CITY OF JOPLIN

PURCHASING AND PROCUREMENT

POLICIES AND PROCEDURES

EFFECTIVE MARCH 20, 2023

CITY OF JOPLIN, MISSOURI
PURCHASING POLICIES AND PROCEDURES
TABLE OF CONTENTS

DESCRIPTION	PAGE NUMBER
Purpose and Objectives	3
General Provisions	4
Purchase Order and Bidding Requirements	8
Purchasing Procedures	12
Construction Project Delivery Methods and Procedures	20
Forms-Index	24

CITY OF JOPLIN, MISSOURI
Purchasing Policies and Procedures
Effective March 20, 2023

PURPOSE AND OBJECTIVES

These policies and procedures relating to the purchase of goods and/or services have been instituted to ensure that all employees of the City of Joplin follow practices which:

*assure the community that goods and/or services are procured in a manner consistent and compliant with the provisions of Federal law, State law, the City Charter, the City Code, and with generally accepted accounting principles;
*assure that the City is obtaining the best goods and/or services possible, which meet the required standards at the most reasonable cost;
*establish and maintain the highest level of accountability, fairness, and integrity.

These policies and procedures have been prepared pursuant to Article IV, Sections 4.03 and 4.04 of the Joplin City Charter and Article V, Division 2 of the Joplin City Code to achieve the following objectives:

*to clearly establish that compliance with proper purchasing practices is the responsibility of all employees;
*to vest the Finance Department with the responsibility for the establishment of and for monitoring compliance with proper accounting practices and internal control guidelines which maintain the highest levels of safety, quality, and integrity in the purchasing process;
*to procure supplies, materials, equipment, and contractual services for the City at the most appropriate cost and the best quality consistent with the goods and/or services required;
*to, at all times, exercise positive financial accountability in the expenditure of City funds;
*to ensure the fair and equitable treatment of all persons, in any capacity, who participate in the City's purchasing process.

GENERAL PROVISIONS

A. Definitions

A purchase order serves as the official order form and legal document for the City of Joplin.

B. Purchasing Authority

The City utilizes a decentralized purchasing function. Decentralized purchasing means the City's department heads are responsible for monitoring the purchasing activities of their departments. The Finance Department is physically responsible for the preparation of actual purchase orders, but the individual departments ensure compliance with purchasing laws and regulations, such as securing both informal and formal bids.

C. Selection of Vendors or Contractors

Vendors and contractors are selected on the basis of their ability to provide the requested goods and/or services at the lowest and best price. The lowest and best price is considered to be that price which meets all the specifications and quality requirements of the bid proposal within the lowest price range, which may or may not be the lowest price offered. In making the selection, the City will consider the following factors:

*price;
*quality of goods and/or services to be provided;
*on-going maintenance, warranties, and post-purchase support;
*prior experience with the vendor or contractor;
*ability to satisfactorily meet all of the City's specifications and requirements;
*any other factors reasonably related to the overall cost to the City upon purchase and use of the goods and/or services being requested.

Conflict of Interest and Ethical Conduct: Pursuant to Section 15.09 of the Home Rule Charter, and, pursuant to Section 2-50 of the Code of Ordinances of the City of Joplin, no council person, officer, or employee of the City shall have a financial interest, direct or indirect, in any contract with the City or any office, department, board or agency thereof, or be financially interested, directly or indirectly, in the sale or lease to the City of any land, materials, supplies, equipment or services. **No council person, officer, or employee of the City shall accept gifts or gratuities on an individual basis from any vendor or potential vendor of the City.** Any violation of this section shall render the contract, agreement, undertaking or sale void, and any officer or employee so violating this section shall thereby forfeit his office, position, or employment.

D. Acceptable Preferences

Products Manufactured in the United States: Preference is given to vendors who offer products manufactured, assembled, or produced in the United States, if the quality and price are comparable with all other goods and/or services offered for purchase.

Every contract for capital construction of improvements in excess of $10,000 will contain a provision requiring the contractor to use products manufactured, assembled, or produced in the United States in the performance of the contract, if the quality and price are comparable with other available goods.

Post Consumer Products: Preference will be given to vendors or contractors who offer products which contain post consumer recyclable material if the quality and price are comparable with other available goods.

Federally Provided Funds: All federal requirements will be followed when purchasing goods and/or services with federally provided funds. Before placing an order with a vendor, each department will verify that the vendor is not debarred or suspended by the federal government on the web page. The web page address is **www.sam.gov**. The issuing department will verify that the prevailing wage is paid to all workers on construction contracts.

State of Missouri Vendors: Preference will be given to vendors or contractors who produce, manufacture, or market goods and/or services within the State of Missouri, if the quality and price are comparable with all other goods and/or services offered to the City and all other factors to be considered in the bid award process are equal.

Local Vendors:

1. Preference will be given to vendors or contractors who produce, manufacture, or market goods and/or services within the defined radius as described below, if the quality and price are comparable with all other goods and/or services offered to the City and all other factors to be considered in the bid award process are equal. When a formal written bid or proposal is not required, local vendors may be given an opportunity to match prices offered by non-local vendors, as long as the products are equal as to specifications and quality requirements.

2. A vendor or contractor is considered to be local if their principal place of business is located within a radius of twenty-five (25) miles from Joplin City Hall, with the majority of its primary business operations, including but not limited to, production, operation, purchasing, billing, marketing, management, administration and ownership, occurring within said radius. "Local" shall not include the following:

    (a) Those businesses with only a local post office box; or
    (b) Those businesses with a sales presence in the said radius, but no physical business location within the said radius; or
    (c) Home based businesses that merely take orders for products shipped from out-of-town to their customers.

