

## PURCHASING POLICY –QUICK REFERENCE SHEET

*PLEASE NOTE: THIS IS A SUMMARY AND IS NOT A COMPLETE LIST OF PURCHASING POLICIES*

### COMMODITIES AND SERVICES:

<b>Under \$1000:</b>	You do not need quotes or a PO. You can purchase items under \$1000 with a P-Card.
<b>Over \$1000:</b>	You need a PO
<b>\$0-\$1,000:</b>	No quotes needed
<b>\$1,000-\$4,999:</b>	Three (3) Verbal Quotes (to be annotated on Verbal Quote form)
<b>\$5,000-\$19,999:</b>	Three (3) Formal Written Quotes
<b>\$20,000 and up:</b>	Competitive Bidding Procedure

**NOTE:** These thresholds are County-Wide over a 12 month moving window

### TYPES OF REQUISITIONS:

**Request for Quote (RFQ):** Service or item is under \$20,000, but you want to make sure that all bidders have the same information for written quotes.

**Request for Proposal (RFP):** Used to requisition services that requires multiple factors to be considered in the award. This is a formal negotiation... price is not the only deciding factor. The deciding factors must be identified in the RFP and a committee ranks each proposal based on these factors.

**Request for Bid (RFB):** Used to requisition item(s) to be bid on. The award is based solely on price (or best value).

### PUBLIC WORKS CONTRACTS:

<b>Under \$5,000:</b>	Can be awarded at the discretion of the Purchasing Director and a representative from the County Manager's Office
<b>\$5,000-\$34,999.99:</b>	Three (3) Formal Written Quotes
<b>\$35,000 and up:</b>	Competitive Sealed Bid

### EXCEPTIONS:

- Certain professional services
- Utility bills
- Medical examinations
- Postage meter and stamp costs
- Reimbursement of petty cash funds
- Interdepartmental charges
- Legal notices