

AN ORDINANCE repealing Division 2., Purchasing and Procurement, of Article V., Finance, of Chapter 2, Administration, of the Code of Ordinances, City of Joplin, Missouri, consisting of Sections 2-191 through 2-200 inclusive, and enacting in lieu thereof, a new Division 2., Purchasing and Procurement, consisting of Section 2-191, Division of Purchases, and Head thereof established; Section 2-192, Purchasing and Procurement Policies and Procedures; and Section 2-193, Bidding Requirements; and containing an emergency clause.

WHEREAS, Section 4.03 of the Home Rule Charter of the City of Joplin, Missouri, establishes a division of purchases and requires that rules and regulations pertaining to purchases of the City be enacted; and,

WHEREAS, the City has recently acquired a new financial software package and desires to generally update and revise its Purchasing and Procurement Policies and Procedures to implement said software.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That Division 2., Purchasing and Procurement, of Article V., Finance, of Chapter 2, Administration, consisting of Sections 2-191 through 2-200 inclusive, be and the same are hereby repealed, and a new Division 2., Purchasing and Procurement, of Article V., Finance, of Chapter 2, Administration, consisting of Sections 2-191, 2-192, and 2-193, be incorporated in its place, to read as follows:

"Chapter 2
ADMINISTRATION

...

Article V. Finance

...

DIVISION 2. PURCHASING AND PROCUREMENT

...

Section 2-191. Division of purchases established.

As provided in Section 4.03 of the Charter, there is hereby established in the Department of Finance, a Division of Purchases. The Head of the Division of Purchases shall be the Director of Finance, or his designee, as approved by the City Manager.

Section 2-192. Purchasing and Procurement Policies and Procedures.

The Director of Purchases shall promulgate written standard policies and procedures for the purchasing and procurement of all goods and/or services required by the City of Joplin when approved by the City Manager. A copy of the Policies and Procedures Manual shall be on file with the City Clerk.

Section 2-193. Bidding Requirements.

Except for the specific provisions of the Charter covering contracts for professional services, all goods and/or services acquired by the City of Joplin shall be competitively bid in accordance with the following procedures:

- (1) Purchases of materials valued at less than \$1,000.00 may be made without a bid requirement;
- (2) Purchases from \$1,000.00 to \$3,000.00 may be made pursuant to a request for bid via telephone from at least three (3) qualified suppliers;
- (3) Purchases from \$3,000.00 to \$15,000.00 require written bids or faxed bids from at least three (3) qualified suppliers;
- (4) Purchases greater than \$15,000.00 require formal sealed bids with legal notice in a newspaper with

a specific time and location for bid opening. The opening date shall be not less than fifteen (15) days after advertisement."

Section 2. That this Ordinance, being an Ordinance dealing generally with payment of current expenses of City Government, is an emergency within the meaning of Section 2.12(3) of the Home Rule Charter of the City of Joplin, Missouri, and as such, this Ordinance shall become effective immediately from and after its adoption and approval.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, THIS 19th day of April, 1999, by a 9-0 vote.

Earl Carr
Mayor

ATTEST: Barbara Hogelin, City Clerk

APPROVED AS TO FORM: Chuck Brown, City Attorney