



POLICY MANUAL

Purchasing Procedures

Quotations and Bids

Code: 1 – 15 – 8

Book Chapter Subject

Revised: 08-03-99

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8.0 Purpose: Establish Policy and Procedure for When and How to Obtain Quotations and Bids for Purchases.

8.01 Scope: All Fire Department Personnel.

8.02 **PURCHASE \$2,500.00 OR LESS**

Purchases of \$2,500.00 or less can be purchased in the open market provided said expenditures are within budget limitations and three (3) quotes are obtained. If less than three (3) vendors are available, less than three (3) quotes are permitted.

8.03 **PURCHASE \$2,500.01 TO \$10,000.00**

Purchases of \$2,500.01 to \$10,000.00 can be approved by the department head provided said expenditures are within budget limitations. Said purchases shall require at least three (3) quotes in writing and must be sent to the Fire Chief for approval, in a recommendation format, as identified in SOP 1-12-4, before a purchase order number will be approved.

8.04 **PURCHASE \$10,000.00 TO \$25,000.00**

Purchases of \$10,000.01 to \$25,000.00 shall be approved by the City Manager. Once again, said purchases shall require at least three (3) quotes in writing and must be forwarded to the Fire Chief in a recommendation format as identified in SOP 1-12-4.

8.05 **PURCHASES \$25,000.01 AND UP**

Any single purchase of more than \$25,000.01 shall be made by formal bidding procedures as per City requirements and must be approved by the City Council.