

Memorandum

Department of Public Works



TO: Jeannette Kelly
Finance Director

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: January 22, 2020

RE: Purchasing Policy – Cooperative Procurement Programs

Chapter V of the City of Chesterfield Purchasing Policy details the Special Procurement Procedures of the City of Chesterfield. These include Exclusive Services, Cooperative Procurement Programs, Professional Services, and Emergency Purchases. This memorandum specifically relates to Section 2 – Cooperative Procurement Programs, which reads as follows:

Department Heads and the City Clerk are encouraged to use cooperative purchasing programs sponsored by the State of Missouri or other jurisdictions. Cooperative purchasing can prove advantageous to the City both by relieving Departments Heads or the City Clerk of the paperwork necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping and require no further documentation. Department Heads and the City Clerk are encouraged to check with the State and other jurisdictions regarding cooperative procurement contracts in effect prior to making large purchases. Insofar as the City Council has adopted an ordinance or resolution authorizing the City to participate in cooperative purchasing agreements with another jurisdiction, the City Administrator has the authority to approve such purchases without seeking separate, formal City Council approval on each item.

The use of cooperative procurements is advantageous to the City in many ways, as described within the provision above. Historically, the City of Chesterfield has been able to purchase trucks, vehicles, equipment, and other commodities at the lowest price possible through the use of cooperative procurement programs. These programs not only ensure that competitive bidding has occurred; the bids provided are the lowest possible as vendors and suppliers compete for bulk purchases.

While all City Departments use cooperative procurement programs, I cannot find a comprehensive list of the programs previously approved by City Council. Consistent with the direction from Mr. Geisel to review our practices and procedures and ensure they are in conformance with the policies and procedures set by City Council, I am bringing this matter to your attention.

I have coordinated a review of the cooperative procurement programs utilized by the City of Chesterfield via the City Department Heads. It is our recommendation that the following cooperative procurement programs be formally approved by City Council:

Authorized Cooperative Procurement Programs

St. Louis County Cooperative Procurement Program
Missouri State Cooperative Procurement Program (State Bid)
Missouri Buys (E Procurement System)
Missouri Department of Transportation Bid (MODOT State Bid)
Missouri State Bulk Buy Program
Sourcewell
Buy Board National Purchasing Cooperative
US Communities Government Purchasing Alliance
National IPA Parks and Grounds Maintenance Equipment Contract
Western States Contracting Alliance
National Association of State Procurement Officers
National Purchasing Partners
The Interlocal Purchasing System (TIPS).

Additionally, the City Staff, specifically the Parks Department, has previously found equipment on State Bids outside Missouri. Specific examples are the Virginia State Bid (Infield Groomer), the Iowa State Bid (John Deere Gator), the Oklahoma State Bid (Golf Carts and Utility Vehicles) and the Iowa Department of Transportation State Bid (Smithco Multi-purpose Sprayer). Accordingly, I would request that in addition to the Authorized list above, the City Administrator be provided the authority to approve purchases from any State Bid or Department of Transportation Bid outside the State of Missouri.

In accordance with the Purchasing Policy, I have drafted the attached Resolution which delineates the allowable Cooperative Procurement Programs.

Action Recommended

This matter should be submitted to the Finance and Administration Committee. Should the F&A Committee concur with Staff's recommendation, it should recommend approval of the attached Resolution to the full City Council.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING PARTICIPATION IN CERTAIN COOPERATIVE PROCUREMENT AGREEMENTS IN ACCORDANCE WITH THE CITY OF CHESTERFIELD PURCHASING POLICY

WHEREAS, the City of Chesterfield, Missouri (City) has previously approved a Purchasing Policy (Policy) in accordance with Section 2-136 of the City of Chesterfield Municipal Code; and

WHEREAS, the Policy encourages Department Heads and the City Clerk to use cooperative purchasing programs in order to ensure competitive bidding and to obtain the best price possible for the City; and

WHEREAS, the Policy requires that the City of Chesterfield City Council adopt an ordinance or resolution approving the City's participation in cooperative procurement programs; and

WHEREAS, the City of Chesterfield Staff has comprised a list of cooperative procurement programs which are potentially advantageous to the City of Chesterfield, as follows:

- St. Louis County Cooperative Procurement Program
- Missouri State Cooperative Procurement Program (State Bid)
- Missouri Buys (E Procurement System)
- Missouri Department of Transportation (MODOT State Bid)
- Missouri State Bulk Buy Program
- Sourcewell
- Buy Board National Purchasing Cooperative
- US Communities Government Purchasing Alliance
- National IPA Parks and Grounds Maintenance Equipment Contract
- Western States Contracting Alliance
- National Association of State Procurement Officers
- National Purchasing Partners
- The interlocal Purchasing System (TIPS); and

WHEREAS, the City Council is desirous of authorizing City Staff to continue to use these cooperative procurement programs in an effort to obtain the best prices for the City of Chesterfield.

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

Section 1. The City Council of the City of Chesterfield authorizes the use of the cooperative procurement programs detailed above, in addition to similar State Bids coordinated by other states. In accordance with Chapter V, Section 2 of the Purchasing Policy, the City Administrator has the authority to approve purchases from these cooperative procurement programs.

Passed and approved this ____ day of _____, 2020.

PRESIDING OFFICER

MAYOR

ATTEST:

CITY CLERK