

**AN ORDINANCE AMENDING THE PURCHASING LIMITS  
WITHIN THE CITY'S PURCHASING POLICY**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF CHESTERFIELD, MISSOURI, AS FOLLOWS:**

**Section 1.** Sub-sections 1 through 4 of Section 2 of Ordinance #16 (as amended by Ordinance # 1409) are hereby repealed in their entirety and new sub-sections 1 through 4 of Section 2 of Ordinance #16 are substituted which shall read as follows:

(1) Purchases under five thousand dollars (\$5,000.00). Whenever any contemplated purchase or contract for goods or services is for the sum of less than five thousand dollars (\$5,000) inclusive, the Purchasing Agent may order the items as needed in accordance with the approved accounting system.

(2) Goods or services costing five thousand dollars (\$5,000.00) to ten thousand dollars (\$10,000.00) inclusive. Whenever any contemplated purchase or contract is for goods or services costing from five thousand dollars (\$5,000.00) to ten thousand dollars (\$10,000.00) inclusive, the Purchasing Agent shall obtain at least three (3) quotations from qualified vendors for the goods or services to be purchased. The quotations may be obtained orally and the award for purchase or contract given to the lower responsible bidder.

(3) Purchases costing from ten thousand dollars (\$10,000.00) to twenty-five thousand dollars (\$25,000.00) inclusive. Whenever any contemplated purchase or contract is for goods or services costing from ten thousand dollars (\$10,000.00) to twenty-five thousand dollars (\$25,000.00) inclusive, the Purchasing Agent shall solicit at least three (3) written quotations for the item or items to be purchased. The quotation shall be submitted in written form to the Purchasing Agent who shall award the purchase or contract to the lowest responsible bidder.

(4) Items costing over twenty-five thousand dollars (\$25,000.00). Whenever any contemplated purchase or contract for goods or services is for the sum of more than twenty-five thousand dollars (\$25,000.00), the Purchasing Agent shall cause to be published in one issue of a newspaper of general circulation in the City a notice inviting bids, provided however, that the Purchasing Agent shall have the authority upon the recommendation of the department head to forego advertising in such cases where advertising would not be an appropriate method to seek bids. Said notice shall be published at least ten (10) business days prior to the date set for the receipt of the bids. The Purchasing Agent may allow more time for the preparation and submittal of bids whenever the contemplated purchase of goods or services indicates that a longer period of time will be required for vendors to complete and submit bids. The notice herein required shall include a general description of the articles to be purchased or services performed and the time and place for opening bids. In addition, the Purchasing Agent shall post a notice inviting bids in City Hall, and may also mail to all responsible prospective suppliers of the items to be purchased or services performed a copy of the notice inserted in the newspapers hereinbefore required.

Upon opening of the sealed bids, the Purchasing Agent shall review and investigate all bids received and shall then make a recommendation to the City Council based upon said investigation as to which bidder has submitted the lowest responsible bid.

**Section 2.** This Ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED** by the City Council of the City of Chesterfield, Missouri, this 19 day of MARCH, 2007.



ATTEST:

Martha G. DeMay  
City Clerk

[Signature]  
Mayor