

**AN ORDINANCE OF THE VILLAGE OF FOUR SEASONS, MISSOURI AMENDING AND RESTATING THE CODE OF ORDINANCES OF THE VILLAGE OF FOUR SEASONS, MISSOURI, TO AT CHAPTER 2 – ADMINISTRATION, ARTICLE V. – PURCHASING.**

**WHEREAS**, after due and proper consideration, the Trustees of the Village of Four Seasons, Missouri find that amending and restating the Four Seasons Village Code as herein provided is in the best interests of the residents of the Village and is desirable for the welfare of the Village’s government and affairs; more specifically, the Trustees note the Four Seasons Village Code at Chapter 2 – Administration, Article V. – Purchasing, Sec. 2-172. – Formal contract procedure, does not comport with the current needs of the Village.

**NOW THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF THE VILLAGE OF FOUR SEASONS, MISSOURI AS FOLLOWS:**

Chapter 2 – Administration, Article V. – Purchasing, Sec. 2-172. – Formal contract procedure in the Code of Ordinances of the Code of Ordinances of the Village of Four Seasons, Missouri, is hereby amended and restated so that the following amended and restated section shall read as follows:

**Sec. 2-172. - Formal contract procedure.**

(a) All supplies and contractual services, except as otherwise provided in the division, when the estimated cost thereof shall exceed \$10,000.00, shall be purchased by formal, written contract from the lowest responsible bidder, after due notice inviting proposals. All sales of personal property which has become obsolete and unusable, when the estimated value shall exceed \$500.00, shall be sold by formal written contract to the highest responsible bidder, after due notice inviting proposals.

(b) The notice required by subsection (a) of this section as may seem to the Village Clerk to be in the best interest of the Village may be given as follows:

(1) The Village Clerk may advertise all pending purchases or sales by a notice posted on the public bulletin board at the Village hall;

(2) The Village Clerk may advertise all pending purchases or sales by posting on the Village website;

(3) The Village Clerk may solicit bids by:

- a. Direct mail request to prospective vendors;
- b. By telephone; or
- c. By email.

(c) It shall be the policy of the Village to negotiate contracts for architectural, engineering, land surveying services or land use planning, and legal services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

(1) Present provisions of this article notwithstanding, in the procurement of architectural, engineering, land services, or land use planning services, the Village shall encourage firms engaged in the

lawful practice of their professions to submit a statement of qualifications and performance data to the Village, whenever a project requiring architectural, engineering, land surveying services or land use planning services is proposed. The Village shall evaluate statements of qualifications and performance data of firms regarding the proposed project. In evaluating the qualifications of each firm, the agency shall use the following criteria:

- a. The specialized experience and technical competence of the firm with respect to the type of services required;
- b. The capacity and capability of the firm to perform the work in question, including specialized services within the time limitations fixed for the completion of the project;
- c. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- d. The firm's proximity to, and familiarity with, the area in which the project is located.

(2) The Village shall list three highly qualified firms. The Village shall select the firm considered best qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.

(3) For a basis of negotiation, the Village shall prepare a written description of the scope of the proposed services. If the Village is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The Village shall then undertake negotiations with another of the qualified firms selected. If the Village is unable to negotiate a contract with any of the selected firms, the Village shall reevaluate the necessary architectural, engineering, land surveying services, or land use planning services including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance of subsection (c) of this section.

(Ord. No. 18.02, § 5, 7-8-2018)

**ALL OTHER PORTIONS OF THE VILLAGE CODE AT CHAPTER 2 – ADMINISTRATION NOT SPECIFICALLY WRITTEN HEREIN REMAIN IN FULL FORCE AND EFFECT AND UNDISTURBED.**

That this Amended Ordinance shall be in full force and effect from and after its passage and shall be a part of the Four Seasons Village Code so that reference to the Four Seasons Village Code includes the additions and amendments.

PASSED AND APPROVED after two (2) readings this \_\_\_\_ day of June 2024.

**ATTEST:**

\_\_\_\_\_  
Danielle Glover, Village Clerk

\_\_\_\_\_  
Tony Baldrige, Chairman  
Board of Trustees  
Village of Four Seasons, Missouri

**APPROVED AS TO FORM BY:**



---

Todd Miller, Village Attorney

Those voting "aye" were: \_\_\_\_\_

Those voting "nay" were: \_\_\_\_\_