3. When bids or proposals are received from both local and non-local vendors or contractors, the local bidder may be given preference in the awarding of the bid provided that its bid meets all other specification, quality, and service requirements in the following instances:

(a) If a local bidder is within three (3%) percent of the lowest bid from a non-local bidder on a bid or proposal from $3,000.00 up to $1,000,000.00, and within two (2%) percent on such bid or proposal from $1,000,000.00 up to $3,000,000.00, and within one (1%) percent on such bid or proposal from $3,000,000.00 to $5,000,000.00.

(b) The local purchasing preference policy shall not apply in the following instances:
    (1) When purchases and or contracts are funded in whole or in part by federal funds.
    (2) When such preference is in conflict with any applicable state or federal laws, rules or regulations.
    (3) When construction projects are financed with public assistance, including but not limited to, tax increment financing, Chapter 100 bonds, Chapter 353 redevelopment projects and enterprise zone redevelopment.

(c) In the event that a general/prime contractor wishes a bid to be considered local, such contractor must either be local as defined above and at least 51% of the value of the total work to be performed as set forth in the bid price must be accomplished by the general/prime contractor or subcontractors considered local pursuant to this policy as defined above; or, utilize subcontractors considered local who will perform at least sixty percent (60%) of the value of the total work to be performed as set forth in the bid. The general/prime contractor will be required to document this information and provide it with the bid in order for the bid to be considered under the local vendor preference policy.

E. Commodity Buying

Departments are encouraged to plan ongoing purchases of goods and/or services in a manner to take advantage of price discounts for quantity purchases of items, such as the following:

*Office and Stationary Supplies
*Janitorial and Paper Supplies

F. Encumbrance Accounting and Budgetary Control

Encumbrance accounting is employed as a practical means of controlling spending. Encumbrances are used to indicate that some unspent funds have been committed by means of purchase orders or executory contracts, and so are NOT available for new spending. Encumbrances are used to reflect committed, but unspent resources, thereby indicating the true balance of resources available for new spending.

The first step in the purchasing process is the preparation and approval of a budget. The budget establishes the levels of available funding and how the funds may be spent. Through the automated financial accounting system, all purchase requisitions and orders will be encumbered against available funds in the department's budget. Encumbrance accounting assists the City in maintaining proper budgetary control to assure that actual expenditures do not exceed annual appropriation levels. Monies committed through the issuance of

a purchase requisition will be deducted from individual budget accounts to indicate the level of funding still available for appropriation by the department.

PURCHASE ORDER AND BIDDING REQUIREMENTS

To ensure that goods and/or services are purchased from the vendor/contractor, who can provide the best product at the lowest and best price to the City, the bidding practices set forth in this section are to be followed by **ALL** City employees. ***It is not acceptable to divide or split quantities to be purchased with the intent of evading or circumventing the bidding requirements established under these policies.***

A. General Overview

1. Selection of Lowest and Best Bidder: See General Provisions Section C for determination of selection of lowest and best bidder.
2. Vendor Bid Lists: the Finance Department will maintain the official vendor bid list. Departments will have on-line computer access to the current vendor bid list. A vendor must contact the Purchasing Clerk in the Finance Department to be placed on the official vendor bid list for the City.

B. Formal Sealed Bids

When Required: A formal sealed bid is required when:

*it is estimated that the total cost will ***exceed $15,000;***
*the goods and/or services required are to be purchased with state or federal funds and the use of those funds require a formal bid process;
*the City Council, the City Manager, or the Director of Finance determines it is within the best interests of the City to seek formal bids/proposals.

Advertising of Formal Bids: All formal requests for bids or proposals must be advertised no less than fifteen (15) days prior to the date on which sealed proposals or bids will be opened. Advertising must be accomplished in such a manner as to allow interested bidders a sufficient length of time to prepare a complete and meaningful response to the bid document. The advertisement methods to be employed are as follows:

*a legal advertisement in a local newspaper, whose general circulation is within the City limits, for a period of at least one-day;
*delivery by mail, fax, or e-mail of the official notice to all vendors or contractors who have requested to be placed on the City's bid list for goods and/or services of the nature being solicited.

Additional Approval: If the bid price exceeds $100,000 or the purchase requires the completion of a signed contractual agreement with the vendor for performance of services, formal adoption by the City Council is also required.

C. *Informal Written Quotations*

When Required: An informal written quotation from at least three (3) vendors is required for all purchases with an estimated price of ***less than $15,000 but more than $3,000.***

D. Informal Telephone Quotations

When Required: An informal telephone quotation from at least three (3) vendors is required for all purchases with an estimated price of ***less than $3,000 but more than $1,000.***

E. Discretionary Purchases

Goods and/or services whose value does ***not exceed $1,000*** may be purchased without obtaining bids or quotations at the discretion of the department head. A purchase requisition is required for ***ALL*** goods and/or services, which require a purchase order. A detailed listing of exempt goods and/or services is itemized in the purchasing procedure section of this policy. Vendors will be instructed that the City will not be responsible for payment if any item is sold or delivered without the presence of a purchase order. No individual will be authorized to purchase or contract for goods and/or services as an agent of the City without presenting a purchase order document at the time an order is placed.

