnt@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

City of Kirkwood Bid Thresholds Brochure



A helpful procurement tool provided by the City of Kirkwood Procurement Department.

The purpose of this guide is to provide information about the procurement ordinance bid thresholds.



WHERE COMMUNITY AND SPIRIT MEET®

Commodities and Non-Professional Services Formal Procurement Procedures > \$15,000



All supplies and services (excluding professional services) shall be procured by formal written contract from the lowest responsible bidder when the extended cost shall exceed \$15,000.

Sealed bids must be solicited to at least three (3) responsible prospective suppliers. Formal bids that include detailed specifications (provided by end user and reviewed, modified and approved by the Office of Procurement) will be advertised by the Office of Procurement and made available to all suppliers.

Sealed bids shall be submitted to the Procurement Director. The bids shall be opened in public at the time and place stated in the invitations to bid and in any public notices. After the opening, the Office of Procurement shall tabulate all bids received and file a report of the bids with the City Council, together with the Procurement Director's recommendation as to whom the award shall be made.

The City Council, upon receiving the tabulation and recommendation of the Procurement Director along with the request for legislation from the using department, will award the contract to the lowest responsive and responsible bidder. However, the Council shall have the right to reject any and all bids.

A contract and/or purchase order must be established by the procurement department before the purchase.

FORMAL	> \$15,000
INFORMAL	\$1,500.01 TO \$15,000
OPEN MARKET	≤ \$1,500

Commodities and Non-Professional Services (cont'd)

Informal Procurement Procedures \$1,500.01 ↔ \$15,000



All procurements of supplies and contractual services for equal to or less than the estimated value of \$15,000 but in excess of \$1,500 shall be made upon the basis of at least three (3) written bids from three (3) prospective suppliers of the City.

These bids (minimum of 3) shall be solicited by email, direct mail or telephone request to prospective vendors. Informal bids must be mailed, faxed or e-mailed in order to show proper record.

The contract will be awarded to the lowest responsive and responsible bidder.

A contract and/or purchase order must be established by the Procurement Department before the purchase.

NOTE: All contracts with a term > 5 years and a cumulative value of \$45,000 or more require City Council approval.

Open Market Procurement Procedures / Procard Procurement Procedures ≤ \$1,500



All procurements of supplies and contractual services for less than or equal to the estimated value of \$1,500 shall be made on the open market.

Open market procurements can be solicited by any authorized staff member of the City. The preferable method for transactions with a value of \$1,500 or less is a City issued Procard. If an order requires contractual signature, please provide the document to the Procurement Department for review of terms and conditions prior to acceptance. If you require any assistance in soliciting a quote please contact the Procurement Department.

Commodities and Non-Professional Services (cont'd)

Qualifications Based Selection

If a project requires the specialized services of an architect, engineer, or land surveyor the City is required to perform a qualifications based selection process by the State of Missouri. Please contact the Procurement Department for more information.

Professional Services

A contract and purchase order must be established by the Procurement Director before the purchase.

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, three (3) detailed proposals shall 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 for review and presentation 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 > \$5,000, but ≤ \$15,000. Three written proposals are required and may be solicited by mail or phone. After reviewing the detailed proposals, the Selection Committee shall make a recommendation to the Chief Administrative Officer for approval or rejection.

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

Professional services with an estimated value of more than \$15,000 require recommendation by the department head and Procurement Director prior to the recommendation of the Chief Administrative Officer and City Council approval.