JOPLIN CITY COUNCIL
INFORMAL MEETING NOTES
DECEMBER 21, 2020

Mayor Stanley called the December 21, 2020 Informal Meeting of the Joplin City Council to order at 5:15 p.m.

In attendance were Council Members: Charles Copple (via phone), Keenan Cortez, Doug Lawson, Anthony Monteleone, Diane Reid Adams, Gary Shaw, Ryan Stanley, Phil Stinnett, and Christina Williams. Also, in attendance were City Manager Nick Edwards and City Attorney Peter Edwards.

Sales tax update:
Finance Director Leslie Haase reported the December sales tax report (which represents October sales), collections for general sales tax were just over $1.4 million. The amount collected for the same month last year was $1.36 million. We're up about 3.55% for the month. And for the year we're up 1.37%. Good news overall. Reports from Black Friday indicate internet sales were up $9 billion dollars across the US and brick and mortar stores were down 50%.We'll know in a couple of months how holiday sales affected the city's sales tax.

Leslie answered questions after the report.

Purchasing process overview:
Finance Director Leslie Haase provided a power point with the following information:

ARTICLE 4 OFTHE HOME RULE CHARTER

Sets forth the following:

- Purchasing is a division of the Finance Department with the Finance Director
- designated as the PurchasingAgent for the City
- Shall be the policy of the City to allow for competitive bidding
- Council can authorize exceptions to competitive bidding for appropriate reasons such as emergencies,contracts for services for specialized,professional or technical character or contracts involving small amounts

CITY ADOPTED PURCHASING POLICY

Essential Purposes of Policy:

- Grant fair and equitable bidding opportunities to all
- Help ensure the City uses taxpayer resources to procure the lowest and best bid for the benefit of the community
- Establish and maintain the highest level of accountability,fairness and integrity in procurement processes

PURCHASING RESPONSIBILITIES

City operates as a decentralized purchasing function

- City's Department Heads are responsible for monitoring purchasing for their department and following the City purchasing policy
- Finance Department maintains bidders list,prepares purchase orders,assists with formal bids and purchasing matters,and reviews/audits departmental compliance with purchasing policy
- Vendors or contractors selected based on their ability to provide the goods and/or services at the lowest and best price

- Lowest and best price is the price that meets all specifications and quality requirements of the bid proposal, which may or may not be the lowest price offered
- Selection process can include factors such as price; quality of goods and/or services; on-going maintenance, warranties and post-purchase support; prior experience with vendor or contractor; ability to satisfactorily meet City's specifications and requirements; any other factors reasonably related to the overall cost and use

THREE TYPES OF BID LEVELS

- Formal Sealed Bid when it is estimated the total cost will exceed $15,000.00
- Written Bid when the total cost is estimated to be more than $3,000.00 but less than $15,000
- Telephone bid when the estimated price is more than $1,000.00 but less than $3,000.00
- No bid required when the total cost is less than $1,000.00

FORMAL SEALED BIDS

- Request for Proposal (RFP)
- Must be advertised for no less than 15 days prior to bid opening, but may require longer duration depending on the complexity of the bid response being sought
- Allow interested bidders sufficient time to prepare a complete and meaningful response to the bid request
- Must be advertised as a legal advertisement in a local newspaper for a period of at least one day
- RFP required to be sent to all vendors or contractors who have requested to be on the bidder's list for the goods and/or services of the nature being solicited

INFORMAL WRITTEN AND TELEPHONE QUOTATIONS

- Written bids can take the form of any written documentation from an outside source
- Telephone quotes are obtained and documented by city staff
- Require at least three written or telephone quotes

OTHER TYPES OF BIDS

- Request for Qualifications (RFQ) are solely based on qualifications and are limited to architectural and engineering type of work
- City issues "Hybrid" Request for Proposals for certain contract type work such as audit services, various studies or consulting work that is based on price and quality
- Quality is scored based on items such as methodology to carry out scope of work, experience, staffing, references, etc.

PURCHASING AND BIDDING EXCEPTIONS

- Goods and/or services are only available through a single source
- Goods being purchased are used
- Goods and/or services are available only from suppliers whose prices are set by regulations, such as utility services
- Goods sought must be compatible with goods already owned
- Departments can purchase from the State of Missouri Cooperative Agreement

LOCAL VENDOR PREFERENCE

- Preference may be given to local vendors defined as having their principal place of business and primary business operations located within a 25-mile radius of City Hall according to the following scale:
- If local bidder is within 3% of the lowest non-local bidder on a bid between $3,000.00 and up to $1,000,000.00; within 2% on a bid between $1,000,000.00 and $3,000,000.00 or within 1% on a bid between $3,000,000.00 to $5,000,000.00
- Local Vendor Preference can't be applied to certain bids

OTHER BID PROVISIONS

- City Council approval is required on any purchase over $100,000.00
- Current Councils can't bind future councils for monetary purposes, reflected in contract non-appropriation clauses
- Bid prices may be used for up to one year from the bid date as long as there is no variation in the price
- Conflict of Interest and Ethical Conduct outlined in policy
- Preference for Products Manufactured in United States or State of Missouri
- Preference for Post-Consumer Products

OTHER BID PROVISIONS

***Policy addresses*:**

- Federal Funds
- Commodity Buying
- Bid Protests
- Vendor Suspension/Debarment

After the overview, Leslie answered questions from the council members.

The meeting adjourned at 5:39 p.m.

Barbara Gollhofer, City Clerk