

**TABLE A**

**DOLLAR LIMITS WHEN SOLICITING QUOTES FOR COMMODITIES,  
EQUIPMENT AND GOODS**

Dollar Limit	Procedure
\$1 - \$1,000	At the discretion of the Purchasing Department.
\$1,001 - \$3,000	Documented and written telephone quotes from at least <u>three</u> separate vendors (if available).
\$3,001 - \$3,999	Written quotes from at least <u>three</u> separate vendors (if available).
\$4,000 - \$9,999	Formal written and phone quotes from at least <u>five</u> separate vendors (if available) are required.
\$10,000 and up	Sealed bids in conformance with General Municipal Law, Section 103.

**TABLE B**

**DOLLAR LIMITS WHEN SOLICITING QUOTES FOR PUBLIC WORKS  
PROJECTS/CONTRACTS**

Dollar Limit	Procedure
\$1 - \$ 1,000	At the discretion of the Purchasing Department.
\$1,001 - \$ 9,999	Written quotes from at least <u>three</u> separate vendors (if available).
\$10,000 - \$19,999	Formal request for proposal with a response from at least <u>three</u> vendors.
\$20,000 and up	Conformance with General Municipal Law, Section 103.

TABLE C

DOLLAR LIMITS WHEN SOLICITING QUOTES FOR PROFESSIONAL SERVICES  
AND CONSULTANTS

Dollar Limit	Procedure
\$ 1 - \$ 5,000	Annual charge will be at the discretion of the department head, and with the approval of the Purchasing Agent.
\$ 5,001 - \$14,999	Prices will be obtained by formal written quotes from at least <u>two</u> sources, and the award will be made at the discretion of the department head with the approval of the Purchasing Agent.
\$15,000 - \$19,999	Prices will be obtained by written quote from at least <u>three</u> sources, with the award of the contract made by the department head, and with the approval of the Purchasing Agent.
\$20,000 and up	Prices will be obtained by RFP with the award of the contract being made by the Mayor, the head of the department involved, Budget Director and the Corporation Counsel.

EXCEPTIONS TO PROCUREMENT PROCEDURES

- 1) EMERGENCY: An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality.

Emergency purchases may be made without bid or even contract depending on the circumstances and are governed by the procedures set forth in Section 120 of the Second Class Cities Law. Such purchases may require certification of the department head and/or authorization of the Common Council. All such purchases must be coordinated with the Purchasing Department, City Clerk and Corporation Counsel's office, along with the Mayor and Budget Director.

- 2) LOWEST QUOTE: In all cases, awards to other than the lowest proposed quote must be documented in writing explaining the reason(s) for the rejection of the lowest price.