F. Emergency Purchases (under $200)

An exception to the above policy will be granted for purchases of materials valued at less than $200 from local vendors. While a formal purchase order is not required, the individual receiving merchandise from a local vendor will be required to provide that vendor with an authorized Field Purchase Order (Local Purchase Order). This Field Order can be printed at the Department and authorized by the appropriate supervisory personnel. One copy is to be provided to the local vendor at the time of sale or delivery; one copy is to be forwarded to Finance; and one copy is to be retained by the department. These pre-numbered forms can be issued without first being reviewed by the Finance Department.

These Field Orders may also be used for emergency purchases of up to $500 with the department heads' approval and a written explanation of the nature of the emergency provided to Finance. This will allow for materials to be purchased at times when it is impossible for a department to obtain a formal purchase order from the Finance Department. ***All local vendors will be informed that the City will not be financially responsible for the purchase of any goods and/or services by ANY City employee without the presentation of a valid Field Order.***

G. Bid Prices

Bid prices obtained from a vendor for goods or services ***may*** be used for up to, but not longer than, one year from the bid date as long as there is no variation in the price or the goods or services provided. This

minimizes the cost of bidding, while ensuring the lowest price is obtained.

H. Exceptions to Purchasing and Bidding Requirements

Goods and/or services are exempt from the formal bid or informal quotation process if:

*The goods and/or services are only available through a single source. Written documentation of this exception, with the requisition number, must be forwarded to the Finance Department by the department.
*The goods being purchased are not new.
*The goods and/or services are available only from suppliers whose prices are set by governmental regulations, such as utility services.
*The goods and/or services being sought must be compatible with goods already owned or services already being provided to the City or with supplier warranty agreements.
*The goods and/or services are being purchased through a cooperative agreement with other governmental agencies.
*The goods and/or services are being purchased through BuyBoard Purchasing Cooperative.
*The goods and/or services may be obtained through the State of Missouri's cooperative procurement agreement, as long as it can be documented that the items purchased cannot be obtained from a local vendor at a lower price and that the State Division of Purchasing can provide documented evidence of the competitive bidding procedure followed for the specific items being purchased.

I. Monthly Blanket Purchase Orders

Blanket purchase orders are used for vendors with whom repetitive or standing orders are frequently placed. A blanket purchase order is valid for a six-month period. A separate blanket requisition must be completed for the items charged to each operating expense (expenditure) account. The standard requisition procedures are the same.

J. Bid Protests

Any actual or prospective bidder, offerer, or contractor, who is aggrieved in connection with the solicitation of bids or the award of a contract, may protest to the Director of Finance. The protestee shall present, in writing, the basis upon which the solicitation or award is contested, and, such protest must be presented within ten (10) days after the bid opening. Compliance with this bid protest procedure shall be a condition precedent to any legal action.

K. Resolution of Bid Protests

All bid protests shall be referred to the City Purchasing Committee, which shall consist of the Director of Finance or his designee and the City Attorney or his designee. The City Purchasing Committee shall undertake such investigation as, in their mind, is necessary to rule on such bid protest, and, shall make a written recommendation to the City Manager within ten (10) days of such written protest. The City Manager

shall then modify, approve or disapprove such recommendation, which decision shall be communicated in writing to the protestee, and shall be final. No appeal shall be taken from the decision of the City Manager except as provided by Chapter 536, RSMo.

L. Suspension or Debarment

The Director of Finance shall maintain a list of all suspended or debarred contractors. The Purchasing Committee shall have the authority to suspend or to bar a person from consideration for bid awards. A suspension may be for up to six (6) months; a debarment may be from six (6) months to two (2) years in length. Notice of suspension or debarment shall be given by Certified Mail.

The following are causes for suspension or debarment:

1. Conviction within the last ten (10) years for the commission of a criminal offense as incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
2. Conviction within the last ten (10) years under state or federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor.
3. Being suspended or debarred from bidding upon federal or state contracts.
4. Breach within the last two (2) years of a contractual relationship with the City of Joplin, which, in the Committee's opinion, is so serious as to justify suspension or debarment.

A contractor who is suspended or debarred may appeal in writing to the City Manager, whose decision shall be final. No appeal shall be taken from the decision of the City Manager except as provided by Chapter 536, RSMo.

M. Policy Violations

Violation of these policies and procedures by any city employee shall result in corrective action being taken, which is pursuant to Section Eight of the City of Joplin Employee Rules and Regulations Manual.

PURCHASING PROCEDURES

All purchases for goods and/or services to be paid from City funds require the issuance of a properly authorized and executed City purchase order ***prior*** to placement of an order and acceptance of delivery. The purchase order serves as a contractual agreement between the City and the vendor, which guarantees payment and provides City staff with the authorization to procure goods and/or services in the name of the City. Without an approved purchase order, City employees are not authorized to arrange for the purchase of goods and/or services on behalf of the City and the City, in turn, assumes no responsibility for payment to the vendor for items delivered.

A. General Overview

1. New vendors are established through the Finance Department. When a department needs a new vendor to be established, they will complete the ***Request for New Vendor*** form and forward it to the Finance Department. The Finance Department will send a "New Vendor Package" to the requested vendor. The vendor will be required to provide the City with an address, a tax identification number, a current W-9 form, a telephone number, a contact name, an order address, and a payment address. If the vendor is a local vendor, they will also be required to have a current City of Joplin business license and all required documents associated with a business license.

