

AN ORDINANCE SETTING PURCHASING PROCEDURES FOR THE CITY OF
LOWRY CITY, MISSOURI.

Be it ordained by the Board of Aldermen of the city of Lowry city, Missouri
that these PURCHASING PROCEDURES are hereby adopted as:

CITY OF LOWRY CITY PURCHASING PROCEDURES

Section 1. The purchasing agency shall be appointed with the approval of Mayor and City Council. The purchasing agent, when authorized, shall procure for the city the bids for all supplies and contractual services needed by the city in accordance with the procedures prescribed by this ordinance.

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

- a. Act to procure for the city the highest quality for all supplies and contractual services at the least expense to the city;
- 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. Gifts and Rebates. The purchasing agent and every other officer and employee of the city 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 city.

Section 4. Purchases of \$500 or Less. The purchasing agent, Mayor, and Superintendent of Water & Maintenance is authorized to purchase items that cost \$500 or less without City Council approval. The fire chief is also authorized to purchase items that cost \$500 or less without City Council approval.

Section 5. Purchase in Excess of \$500. Mayor and City Council must approval all purchases in excess of \$500.

Section 6. 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 prices and quality.
- b. If the consideration is for more than \$2,000 but less than \$10,000 at least two (2) bids shall be solicited by mail or telephone require from two (2) prospective vendors, 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 Mayor and City Council.

- c. If the consideration is for more than \$10,000, the inviting bids shall be published one time only 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 Mayor and City Council.
- 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 Mayor and City Council shall award the contract for supplies and contractual services.

Section 7. Bid Opening Procedure. Bids shall be submitted sealed to the city 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 8. Lowest Responsible Bidder. The city 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 9. 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 10. 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 11. Build America Buy America Act (BABA). It is the purchasing agent’s responsibility to ensure contractors and subcontractors are compliant to the Build America Buy America Act which can be found in federal regulations 2 CFR part 184. Further details regarding BABA can be found in the Admin Manual Chapter 9.3.4.
This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.
Read the first time this 18th day of March 2025

Read the second time and passed and approved this 18 day of March 2025

(SEAL)

ATTEST:

John Farrell, City Clerk

Patricia Landes, Mayor