

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.2.12
SECTION:	2	Fiscal Management	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	12	Purchasing Goods and Services	
STANDARDS: ACA – 4 – ALDF: 7D-15			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 1.2.12 dated 6/23/09 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to adhere to established City of St. Louis administrative regulations and procedures to purchase needed goods and services.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to following procedures.

III. DEFINITIONS

Division of Corrections Purchase Requisition – An application submitted for requesting all goods not available on the PIC List or services.

City of St. Louis Purchase Requisition: A formal demand or application by the City of St. Louis Supply Division to initiate a bid process for goods to be purchased.

City of St. Louis Purchase Order: A purchase order generated by the City of St. Louis Supply Division to purchase specific items from a specific vendor.

Contractor provided Services: Services provided at a cost to the Division, at a cost by a contractor.

DBE: Disadvantaged Business Enterprise

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MBE: Minority Business Enterprise

PIC List: A list of supply items that are held in stock in the Division's facility storerooms and that can be requested by staff, using a Supply Request Form.

RFP: Request for Proposal

WBE: Women Business Enterprise

IV. PROCEDURES

A. General Information

1. The Division of Corrections will adhere to the St. Louis City applicable statutes and regulations in addition, to the provisions of this policy and procedure, for requisition and purchase of supplies and equipment.
2. Only the supply items listed on the PIC List are stored in the Storeroom, for supply to staff upon request.
3. The Supply Request Form is used only to request items listed on the PIC List. Requests for items not on the PIC List and requests for contractor-provided services must be submitted on a Division of Corrections Purchase Requisition to the Business Office Supervisor, for approval.
4. All Division of Corrections Purchase Requisitions must be approved and signed by one of the following authorized individuals:
 - a. Commissioner
 - b. Superintendent
 - c. Chief of Security
 - d. Unit Manager
 - e. Program Manager
 - e. Business Office Supervisor
 - f. Building Maintenance and Operations Supervisor
5. All orders for Contractor-Provided Services and goods will be placed by a designated Business Office Staff unless the Commissioner or Superintendent has granted purchasing authority for a particular order to another staff member.

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6. Purchases of goods subject to the City of St. Louis \$500 purchase limit that exceed the limit must be made following the formal City of St. Louis bid process.
7. An official City of St. Louis contract or Purchase Order may be required for contractor provided services. Official City of St. Louis contracts for public works improvements must be executed in accordance with Ordinance 64103. Official City of St. Louis contracts for all other professional services in excess of \$5,000 must be executed in , accordance with Ordinance 64103.
8. Certain services that also provide goods (i.e.; inmate meals) may be purchased through a bid process coordinated by the City of St. Louis Supply Division.

B. Purchases of Contractor-Provided Services

1. A Division of Corrections Purchase Requisition is submitted to the Business Office Supervisor by an authorized Division of Corrections Staff Member.
2. The Business Office Supervisor determines if funding is available for the service and for non-routine services and submits a requisition to the Commissioner of Corrections/designee for approval.
3. If approved by the Commissioner/designee, the Business Office Supervisor determines if an official bid process must be followed to execute an official City of St: Louis Purchase Order or contract. (An official contract should be executed for the provision of on-going maintenance and service agreements).
4. If an official City of St. Louis Purchase Order or contract is not required, the Business Office Supervisor signs the Division of Corrections Purchase Requisition and submits it to the designated Business Office Staff who obtains unofficial bids for the services to be provided and places the order.
5. For public works improvement, the Business Office Supervisor ensures that Ordinance 64103 is followed to select a contractor and execute a contract as follows:
 - a. The Business Office Supervisor submits a draft contract for the public works improvement to the Correctional Commissioner/designee.
 - b. The Commissioner of Corrections/designee forwards the draft contract for the public works improvement to President of the Board-of Public Service along with a request that a committee be formed by the Board of Public Service to select a contractor and execute the contract.
 - c. The Board of Public Service coordinates the execution of the contract.