Once the "New Vendor Package" information is returned to the Finance Department from the vendor, the vendor will be established in the computer system. An ***Approved Vendor*** listing will be sent to the department to confirm the set up of the new vendor.

B. Purchase Order Requisition

Departments will complete an on-line purchase requisition to initiate all purchases. The on-line requisition will contain the following information:

*name and address of supplier or contractor;
*vendor number;
*detailed description of goods and/or services being requested;
*quantities, unit prices and extended prices for goods and/or services being requested;
*anticipated delivery date;
*street address where goods and/or services are to be delivered;
*budget account against which expenditure is to be encumbered (***account codes are assigned based on the appropriate classification of expense rather than the availability of unappropriated funds);***
*approval of department head or his approved designee.

On-line requisitions will be approved on-line by the appropriate supervisor, department head, City Manager, and/or Finance Department based on the type and amount of the purchase. Requisitions being

processed for which sufficient funds are not available or for items not appropriated through the annual City budget will not be allowed. One or more of the following must be forwarded to Finance before the requisition can be resubmitted:

*a budget transfer request signed by the Department Head.
*a budget amendment request signed by the Department Head and the Director of Finance. The City Manager, or his designee, must also approve amendment requests in excess of $3,000. Amendment requests in excess of $10,000 must have the formal approval of the City Council prior to issuance of a purchase order. ***All*** budget amendments under $10,000 will be considered for approval by the City Council at the end of the budget year.
*a memo from the Department Head and approved by the City Manager authorizing the purchase of capital outlay items not included in the City's approved budget. Formal Council approval of additional capital equipment or improvement projects is required when the cost exceeds $50,000.
*formal adoption by the City Council, if the bid price exceeds $100,000 and is not appropriated in the budget or the purchase requires the completion of a signed contractual agreement with the vendor for performance of services.

C. *Formal Sealed Bids*

Preparation and Issuance of Formal Bid Document: With the assistance of the Finance Department, each City department will be responsible for the preparation and issuance of all formal bid documents involving the procurement of goods and/or services which are to be purchased from available funds appropriated in their annual departmental budget. Where a formal sealed bid is to be issued, the following procedures will apply:

1) Departments will prepare a detailed ***Bid Specification*** form which provides:
*a complete description of the item(s) to be purchased in sufficient detail to allow the vendor to determine the City's minimum requirements;
*any conditions with which the vendor must comply in order to be awarded the bid or to perform on the contract;
*any applicable quantities, performance levels, warranty periods or on-going service expectations which are to be provided;
*a description of any equipment to be offered for trade-in with sufficient detail to allow the vendor to provide an accurate trade-in allowance quote;
*a designated space following each specification requirement for the vendor to note their ability or inability to meet the conditions listed and propose an alternative or substitute for the department's consideration;
*a statement indicating that the vendor must comply with federal regulations, federal procurement policy, and the

Davis-Bacon Act if federal funds are being used for the purchase.

2) Departments will prepare a ***Bid Proposal Response*** form to be completed by the vendor, which is required to contain the following:
   *detailed description of item(s) being bid or proposed (make, model, quantity, warranty periods, etc.);
   *bid pricing information (bid price must be quoted F.O.B. Joplin);
   *estimated date of delivery or performance;
   *date of bid submission;
   *company name and home office address;
   *name and phone number of company representative to contact;
   *signature of company representative.

3) Departments will forward both the ***Bid Specification*** and the ***Bid Proposal Response*** forms to the Finance Department for completion of the Bid Document Package along with:
   *name, title, telephone number, and fax number of the staff member assigned as bid contact person;
   *location and address from where bid documents may be obtained;
   *desired bid opening date and time (must be at least 30 days following submission of bid documents to Finance Department and will be contingent on publication date of legal advertisement);
   *budget account to be charged and anticipated cost of item being bid;
   *disclosure of any possible related parties.

4) The Finance Department will review the documents provided and verify that sufficient unencumbered funds are available in the department's budget. Bids for capital equipment or projects will be compared with the listing of approved items included in the adopted annual budget. If sufficient monies are not available for the purchase or if the item does not appear on the approved listing of capital equipment or projects, the bid documents will be returned to the department.

5) If sufficient funds are available and the item has been approved for purchase in the adopted budget, a bid number will be assigned. The Finance Department will prepare a ***Bid Cover Sheet***, an ***Instructions to Bidders*** form, and a ***Notice to Bidders*** form to complete the formal bid document package. The bid instructions must set out the following information and conditions:
   *the specified date, time, and place of the formal opening of sealed bids;
   *all sealed bids are marked clearly with the bid number and the description of the item being bid;
   *the City reserves the right to accept all or any portion of the goods and/or services being requested from any one vendor;

*the City reserves the right to select the lowest and best bidder based on full consideration of all factors, preferences, and conditions deemed applicable by the City of Joplin;
*the City reserves the right to reject all bids at any time.

6) The Finance Department will ensure that all advertising requirements are satisfied.

7) The completed bid document, with the ***Bid Tabulation*** form, will be returned to the department contact person, who is responsible for distributing the information to all interested parties. Departments must send the notice of formal sealed bid to ***ALL*** vendors, in the specific item category on the official vendor bid list, which is maintained by the Finance Department. The contact person will forward the entire package to any vendor requesting a copy of the bid package.

