

Procurement thresholds:

Up to \$1,000.00

Open competition not required. Departments may purchase items a purchase order. purchase orders at this level are used for small one-time purchases using contracted suppliers when available.

Up to \$7,499.99

Open competition is required through a request for quotes. A minimum of three (3) informal quotation (telephone, fax or electronically) must be obtained. Generally awards are issue to the lowest responsible supplier that meets requirements.

Over \$7,500.00

Open competition is required through a formal bid process. Generally awards are issue to the lowest responsible supplier that meets all requirements.

Please be sure to receive a valid purchase order before delivering goods or performing services for the City.

Your interest in doing business with the City is very important to us!

Bernd Tardy
Purchasing Agent