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6. For professional services, the Business Office Supervisor ensures that Ordinance 64102 and the Executive Memorandum No.018 issued by the Director of Public Safety are followed to select a contractor and execute the contract.
 - a. The Business Office Supervisor submits and RFP for the professional services to the Commissioner of Corrections/designee.
 - b. The Commissioner/designee forwards the RFP to the Director of Public Safety along with a request that a committee be formed in accordance with Ordinance No. 64102 if the cost of the services is expected to exceed \$5,000 or in accordance with Director of Public Safety Executive Memorandum No. 018 if the cost is expected to be less than \$5,000.
 - c. In either case, the Business Office Supervisor ensures that steps are taken to execute the professional services contract after a Service-Provider has been selected by the committee.
 - d. The contract is prepared with signature line for an officer of the Service-Provider, the Commissioner of Corrections/designee, the Director of Public Safety, the City Counselor, and the City Register.
 - e. The Business Office Supervisor prepares a tax and license clearance form for the Service-Provider and submits it to the St. Louis City License Collector and Collector of Revenue. Clearances must be dated no more than 30 working days prior to execution, pursuant to Ordinance No. 65708.
 - f. The Business Office Supervisor coordinates obtaining the signatures of the official of the Service Provider and the Commissioner of Corrections, on four copies of the proposed contract.
 - g. The Business Office Supervisor forwards the four copies of the proposed contract with a cover letter attached, to the Director of Public Safety, for submission to the Board of Estimate & Authorization.
 - h. The Director of Public Safety signs the four copies of the proposed contract and forwards them to the City Counselor for approval as to-form.
 - i. When returned from the City Counselor, approved as to form, the Business Office Supervisor prepares a cover letter from the Commissioner of Corrections to the Board of E&A with the following information:
 - (1). Statement that the Service Provider has all required business Licenses and does not owe any past City taxes.

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- (2). Service Provider Name, address (P:O: box numbers are not acceptable).
 - (3). Service Provider's federal ID number.
 - (4). Service Provider's phone number.
 - (5). Description and duration of the contract.
 - (6). Maximum amount of the contract.
 - (7). Amount to be encumbered for the current fiscal year.
 - (8). Fund/Account/Center numbers where the encumbrance will be charged.
 - (9). Percentage of MBE/WBE/DBE participation with the actual amounts and participants listed.
 - (10). Ordinance authority.
 - (11). Insurance required - verified by name (all verification copies must be attached).
 - (12). Bonding required.-verified by name (all verification copies must be attached).
 - (13). Specify if the company is a corporation, partnership; or individual proprietorship.
 - (14). Indication that the-City Counselor has approved the proposed contract as to form.
 - (15). A statement that the proposed contract has been approved by the Board of E&A.
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- j. When returned approved by the Board of FAA the Business Office Supervisor forwards the cover letter and four copies of the proposed contract to the Comptroller's Office.
 - k. The Comptroller signs the proposed contract at which time it becomes an executed contract.
 - l. The Comptroller forwards all four copies of the contract to the City Register for recording.
 - m. The City Register signs all four copies of the contract.

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- n. The Business Office Supervisor retrieves a copy of the signed contract from the City Register and provides a copy to the Service Provider and makes arrangements for the commencement of the services.
7. For certain services in which goods are also provided (i.e.; inmate meals) the division may elect not to execute a professional services contract but instead request that the Supply Division coordinate a bid process.
- a. The Business Office Supervisor must prepare a purchase requisition and draft contract for services to obtain through a bid process coordinated by the Supply Division.
 - b. The Supply Division provides the responses to the bids to the Business Office Supervisor.
 - c. The Business Office Supervisor consults with the Correctional Commissioner / Superintendent and other appropriate Division of Corrections staff to select one of the respondents to the bid.
 - d. The Supply Division coordinates execution of the contract.

