

BILL NO. 2023

A BILL TO BE KNOWN AS ORDINANCE NO. 1993

**AN ORDINANCE REVISING SECTION 116.030.5.a PURCHASING PROCEDURES.**

BE IT ORDAINED by the Board of Aldermen of the City of Bowling Green, Missouri as follows, to-wit:

**SECTION I**

Section 116.030, Paragraph 5.a of the Municipal Code of the City of Bowling Green, Missouri, is amended by deleting Paragraph 5.a and enacting new Paragraph 5.a as follows:

**SECTION II**

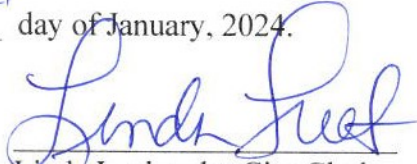
Department heads anticipating the purchase of goods or services exceeding ten thousand dollars (\$10,000.00) in value should prepare specifications based upon standards appropriate to meet the City's needs. Specifications should be forwarded to the Administrator's office for review, comment and approval. The Administrator's office will then authorize the preparation of the bid package, public notices and advertisements to meet the City purchasing policy and will also send bid invitations to qualified vendors. Department heads should submit a list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. Formal bids will be advertised for at least ten (10) business days prior to bid opening. After the bids are opened in public, they will be turned over to the department head for review. The department head will prepare a written tabulation of all bids and draft a memorandum to the Administrator, which will include the department head's recommendation for the bid award. All purchases over ten thousand dollars (\$10,000.00) must be awarded by the Board of Aldermen at a public meeting.

**SECTION III**

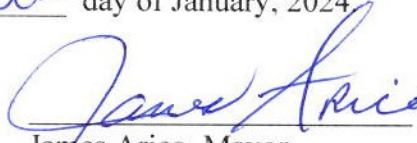
All Ordinances in conflict herewith or to the same effect hereof are hereby ordered repealed.

This Ordinance to be in full force and effect from and after its date of passage and approval.

This Ordinance PASSED this 30<sup>th</sup> day of January, 2024.

  
Linda Luebrecht, City Clerk

This Ordinance APPROVED this 30<sup>th</sup> day of January, 2024.

  
James Arico, Mayor

