

PURCHASING POLICY “CHEAT SHEET”

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

COMMODITIES, EQUIPMENT, AND SERVICES:

\$0 - \$3,499: At the discretion of the Office of Management & Budget, Purchasing Division, solicit documented telephone and/or written quotations from one or more vendors (if available).

\$3,500 - \$19,999: Solicit written quotations from at least two (2) vendors.

\$20,000 and up: Advertise for sealed bids in conformance with General Municipal Law, Sect. 103

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): Formal process used to requisition services that requires multiple factors to be considered in the award. 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.

Invitation for Bid (IFB): Formal process used to requisition item(s) to be bid on. The award is based solely on price.

PUBLIC WORKS CONTRACTS:

Under \$3,499: At the discretion of the Public Works Department, and/or Office of Management and Budget, Purchasing Division

\$3,500 - \$34,999.99: Solicit written quotations from at least two (2) vendors

\$35,000 and up: Advertise for sealed bids in conformance with General Municipal Law, Sect. 103

EXCEPTIONS:

- Certain professional services
- Utility bills
- Leasing/Rentals
- Audit Services Contracts
- Items on State Bid or OGS contract