C. Purchases of Goods Not Subject to the \$500 City Limit

- 1. A Division of Corrections Purchase Requisition is submitted to the Business Office Supervisor by an authorized Division of Corrections Staff.
- 2. The Supervisor determines:
 - a. If funding is available;
 - b. If the purchase should be made;
 - c. If the requisition is for goods provided under a City-wide contract executed by the City of St. Louis Supply Division;
 - d. If the purchase is for educational or reference materials, or
 - e. if it is for any other items not subject to the \$500 direct purchasing limit established by the City of St. Louis, and
 - f. If the goods are to be purchased using Inmate Improvement Funds.
- 3. If the Supervisor determines that the purchase should be made, the Supervisor signs the Division of Corrections Purchase Requisition and forwards it to the designated Business Office Staff to process the order.

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4. The designated Business Office Staff places the order for the services with the authorized vendor on the Division of Corrections Purchase Requisition.

D. Non-Emergency Purchases of Goods Subject to, the \$500 City Limit

1. A Division of Corrections Purchase Requisition is submitted to the Business Office Supervisor by an authorized Division of Corrections Staff.
2. The Business Office Supervisor determines if funding is available and if the purchase should be made. If the total cost is less than \$500, the Business Office Supervisor signs the Division of Corrections Purchase Requisition and submits it to the designated Business Office Staff.
3. The designated Business Office Staff places the order for the goods with the vendor authorized on the Division of Corrections Purchase Requisition.
4. If the Business Office Supervisor determines that the purchase should be made and the total cost is more than \$500, the Supervisor signs the Division of Corrections Purchase Requisition and forwards it to the designated Business Office Staff who enters the data into the City's mainframe system to initiate an official City of St. Louis Purchase Requisition.
5. The Comptroller's Office generates a City of St. Louis Purchase Requisition and forwards it to the Division of Corrections Business Office.
6. The Division of Corrections Business Office obtains the signature of the Commissioner of Corrections/designee on the official City of St. Louis Purchase Requisition.
7. The Business Office Supervisor retains the copy of the official City of St. Louis Purchase Requisition.
8. The Division of Corrections Business Office supervisor/designee prepares a Batch Transmittal Ticket, attaches the signed official City of St. Louis Purchase Requisition to the Batch Transmittal Ticket and submits the documents to the comptroller's Office.
9. The City of St. Louis Supply Division follows established policies and procedures to receive bids and select a vendor.
10. After selecting a vendor, the City of St. Louis Supply Division generates an official City of St. Louis Purchase Order and forwards it to the Division of Corrections Business Office.
11. The Business Office Supervisor contacts the vendor to make arrangements for delivery of the goods.

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E. Emergency Purchases of Goods Subject to the \$500 City Limit

1. A Division of Corrections Purchase Requisition is submitted to the Business Office Supervisor by an authorized Division of Corrections Staff.
2. The Business Office Supervisor determines if funding is available and if the purchase should be made.
3. If the request is for goods that is subject to the \$500 direct purchasing limit established by the City of St: Louis and the total cost exceeds \$500 and the purchase must be made immediately, the Business Office Supervisor determines if the purchase can be made without exceeding the appropriated budget.
4. If the Business Office Supervisor determines the purchase cannot be made without exceeding the appropriated Budget, the Supervisor advises the Commissioner of Corrections/designee of the situation.
5. If the Business Office Supervisor determines the purchase can be made without exceeding the appropriated budget, the Supervisor obtains the Commissioner/designee approval of the emergency purchase.
6. The Business Office Supervisor contacts a minimum of three vendors/contractors and obtains (3) price quotes.
7. After obtaining at least three (3) price quotes, the Business Office Supervisor contacts the City of St. Louis Comptroller's Office for approval of the emergency requisition from a specific vendor.
8. If the Comptroller's Office approves the emergency request, the Business Office Supervisor contacts the Supply Commissioner's Office for approval.
9. If the Supply Commissioner's Office approves the emergency request, the Business Office Supervisor or designee places the order with the approved vendor or arranges for the item(s) to be picked up by a Correctional Staff.