

RESOLUTION 2019-24

**A RESOLUTION REPEALING RESOLUTION 2006-10 WHICH ADOPTED
PURCHASE POLICY AND GUIDELINES FOR THE CITY OF
CAMERON, MISSOURI AND CREATING A NEW POLICY FOR SAME**

WHEREAS, the City of Cameron adopts an annual budget authorizing expenditures; and

WHEREAS, the City Council and City Staff wish to provide purchasing guidelines to assist in a fair and consistent manner of making expenditures.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF CAMERON, MISSOURI, AS FOLLOWS:**

Section 1. Resolution 2006-10 is hereby repealed.

Section 2. The guidelines attached hereto and made a part thereof will be the official purchasing policy for the City of Cameron.

Section 3. The Mayor is authorized to sign this Resolution approving it on behalf of the City of Cameron, Missouri.

Section 4. The City Clerk is directed to attest to the Mayor signature.

PASSED AND APPROVED this 5th day of August 2019.





Mayor Darlene Breckenridge



City Clerk

GENERAL PURCHASING GUIDELINES

COMPARING PRICE DIFFERENCES AND MEASURING QUALITY

Product quality and after-market service are important aspects in considering a new purchase. It is the duty of the Director requisitioning an item to secure the best quality for the purpose intended. Procuring quality goods and services means buying those items that will meet, but not necessarily exceed the requirements for which they are intended. In some instances the primary consideration is durability. With other purchases, the question of immediate availability, ease of installation, frequency of repair, or efficiency of operation will be given primary consideration.

Directors requesting capital equipment must consider:

- ◆ Clearly stated specifications for the item requested
- ◆ Life cycle cost for the equipment
- ◆ Mileage ratings or fuel consumption per hour
- ◆ Field demonstrations to compare performance
- ◆ Trade-in value of the item being purchased
- ◆ Other special conditions

It is the responsibility of each Director to develop product specifications and selection criteria.

PURCHASE APPROVAL REQUIREMENTS

Less than \$3000

- ◆ Department Head initiates purchase requisition
- ◆ No quotes needed
- ◆ May be open accounts or “convenience contracts”
- ◆ Accounting reviews purchase request for budget availability and proper coding.
- ◆ Purchase order approved by accounting
- ◆ Purchase order approved by Department Head

\$3001 - \$7,000

- ◆ Department Head must be able to support pricing
- ◆ Director signs purchase request
- ◆ Accounting reviews purchase request for budget availability and proper coding.
- ◆ Purchase order approved by accounting
- ◆ Purchase order approved by Director.

\$7,001 - \$15,000

- ◆ Three (3) oral quotes before purchase requisition issued
- ◆ If unable to secure three (3) quotes or if it is a “sole source” vendor, Director must explain on purchase requisition form
- ◆ Director signs purchase request
- ◆ Accounting reviews purchase request for budget availability and proper coding
- ◆ Purchase order approved by accounting
- ◆ Approval of City Manager required before purchase order approved

More than \$15,001

- ◆ Staff prepares specifications if appropriate
- ◆ Notice to bidders and public notice when necessary
- ◆ Bids analyzed and summarized by Director; summary and recommendations to City Manager to present to City Council; recommendations not for the lowest bidder must be explained and quantified
- ◆ Director signs purchase request
- ◆ Accounting reviews purchase request for budget availability and proper coding
- ◆ Purchase order approved and signed by accounting
- ◆ Approval of City Manager required for purchase order preparation and resolution for city council.