

**PURCHASE OF SUPPLIES, EQUIPMENT OR SERVICES**1. Contracts over \$100,000

If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.

2. Contracts from \$25,000 to \$100,000

If the amount of the contract is estimated to exceed \$25,000, but not to exceed \$100,000, the contract may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations for the purchase of sales when possible, and with advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

3. Contracts less than \$25,000

If the amount of the contract is estimated to be less than \$25,000, the contract may be made either upon quotation or in the open market, at the discretion of the governing body. If the contract is made upon quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.

**REVISED:**

7/21/75

7/12/77

3/19/84

6/15/92

Reviewed by Policy Committee 5/8/97

8/1/00

12/4/00

10/4/12