Awarding of Formal Bids: At the date and time specified, all sealed bids received will be opened in the department issuing the bid with at least two City staff members present. A ***Bid Tabulation*** form is to be completed immediately upon opening of the vendor proposals. The department will then review the bids received to determine which bid offers the lowest and best price while meeting all the specification and quality requirements desired. If the department's recommendation is the lowest bid received, an on-line purchase requisition should be completed and approved by the department head. The original bid tabulation form, with the requisition number, will be forwarded to the Finance Department.

If the recommendation is to award the bid to a vendor other than to the one supplying the lowest bid price, the department head will send a written recommendation which provides justification for the award to the City Attorney and to the Finance Department. This recommendation will be reviewed and approved by the City Attorney, prior to issuance of a purchase requisition, to ensure that adequate justification is provided in case an unsuccessful vendor files an appeal.

D. Informal Written Quotations

Solicitation of Written Quotations: Departments will prepare a written memorandum describing the goods and/or services being requested. The department is responsible for providing this information to no less than three (3) vendors who will be given sufficient time to respond in writing with a bid proposal. No legal advertisement is required but departments are encouraged to provide the specification memorandum to all vendors named on the City's bid list. It is the department's responsibility, prior to the solicitation of quotations, to ensure that sufficient unencumbered funds are available in the department's approved budget and that all capital-related items are included on the approved capital outlay listing. Vendors submitting quotations must respond in writing, by e-mail, or via facsimile directly to the department soliciting the quotation.

Acceptance of Written Quotation: Upon receipt of all solicited quotations, the department will review the information provided and determine which vendor has offered the lowest and best price which meets all of the conditions and specifications desired. When the successful vendor has been selected, an on-line purchase requisition is completed and approved by the department head. The original specification memorandum and the completed bid tabulation form, with the requisition number, will be forwarded to the Finance Department. If the selected vendor is not the one offering the lowest price, a written justification must be attached.

E. Informal Telephone Quotations

Solicitation of Telephone Quotations: Departments will be responsible for contacting no less than three vendors and providing them with a detailed description of the goods and/or services desired. No legal advertisement is required but departments are encouraged to contact all vendors named on the City's bid list. It is the department's responsibility, prior to the solicitation of quotations, to ensure that sufficient unencumbered funds are available in the department's approved budget and that all capital-related items are included on the approved capital outlay listing. Vendors may respond by telephone, by e-mail or via facsimile directly to the department soliciting the quotation.

Acceptance of Telephone Quotations: Upon receipt of all solicited quotations, the department will review the information provided and determine which vendor has offered the lowest and best price which meets all of the conditions and specifications desired. When the successful vendor has been selected, an on-line purchase requisition is completed and approved by the department head. The original ***Telephone Quotation Tabulation*** form, with the requisition number, will be forwarded to the Finance Department. If the selected vendor is not the one offering the lowest price, a written justification must be attached.

F. Authorized Purchase Order

The approved purchase requisition will be sent on-line to the Finance Department. The Finance Department will review all requisitions for completeness; accuracy of budget account number assignment; availability of sufficient unencumbered funds in the department's budget; and compliance with City bidding and purchasing policies. Requisitions for capital equipment or projects will also be compared with the approved listing contained in the annual adopted City budget. Once this review is completed and no exceptions are discovered, the Finance Department will proceed with the issuance of a purchase order. Before distribution, the Purchasing Clerk will sign all purchase orders. The signature of the Director of Finance, or his designee, will also be required on all purchase orders over $3,000. Since the purchase order document constitutes a contract between the City and the supplier or contractor, vendors are to be instructed that shipment or delivery is not authorized unless they have received an approved Purchase Order document either by mail or via facsimile.

Purchase orders will be printed and distributed daily by the Finance Department. The Purchase Order will be distributed in the following manner:

*Original Copy – Vendor
*Copy 1 – Accounts Payable
*Copy 2 – Department

The Finance Department will be responsible for all matters related to proper accounting practices in the area of purchasing. If a purchase requisition has exceptions, the Finance Department will send it back via on-line access to the department for additional/different information.

G. Field Purchase Orders (Local Purchase Orders)

For goods and/or services purchased from ***local*** vendors with a value of less than $200, departments may use a ***Field Purchase Order*** (Local Purchase Order) form in place of a formal Purchase Order. The Field Purchase Order is a pre-printed, pre-numbered triplicate form. The Field Purchase Order requires the same information as a purchase requisition, but may be approved by either the department head or a department supervisor designated by the department head. The form will print at the department and will require an authorized signature. A City employee may take the Field Purchase Order to the vendor to pick up the requested items. The vendor will retain one copy as authorization to bill the City for the goods and/or services, the department will retain one copy, and one copy will be forwarded to the Finance Department by the department. The City employee will attach any shipping documents, delivery tickets or invoice copies to the Finance Department's copy of the Field Purchase Order and will initial the F.P.O. indicating receipt of the items.

H. Blanket Purchase Orders

Blanket purchase requisitions are completed the same as regular purchase requisitions. Blanket orders are issued for items needed on a recurring basis. Blanket orders will be valid for six months. A separate blanket requisition must be completed for the items charged to each operating expense (expenditure) account. For example, a separate blanket purchase order is required for paint supplies and hardware supplies.

