

Purchasing Exhibit

Methods of Competition to be Used for Non-Bid Procurements

	Verbal Quotes			Written Quotes		RFP*	Other See E.3
	0	3	More Than 3	3	More Than 3		
Purchase Contracts up to \$20,000							
Under \$500	X						
\$1000 - \$2,500		X					
\$2,501 - \$19,999				X			
Public Work Contracts up to \$35,000							
Under \$2,500	X						
\$2,500 - \$5,000		X					
\$5,001 - \$34,999				X			
Emergencies							X
Insurance					X		
Professional Services						X	
Leases of Personal Property							X
Second-Hand Equipment from Other Governments							X
Certain Food and Milk Purchases							X
Sole Source (For example, patented or monopoly item)							X

*RFP: Request for Proposal

Adoption Date: May 20, 2009

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Reviewed: October 24, 2022