

**POLICY STATEMENT CONCERNING
PURCHASING
BY THE
SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION**

The Southeast Missouri Regional Planning and Economic Development Commission was created under Chapter 251 of the Revised Statutes of the State of Missouri and is owned and operated by county and municipal government. It is Commission's desire to maximize the utilization of funds in the purchase of equipment and supplies and to seek the best prices for quality products and equipment in all circumstances.

The following procurement policy was adopted by the membership of the Southeast Missouri Regional Planning and Economic Development Commission at its April 24, 2007, meeting to provide written guidance and direction to the Commission's Executive Director and staff.

The Regional Planning Commission may purchase property from the Missouri Office of Administration's approved vendor or equipment list. If the Office of Administration's equipment list is not used for procurement, the following policy shall apply.

All items with an estimated cost of over \$10,000 shall be procured by written bid. The Commission's Executive Director shall prepare, or cause to have prepared, a statement concerning the nature of the equipment, furniture or supply purchases to be bid for issuance to businesses that have the capacity to supply the particular piece of equipment, furniture or supplies.

Items to be purchased with an estimated cost of between \$5,000 and \$10,000 may be bid by telephone bids from at least three suppliers, if such can be located. Telephone bids are to be recorded on a form provided that shows the date; the person taking the bids; the companies contacted, with their phone numbers; a description of the material being bid; and the bid from the individual companies contacted.

For items of under \$5,000, the Commission's Executive Director may use a telephone bid, or in cases where unique or particular items are needed, may select a supplier and negotiate price on the items to be purchased. The Executive Director shall be charged with the responsibility of selecting the lowest and best price available to the Commission for supplies, equipment and furnishings.

Expendable office supplies, where the total purchase is less than \$1,000, may be ordered from suppliers or through catalogs without bid. The Commission's Executive Director shall review all orders prior to being placed and shall require pre-approval of purchase orders prior to the staff ordering any materials over \$25 in cost.



The Commission's policy shall be to accept the lowest and best bid for the equipment, furnishings, construction, or office supplies and materials being purchased. Award considerations shall include quality of product being bid, the time of delivery and supply, and the service that may need to be purchased on a continuing basis for repair of equipment, etc. Proximity to the Commission's office and the ability to maintain and supply parts and labor for the equipment may also be considered.

The Commission reserves the right to purchase unique equipment which may be manufactured by only one firm if a particular need within the Commission's operations calls for specific equipment. As an example, computer equipment that is compatible with existing equipment may require the purchase from a limited number of vendors. The Commission shall not be bound to take the lowest bid for equipment and furnishings where purchase of same would cause equipment compatibility problems within the office or where the materials being offered are deemed to be of inferior quality.

Adopted This
24th Day of April, 2007.

H. Weldon Macke, Chairman

Attest:

Larry Kennon, Secretary

