

BILL NO. 367

ORDINANCE NO. 367

**AN ORDINANCE FOR THE PURPOSE OF PURCHASING EXPENDITURES;  
COMPLIANCE WITH COMPETITIVE BIDDING REQUIREMENTS.**

**BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE VILLAGE OF  
UPLANDS PARK, AS FOLLOWS:**

SECTION 1. It is determined that it is in the best interest of the Village of Uplands Park, Missouri, that it establishes procedures for the purchase of expenditures; compliance with competitive bidding requirements.

SECTION 2. The purchase of expenditures; compliance with competitive bidding requirements shall be as follows:

- (A) *Purchase under \$750.* For purchases involving expenditures of less than \$750, the appropriation for which has been approved as part of the annual budget, shall be made without formal bidding, subject to the rules and regulations prescribed by the Board of Trustees.
- (B) *Purchase between \$750 and \$2,500.* For purchases of at least \$750 but less than \$2,500, the Village Clerk shall solicit at least three oral bids, and shall keep a written record of those oral bids.
- (C) *Purchases between \$2,500 and \$5,000.* For purchases of at least \$2,500 but \$5,000 or less, the Village Clerk shall solicit at least three written bids.
- (D) *Purchases over \$5,000.* For purchases in excess of \$5,000, the Village Clerk shall comply with the following competitive bidding requirements.
  - (1) *Notice.* A notice inviting bids shall be published at least once in a newspaper of general circulation in the village. The notice shall be published at least end days prior to the date set for the receipt of the bids. The notice shall include a general description of the items to be purchased or services performed and the time and place for opening bids. A notice inviting bids may also be posted in the Village Clerk's office, and may also be mailed to all responsible prospective bidders. If notices can be mailed to all prospective bidders who are qualified to bid, the Purchasing Agent may waive publication and send the letters in lieu of publication
  - (2) *Bid forms.* Each bid shall be in writing on the form provided by the Village Clerk. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid. The bid form shall state that the city reserves the right to reject any and all bids.
  - (3) *Opening bids.* At the time and place prescribed in the notice for opening bids, the Village Clerk shall open all bids and publicly read each bid. All bids submitted after the time specified in the notice shall be void, and shall be returned to the bidder.
  - (4) *Certification of bids.* The Village Clerk shall tabulate all bids properly submitted, and certify them to the department director, to the Board of

Trustees, or to the board or commission, as may be appropriate.

#### AWARDING OF CONTRACTS.

- (A) The award of the contract of purchase shall be made by the Village Clerk for amounts \$5,000 or less, and by the Board of Trustees for amounts \$5,000 or more.
- (B) The Village Clerk may acquire on behalf of the Village all easements and rights-of-way appropriate in conjunction with a road or development project of the Village where the cost for the easement or right-of-way involving \$5,000.

#### SELECTION PROCESS

- (A) If the cost of the services is estimated to be less than \$500, then the initial selection process, review process, and selection process shall not apply. The Village Clerk, or the head or director of the department, board or commission requiring the service may negotiate with a qualified provider to establish an amount that is fair and reasonable.
- (B) *Award of contract.* The final decision to award a contract for purchase of professional services shall be made by the Village Clerk for amounts \$5,000 or less, and by the Board of Trustee for amounts \$5,000 or more.

#### REQUESTS FOR BIDS.

- (A) Whenever any department, board, or commission requires profession services to perform work on a project, or series of related or similar projects, and the exact type and amount of work to be performed to complete such project or projects is capable of ready determination, the head or director of such department, board, or commission shall, in cooperation with the Village Clerk, draft specification for bids for the project or projects. Specifications shall be drafted so as to ensure that the qualification of the offeror of the required service shall be sufficient to satisfactorily perform the required service, and to facilitate the making of bids therefrom.
- (B) Purchases involving expenditures of less than \$500, the appropriation for which has been approved as part of the annual budge, shall be made without formal bidding, subject to the rules and regulations prescribed by the Board of Trustees.
- (C) For purchases of at least \$500, but less than \$1,000, the Village Clerk in cooperation with the appropriate department director shall solicit at least three written bids.
- (D) For purchases in excess of \$1, 000, the Village Clerk in cooperation with the appropriate department director shall comply with the following competitive bidding requirements:
  - (1) *Notice.* A notice inviting bids shall be published at least once in a newspaper of general circulation in the village. The notice shall be published at least end days prior to the date set for the receipt of the bids. The notice shall include a general description of the items to be purchased

or services performed and the time and place for opening bids. A notice inviting bids may also be posted in the Village Clerk's office, and may also be mailed to all responsible prospective bidders. It notices can be mailed to all prospective bidders who are qualified to bid, the Village Clerk may waive publication and send the letters in lieu of publication

(2) *Bid forms.* Each bid shall be in writing on the form provided by the Village Clerk. Each bid shall be signed by the bidder and shall contain the full name of the person or company submitting the bid. The bid form shall state that the village reserves the right to reject any and all bids.

(3) *Opening bids.* At the time and place prescribed in the notice for opening bids, the Village Clerk shall open all bids and publicly read each bid. All bids submitted after the time specified in the notice shall be void, and shall be returned to the bidder.

(5) *Certification of bids.* The Village Clerk shall tabulate all bids Properly submitted, and certify them to the department director, to the Board of Trustees, or to the board or commission, as may be appropriate.

(C) (E) The contract shall be awarded to the bidder who submits the lowest and best bid. The lowest and best bid shall be determined by considering the amount of the bid, the experience, qualifications, and the reputation of the bidder, and any previous dealing which the bidder has had with the Village. The award of the contract shall be made by the Village Clerk for amounts \$5,000 or less and by the Board of Trustees for amounts of \$5,000 or more.

SECTION 3. This ordinance shall be in full force and effect from and after the date of its' passage and approval.

READ the first time the 13 day of MARCH, 2006

READ THE SECOND TIME AND PASSED by the Board of Trustees of the Village of Uplands Park, this 13 day of MARCH, 2006.

ATTEST:

Charlotte Graham Village Clerk

Village Clerk

James MacLendon

Chairperson of the Board of Trustees

APPROVED BY THE CHAIRPERSON, this 13 day of MARCH, 2006.

ATTEST: