

RESOLUTION NO. 2019-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI ESTABLISHING A PURCHASING POLICY FOR THE VILLAGE OF INNSBROOK.

WHEREAS, the Board of Trustees of the Village of Innsbrook, Missouri passed and approved Resolution 2011-3 on July 5, 2011; and

WHEREAS, said Resolution is out of date and requires an update; and

WHEREAS, Resolution 2011-3 of the Village of Innsbrook, Missouri is hereby repealed and replaced with the modified purchasing policy in this Resolution; and

WHEREAS, it is the desire and intent of the Board of Trustees of the Village of Innsbrook to establish purchasing procedures to assure compliance with good purchasing practices.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF INNSBROOK, MISSOURI, that the following Purchasing Policy shall be adopted:

PURCHASING POLICY FOR THE VILLAGE OF INNSBROOK

The Village Administrator/Clerk shall act as the purchasing agent and shall be responsible for the procurement and acquisition of all materials, supplies and equipment; all contractual services and all insurance required by the Village as authorized by the Board of Trustees.

A. All purchases under five hundred dollars (\$500.00) require only appropriate departmental approval. Department heads are required to make sure that these purchases comply with budget.

B. All purchases over five hundred dollars (\$500.00) and up to two thousand five hundred dollars (\$2,500.00) require Chairman of the Board of Trustees, or their respective designee's, approval.

C. All purchases over two thousand five hundred dollars (\$2,500.00) require Board approval.

D. Unless otherwise provided, all purchases involving the expenditure of five hundred dollars (\$500.00) up to two thousand five hundred dollars (\$2,500.00) shall be made after securing at least two (2) verbal quotes. The verbal quotes that are received should be attached to the appropriate purchase requisition (or an explanation illustrating why no quotes were obtained) along with the explanation of why a particular vendor was chosen.

E. All purchases involving the expenditure of two thousand five hundred dollars (\$2,500.00) to five thousand dollars (\$5,000.00) shall be subject to the bid process. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Village of Innsbrook.

F. All purchases involving the expenditure of over five thousand dollars (\$5,000.00) shall require sealed bids.

Passed and approved this 11th day of June, 2019.

Jeffry S. Thomsen, Chairman
Village of Innsbrook Board of Trustees

Attest:

Carla Ayala
Village Administrator/Clerk

(seal)

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