

SMALL PURCHASE PROCEDURES FOR SUPPLIES, MATERIALS AND EQUIPMENT

Use this policy for purchases of equipment, supplies and materials under \$35,000 when the matter is not a public works project. There are three levels of purchases provided for:

- Under \$1,000
- Between \$1,000 and \$15,000
- Between \$15,000 and \$35,000

1.0 General. Any purchase of materials, supplies and equipment (except Public Works & Improvements – see Section 6.0, that will not exceed \$35,000 may be procured using the following procedures. Spreading purchases out over several months or making separate single purchases circumvents the policies set forth below and is not authorized.

2.0 Requisitioning. A requisition must be initiated and approved prior to a purchase taking place. In all cases the requisition must be entered into the Eden system by the following business day. See Inforum Gold requisitioning procedures.

3.0 Solicitation.

3.1 Purchases of \$999 or less. Items costing \$999 or less (including freight, excluding tax) may be purchased without soliciting multiple quotes. Solicitation can be conducted using either phone quotes; fax quotes, written mailed, or e-mail quotes.

These rules are more restrictive than OHMC 2.390. Follow these rules unless waived by the Mayor.

3.2 Between \$1,000 and \$15,000. Purchasing Coordinator or department representative shall solicit no less than three businesses to submit written or oral quotes for small purchases between \$1,000 and \$15,000 by phone, fax, letter or e-mail. Each department representative will note prices quoted on the Eden requisition form in either the Justification field or include in the description area.

The Department Director with the Purchasing Coordinator will determine the award of the purchase order to the vendor that he/she determines to have submitted the lowest, responsive, responsible quote. The Department Director shall apply his/her approval to the requisition on the Eden system, and forward to the Purchasing Coordinator for review and

then on to Accounts Payable for purchase order issuance. See Purchase Order procedures.

- 3.3 Between \$15,000 and \$35,000. Department representatives shall solicit no less than three businesses to submit written quotes using either a Request for Quotation form or Request for Proposal form. Prices quoted are recorded on a requisition, and copies of quotes received are submitted to Purchasing Coordinator to keep with the procurement record. The fund approval process is the same as noted in 1.3.2 above.

This provision is mandatory unless an alternative to public bidding is allowed.

- 3.4 Awards to Other than Business Submitting Lowest Quote. When the award for a small purchase is not given to the vendor submitting the lowest quote, a statement of the reasons for placing the order elsewhere will be prepared by the department representative responsible for soliciting quotes. The department representative will then forward the statement to Purchasing Coordinator, to be filed.

- 3.5 Rejection of Quotes. Should the Department Director determine it to serve the public interest, he/she may reject all quotes or parts thereof, upon concurrence with the Department Director. The reason for the rejection of such quotes will be included in the records of the transaction.

Remember: Council approves all contracts over \$20,000.

4.0 Vendor List for supplies, material and Equipment.

- 4.1 At least twice per year, the City Clerk shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of vendor lists and solicit the names of vendors for the lists. The Department Director shall, if possible, secure telephone or written quotations, or both, from at least three different vendors whenever possible to assure that a competitive price is established and for awarding the contracts for the purchase of any materials, equipment, supplies, or services to the lowest responsible bidder as defined in RCW 43.19.1911. Immediately after the award is made, the bid quotations obtained shall be recorded, opened to public inspection, and shall be available by telephone inquiry. A contract awarded pursuant to this section need not be advertised.