I. Exempt Goods and/or Services

Some goods and/or services, because of their nature, may be purchased without the prior issuance of an authorized Purchase Order or Field Purchase Order. These items include:

*Travel expenses or reimbursements
*Mileage reimbursements
*Petty Cash expenditures ($30 limit)
*Dues and memberships
*Publications and subscriptions (unless a P.O. will substitute for prepayment)
*Fees; Permits and legal advertisements
*Payroll withholding remittances
*Postage and delivery fees

*Utility charges and services
*Rentals and leases
*Insurance premiums
*Legal settlements

These items will be paid with an authorized ***Check Request*** form or ***Travel Expense*** form. The department head must approve the Check Request Form and/or Travel Request Form. Check Requests and Travel Expense forms must have appropriate supporting documentation attached. Check Requests will not be required for any exempt ***invoiced*** item, such as utility charges and legal advertisements. The appropriate supervisor or department head must approve the original invoice that is exempt from a purchase order before payment will be processed. A duplicate copy of the invoice will be retained in the Finance Department pending the return of the original approved invoice.

J. Cancellation of Purchase Orders

Purchase Orders may be issued with an anticipated delivery or completion date of no more than ***one year*** following the date of issuance. Any unexpended funds remaining open against the Purchase Order will be automatically canceled thirty (30) days after the delivery or completion date, unless the department requests in writing that the time period be extended. However, at no time may this time period be extended beyond one year of the date of issuance. In the event of a multi-year project, a purchase order will be issued based on the portion of that project expected to be completed during the year.

K. Receiving of Goods and/or Services

Upon receipt of goods and/or the completion of services, the department will verify receipt of the quantity of items received. The ***department*** will use the on-line computer to receive the goods and/or services. If partial delivery is made, partial receipt of the items must be made on the computer by the department. Receipt is made on the computer the same day that the goods and/or services are physically received at the department. The department must verify receipt of all items received by the unit of measure indicated. This will ensure that the City does not pay for items not received. Do ***NOT*** receive in the quantity ordered, if that is not the actual quantity received. For example, if two boxes of pens were ordered but only one box is received, only one box should be received in the computer by the department. The receiving tickets will print in the Finance Department. The Finance Department will match the receiving ticket with the invoice, before payment is processed.

L. Invoice Processing

Each department is authorizing payment to the vendor through the purchase requisition and receiving processes. Thus, all invoices will be sent directly to the Finance Department. Invoices will be matched to the purchase order and the receiving ticket by Accounts Payable prior to payment processing. Invoices will be paid according to each vendor's terms. If a vendor does not specify payment terms, the City will assume terms of net thirty (30) days. Vendors will be notified that invoices must be sent directly to the Finance Department. If a department

inadvertently receives an invoice, send it to Finance with a note so the vendor can be notified of the proper mailing address.

M. Policy and Procedure Revisions

Any revisions or modifications to the purchasing and procurement policies and procedures will be made by the Finance Department and approved by the City Manager and/or the City Council.

CONSTRUCTION PROJECT DELIVERY METHODS

There are different construction project delivery methods available to municipalities. Typically, the City will follow the Design-Bid-Build method, which is also known as the traditional "low-bidder" model. However, currently State Statute also allows municipalities to utilize the Construction Manager-at-Risk (CMAR) method in certain defined circumstances, as long as municipalities follow the steps set forth in State Statute.

The City of Joplin recognizes the overall construction project goal is to complete the project at the lowest construction cost with the highest quality in the shortest period of time. With this goal in mind, city staff will evaluate and choose the best construction project delivery method to follow prior to beginning the project.

CONSTRUCTION MANAGER AT RISK (CMAR):

Definitions: A construction manager is the legal entity that proposes to enter into a construction management-at-risk contract. Construction manager-at-risk is a sole proprietorship, partnership, corporation or other legal entity that assumes the risk for the construction, rehabilitation, alteration, or repair of a project at the contracted price as a general contractor and provides consultation to the City regarding construction during and after the design of the project.

Eligible Projects for CMAR: Under Missouri State Statute 67.5050, the City may use the CMAR method in the following circumstances:

*For civil works projects such as roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water distribution and wastewater conveyance facilities, airport runways and taxiways, storm drainage and flood control projects, or transit projects commonly designed by professional engineers in excess of two million dollars ($2,000,000.00) and noncivil works projects such as buildings, site improvements, and other structures, habitable or not, commonly designed by architects in excess of three million dollars ($3,000,000.00).

Construction Manager-At-Risk Procedures:

1. Prior to selecting a construction manager-at-risk, the City shall first select an engineer or architect through the demonstrated competence and qualifications process. The engineer or architect shall prepare the construction documents for the project and shall comply with all applicable state laws. The engineer or architect selected for the project shall not also serve in any manner as the construction manager-at-risk.
2. At least one week prior to publishing the request for qualifications for the CMAR, the City shall publicly disclose at

a regular City Council meeting the intent to utilize the construction manager-at-risk method, along with the specified selection criteria to be used in the RFQ document.

3. The City shall contract for, independently of the construction manager-at-risk, any required inspection services, testing of construction materials, or engineering necessary for the acceptance of the project by the City.
4. The CMAR shall be selected in a two-step process as follows:

   Step One:

   a. A request for qualifications shall be issued that includes general information on the project site, project scope, schedule, selection criteria, and the time, place and method for the receipt of the qualifications, and any other information that may assist the City in the selection of the best construction manager-at-risk.
   b. The selection criteria shall be stated in the request for proposals or qualifications. The selection criteria will include the construction manager's experience, past performance, safety record, proposed personnel and methodology, and other appropriate factors that demonstrate the capability of the construction manager-at-risk.
   c. The City shall publish the request for proposals in the local newspaper once a week for two consecutive weeks prior to opening the proposals or qualifications.
   d. The City shall receive, publicly open, and read aloud the names of the responding construction managers.
   e. Within forty-five (45) days after the due date of the request for proposals or qualification submissions, the City shall evaluate and rank each proposal or qualification in relation to the criteria set forth in the request.

