

PURCHASING DEPARTMENT

QUOTATIONS AND LEGAL BID REQUIREMENTS

CAPITAL EQUIPMENT

This category includes equipment lasting more than one year and each unit costs \$500 or more.

\$5,000 - \$7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$8,000 - \$9,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$10,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).
Requisitioner to supply names of three vendors and specification sheet identifying equipment completely so all vendors will bid on same type of item. This is also applicable when capital equipment is purchased in aggregate.

MATERIALS AND SUPPLIES

This category includes supplies expendable within one year and costs under \$500 per item.

\$5,000 - \$7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$8,000 - \$9,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$10,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).
Requisitioner to supply names of three vendors and specification sheet identifying equipment completely so all vendors will bid on same type of item. This is also applicable when materials and supplies are purchased in aggregate.

CONTRACT SERVICES

This category includes contract services such as printing, physical plant projects, rubbish removal, etc.

\$10,000 - \$14,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form to be completed and submitted with your requisition.

\$15,000 - \$19,999 – Three written quotes are required and to be obtained by the Requisitioner or the Purchasing Department where appropriate.

\$20,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).
Requisitioner to supply names of three vendors and specification sheet identifying contract service completely so all vendors will bid on same type of service.