

2.5 Present Bidding Thresholds for the Purchase of Commodities

	\$1 to \$250	\$250.01 to \$5,000	\$5,000.01 to \$15,000	\$15,000.01 to \$100,000	Over \$100,000
BIDS ARE NOT REQUIRED	<u>X</u>				
3 BIDS MUST BE SOLICITED VIA TELEPHONE		<u>X</u>			
3 FAXED OR WRITTEN BIDS MUST BE SOLICITED			<u>X</u>		
BIDS RECEIVED MUST BE DOCUMENTED ON A "BID SUMMARY FORM" (SEE EXHIBIT A AND A-1 –PAGES 78 & 79)		<u>X</u>			
MUST RECEIVE ACTUAL DETAILED RESPONSIVE BIDS FROM AT LEAST 2 VENDORS		<u>X</u>	<u>X</u>		
OPEN MARKET AGREEMENT (Insurance is required for over \$100,000)				<u>X</u>	
FORMAL CONTRACT					<u>X</u>
ADVERTISEMENT IN THE "CITY RECORD" FOR A MINIMUM OF 7 DAYS IS REQUIRED				<u>X</u>	<u>X</u>
BIDS RECEIVED FROM VENDORS MUST BE SEALED AND THEN READ AT A SCHEDULED PUBLIC OPENING				<u>X</u>	<u>X</u>
REQUEST FOR AUTHORIZATION REQUIRED (SINGLE BID, TEXTBOOKS AND LISTING APPLICATIONS ONLY)					<u>X</u>
REQUEST FOR AUTHORIZATION REQUIRED FOR ANY BID WITH A CONTRACT VALUE OF \$1,000,000 OR MORE					<u>X</u>

2.6 Present Bidding Thresholds for Request for Proposals and Informal Solicitation Requests

	\$1 to \$5,000	\$5,000.01 to \$100,000	Over \$100,000
3 FAXED OR WRITTEN BIDS MUST BE SOLICITED	<u>X</u>	<u>X</u>	
MUST RECEIVE ACTUAL DETAILED RESPONSIVE BIDS FROM AT LEAST 2 VENDORS		<u>X</u>	
FORMAL CONTRACT REQUIRED			<u>X</u>
ADVERTISEMENT IN THE "CITY RECORD" FOR A MINIMUM OF 7 DAYS IS REQUIRED			<u>X</u>
BIDS RECEIVED FROM VENDORS MUST BE SEALED AND THEN READ AT A SCHEDULED PUBLIC OPENING			<u>X</u>
PUBLIC NOTIFICATION OF AWARD IS REQUIRED			<u>X</u>
REQUEST FOR PROPOSAL (RFP) MUST BE ISSUED			<u>X</u>
REQUEST FOR AUTHORIZATION REQUIRED			<u>X</u>