   Step Two:

   a. The City may request no more than five construction managers, selected solely on the basis of qualifications, provide additional information, including the construction manager-at-risk's proposed fee and its price for fulfilling the general conditions prescribed by the City.
   b. At this stage, qualifications shall account for forty-five percent (45%) of the evaluation and cost shall account for fifty-five percent (55%) of the evaluation.
   c. The City shall receive, publicly open and read aloud the names of the responding construction managers.
   d. Within forty-five (45) days after the due date of the step two proposals, the City shall evaluate and rank each proposal or qualification in relation to the criteria set forth in this step.
   e. The City shall interview at least two of the top construction managers as part of the final selection.

5. The construction manager that submits the proposal that offers the best value for the City based on the published selection criteria and on the ranking evaluation shall be selected as the number one respondent.
6. The City, or its representative, shall negotiate a contract with the selected construction manager. If the City is unable to negotiate a satisfactory contract with the selected construction manager, the City or its representative, shall formally and in writing, end negotiations with that construction manager and begin negotiations with the next highest ranked construction manager. The negotiations shall result in a guaranteed maximum price (GMP) for the project.
7. The selected CMAR shall publicly advertise as set forth in Missouri State Statute, Chapter 50, and receive bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work other than the minor work that may be included in the general conditions. A CMAR may seek to perform portions of the work itself if the CMAR submits its sealed bid or sealed proposal for those portions of the work in the same manner as all other trade contractors or subcontractors. All sealed bids or proposals shall be submitted at the time and location as specified in the advertisement for bids or proposals and shall be publicly opened and the identity of each bidder and their bid amount shall be read aloud. The City also has the right to restrict the CMAR from submitting bids to perform any portion of the work being bid.
8. The CMAR and the City, or its representative, shall review all trade contractor, subcontractor, or CMAR bids or proposals in a manner that does not disclose the contents of the bid during the selection process to any person not involved with the project. If the CMAR submitted bids or proposals, the City, or its representative, shall determine if the CMAR's bid offers the best value for the project. After all proposals have been evaluated and clarified, the award of all subcontracts shall be made public.
9. If the CMAR reviews, evaluates and recommends to the City a bid from a trade contractor or subcontractor, but the City requires another bid be accepted, the City shall compensate the CMAR by a change in price, time or guaranteed maximum cost for any additional cost and risk incurred by the change.
10. If a selected trade contractor or subcontractor materially defaults in the performance of its work or fails to execute after being selected, the CMAR may itself, without advertising, fulfill the contract requirements or select a replacement to fulfill the contract requirements.
11. The penal sums of the performance and payment bonds delivered to the City shall each be in an amount equal to the fixed contract amount or guaranteed maximum price (GMP).

The CMAR shall deliver the bonds not later than the tenth day after City Council approval of the contract.

INDEX

Sample RFPs and Bid Tabulation Forms

CITY
OF
JOPLIN, MO

REQUEST FOR PROPOSAL PACKAGE

CITY
OF
JOPLIN, MISSOURI

REQUEST FOR PROPOSAL PACKAGE

2014-RFP-17

For

COMMERCIAL IRRIGATION INSTALLATION

JOPLIN PARKS & RECREATION DEPARTMENT
3010 W 1ST STREET
JOPLIN, MO 64801

(417) 625-4750

REQUEST FOR PROPOSALS

The City of Joplin, Missouri will accept sealed proposals until 10:00 A.M., Monday, September 1st, 2014 at the Joplin PARKS & RECREATION Department located at 3010 W 1ST Street, Joplin, Missouri, 64801 for the following:

COMMERCIAL IRRIGATION INSTALLATION

Specifications and bid forms are available from Greg Bertoncino, Golf athletic maintenance supervisor by calling 417-625-4750 or by writing to the address indicated above. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director
Publication Date: **Monday, August 18, 2014**

Scope of Work

To perform all tasks necessary for the application of installing a commercial irrigation system for the Joe Becker baseball stadium. Including infield, outfield, left and right side of base paths and quick couplers.
This shall include all labor, material and equipment needed for preparation.
This project involves the installation of a baseball field irrigation that provides optimum and evenly coverage on the field.
All work shall be done in a professional manner and all areas shall be made complete and useful.
Contractor is responsible for coordinating work and to see work is complete.
Contractor shall be responsible for the cost of all building permits, sales taxes and insurance.
Contractor shall meet with Greg Bertoncino, Athletic field Maintenance supervisor, to discuss product to be used.

Special Provisions

Project: Commercial Irrigation installation at Joe Becker Stadium 1303 S. High Street, Joplin Missouri.
Contractor must be licensed, bonded and insured with the city of Joplin.
Contractors are cautioned that unbalanced bids can be rejected.
Contractors shall be required to coordinate work with Joe Becker stadium schedules to prevent overlapping of other construction to stadium.

