

PURCHASING EXHIBIT

Methods Of Competition To Be Used For Non-Bid Procurements

Numbers shown below are to be considered minimum

	Verbal Quotes OR Written Quotes			RFP*	** Other
	1	2	3		
Purchase Contracts up to \$19,999					
\$1 - \$999	x				x
\$1,000 - \$2,499		x			x
\$2,500 - \$19,999			x		x
Public Work Contracts up to \$34,999					
\$1 - \$999	x				
\$1,000 - \$9,999		x			
\$10,000 - \$34,999			x		
Emergencies					x
Insurance			*** x	x	
Professional Services ^a	x	x	x	x	x
Leases of Personal Property					x
Second-Hand Equipment from Other Governments					x
Certain Food & Milk Purchases					x
Sole Source (For example, patented or monopoly item)					x

*RFP: Request for Proposal
 ** See Purchasing Regulation VI
 *** Written Quote Only

^a. See Purchasing Regulation 6700-R V.

June 29, 1992
 June 22, 1998
 January 28, 2008
 Amended: October 26, 2009
 Reviewed: April 22, 2010
 Amended: July 18, 2011
 Reviewed: July 18, 2016