

TABLE 1 MATERIALS & SUPPLIES

Estimated Cost of Good or Service	Bidding Requirements	Advertising Requirements	Quoted By	Award of Contract
\$0-\$4,999	None	None	N/A	Purchasing
\$5,000-\$9,999	3 Written or Oral Quotations	None	Requestor/ Purchasing	Purchasing
\$10,000-\$19,999	3 Written Quotations	None	Requestor/ Purchasing	Purchasing
\$20,000 & greater	Formal Sealed Bids	Once a week for two consecutive weeks in local newspaper.	Purchasing	Board

TABLE 2 PUBLIC WORKS

Estimated Cost of Good or Service	Bidding Requirements	Advertising Requirements	Quoted By	Award of Contract	Other Requirements
\$0-\$25,000	None	None	N/A	Purchasing	None
\$25,000-\$49,999	None	None	N/A	Board	Performance/ Payment Bond
\$50,000-\$99,999	3 Written Quotations	None	Requestor/ Purchasing	Board	Performance/ Payment Bond Contractor's License
\$100,000 & greater	Formal Sealed Bids	Once a week for three consecutive weeks in local newspaper.	Purchasing	Board	Performance/ Payment Bond Contractor's License Bid Bond

TABLE 3**PROFESSIONAL SERVICES**

Estimated Cost of Good or Service	Bidding Recommendation	Advertising Recommendation	Quoted By	Award of Contract
\$0-\$4,999	None	None	N/A	Purchasing
\$5,000-\$14,999	3 Written or Oral Quotations	None	Requestor/ Purchasing	Purchasing
\$15,000 & greater	Formal Request for Qualifications	Once a week for two consecutive weeks in local newspaper.	Purchasing	Board