General Description and Specifications

The Contractor shall remove all debris resulting from installation.
The Contractor shall restore landscape to its original condition, including backfill trenches and replacing sod.
Install irrigation stainless steel heads. Outfield, infield and appropriate size heads for the left and right side of base paths.
Fittings - All PVC pipes shall be cut evenly and wiped clean without any burs or rough edges before fitting. Primer and solvent shall be applied per manufacturer's specifications. The pipe and fitting shall be assembled and allowed to cure according to manufacturer specifications before lines are charged with water.

Valves – All valves shall be set at least 18" deep (measured from the soil surface to the top of the valve stem) and positioned so that the top of the valve can be easily removed and serviced. The valve(s) shall be supported from the bottom with a clay or concrete standard brick (2 ¼" x 3 ½" x 7 ¾") and at least 2- 3 inches of washed ¾" gravel shall be placed below the valve(s). The valve box shall be set to cover all valves so that there is sufficient space to service the valves and also so that the top of the valve box is even with the surrounding grade.

Control/timer Box
Installation of outdoor control box with remote control capabilities.

Electrical Connections – All electrical connections shall be made with waterproof connectors or approved equivalent. All splices of wiring shall have a valve box installed around the splices. The wiring connections at the valve shall be made so that at least eight (8) extra inches of wire is left for each connection.

Setting and Adjustment of Sprinkler Heads – All heads shall be set so that they can adequately properly cover the area.

EXPERIENCE PERFORMANCE

Contractor will be required to have a minimum of 5years experience. The Contractor shall furnish all resources (i.e. supervision, labor, transportation, materials, supplies and equipment) necessary to fulfill all the requirements and satisfactorily perform all the services. Bidders shall provide references of three projects of sports field irrigation over the past three years.

PERMITS AND RESPONSIBILITIES

The Contractor shall be responsible for obtaining all necessary licenses and permits.

The Contractor shall provide (1) Spring Start-up and (1) Fall Winterization for 1 year of the contract. The Contractor shall document all work and/or inspections performed.

Spring Start-Up shall include the following procedures that need to be done in each zone:

Check the system for obvious external damage and missing heads

Fill the system and check for breaks/leaks, proper operation and water distribution.

Remove, clean, and replace clogged heads.

Recalibrate and adjust all aspects of each system and zone.

Provide documentation of the conditions found and the work performed.

If broken and/or damaged parts are found during spring start up inspection, a City representative and the Contractor shall determine if breakage is the result of freezing caused by faulty Winterization, or if others cause the breakage or damage to the system. If breakage is the result of freezing, due to improper Contractor Winterization, the Contractor shall make the needed repairs at no cost.

All inquiries about this project are to be done through the Parks & Recreation Department. Contact Greg Bertoncino at 417-625-4750.

INSTRUCTIONS FOR PROPOSALS

The City of Joplin, Missouri proposes to CONTRACT the following:

COMMERCIAL IRRIGATION INSTALLATION

All Proposals shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the proposal opening. All proposals shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this proposal document to generally describe the item(s) desired in sufficient detail as to secure proposals on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the proposal form. All blanks on the attached specifications shall be filled in completely and accurately. Any proposal not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the proposal opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items proposed.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the proposal from the local business does not exceed the lowest proposal by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the proposal does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the proposals are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

MARK PROPOSAL ENVELOPES: **"2014-RFP-17 COMMERCIAL IRRIGATION INSTALLATION 10:00 A.M. September 1ST, 2014"**

Questions concerning the specifications and bidding procedures should be directed to Greg Bertoncino, Golf Athletic Maintenance Supervisor, Joplin Parks and Recreation Department at 3010 W 1st Street, Joplin, MO, 64801 or by calling 417-625-4750.

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant

CITY OF JOPLIN, MISSOURI

BID PROPOSAL RESPONSE FORM

Description of Item: Property Acquisition for City of Joplin

BID PRICE (F.O.B. JOPLIN): $_____.
Please provide an estimated cost for this project.

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

MARK BID ENVELOPES: "BID 2013-RFP-29; PROPERTY ACQUISITION, BY 2:00 P.M., WEDNESDAY, SEPTEMBER 18, 2013"

CITY OF JOPLIN, MISSOURI
FORMAL BID TABULATION FORM

ITEMS VALUED OVER $15,000

BID #:_____ BID ITEM DESCRIPTION:_____

BID OPENING DEADLINE:_____ DEPARTMENT:_____

REQUISITION NUMBER:_____ DATE & TIME OPENED:_____

OPENED BY:_____ WITNESSED BY:_____

VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED-Y OR N	BID AMOUNT

****ATTACH ALL FORMAL BID DOCUMENTS FROM VENDORS****

CITY OF JOPLIN, MISSOURI
WRITTEN BID TABULATION FORM
ITEMS VALUED UNDER $15,000 BUT OVER $3,000

ITEM DESCRIPTION:_____ DATE VENDOR NOTIFIED:_____

REQUISITION NUMBER:_____ DEPARTMENT:_____

RECEIVED BY:_____ VERIFIED BY:_____

VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED-Y OR N	WRITTEN BID AMOUNT

****ATTACH ALL WRITTEN BID DOCUMENTS FROM VENDORS****

CITY OF JOPLIN, MISSOURI
TELEPHONE BID TABULATION FORM
ITEMS VALUED UNDER $3,000 BUT OVER $1,000

ITEM DESCRIPTION:_____ DATE VENDOR NOTIFIED:_____

REQUISITION NUMBER:_____ DEPARTMENT:_____

RECEIVED BY:_____ VERIFIED BY:_____

VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED-Y OR N	TELEPHONE BID AMOUNT