

ARTICLE G
EXCEPTIONS TO REQUIREMENTS TO COMPETITIVE PROCUREMENT

4-3-44 Small Purchases

The purchasing agent may, in their discretion, make any contracts for purchases of less than **Sixty Thousand Dollars (\$60,000)** without obtaining quotes; provided, that such purchases are made on the basis of one of the following requirements:

(c) That the purchase of less than **\$60,000** is a reorder of commodities purchased on a previous bid or part thereof obtained within twelve months prior to the proposed purchase.

ARTICLE G
EXCEPTIONS TO REQUIREMENTS TO COMPETITIVE PROCUREMENT

4-3-45 Exceptions to requirements for competitive procurement

The following are exempted from competitive procurement requirements:

- (6) Purchases from any qualified supplier/vendor which matches or lowers the state contract pricing and meets or exceeds all of the prerequisite specifications for that particular commodity or service. If other than the state contract vendor, the invoicing for product or service must reference the state contract (#) number, that it is matching or beating. This exception of an alternative state contract supplier must be approved by the Purchasing Agent prior to purchase, even if the dollar amount is less than **\$10,000**.

ARTICLE L - MISCELLANEOUS

4-3-68 Bidding Requirements

Unless otherwise addressed in this manual; the following is a summary of the bidding requirements.

Type of purchases	<u>Bidding Requirements</u>
<u>Small Purchases-Goods/Non Professional Services</u>	
\$0 - \$10,000	No quotes required, but encouraged
\$10,001 - \$60,000	Three (3) documented written quotes
Over \$60,000	Sealed solicitation and posted on the City's Purchasing web page and eVA
<u>Professional Services</u>	
Under \$60,000	Sealed RFP not required
Over \$60,000	Sealed RFP and posted on the City's Purchasing web page and eVA

Professional Services under \$60,000 do not require competitive negotiation for single contracts or term contracts if aggregate or sum of all phases is not expected to exceed \$60,000. However, written proposal requests can still be obtained.

All written documentation must accompany the requisition request before the purchase is made.

Goods or services procured using Federal funds may have different purchasing requirements from those described above. It is the responsibility of the department grant administrators to familiarize themselves and comply with applicable Federal purchasing requirements.

ARTICLE L - MISCELLANEOUS

4-3-70 Departmental Pick-up Orders (DPO)

The Departmental Pick-up Order is to be used for all purchases of \$10,000 or less. This form may also be used as a cover sheet for vendor's original invoices and may contain more than one invoice.

- (3) Although DPO's are to be used for purchases of less than \$10,000, numerous purchases can be listed on a DPO with its total exceeding \$10,000. Several invoices with the same date that total over \$10,000 will require a PO.

ARTICLE L - MISCELLANEOUS

4-3-71 Purchase Orders (PO)

A purchase order, PO, must be used for all purchases exceeding \$10,000. See appendix for an example of a PO.

- (2) The City assumes no responsibility for purchases exceeding \$10,000 which are not covered by a purchase order.