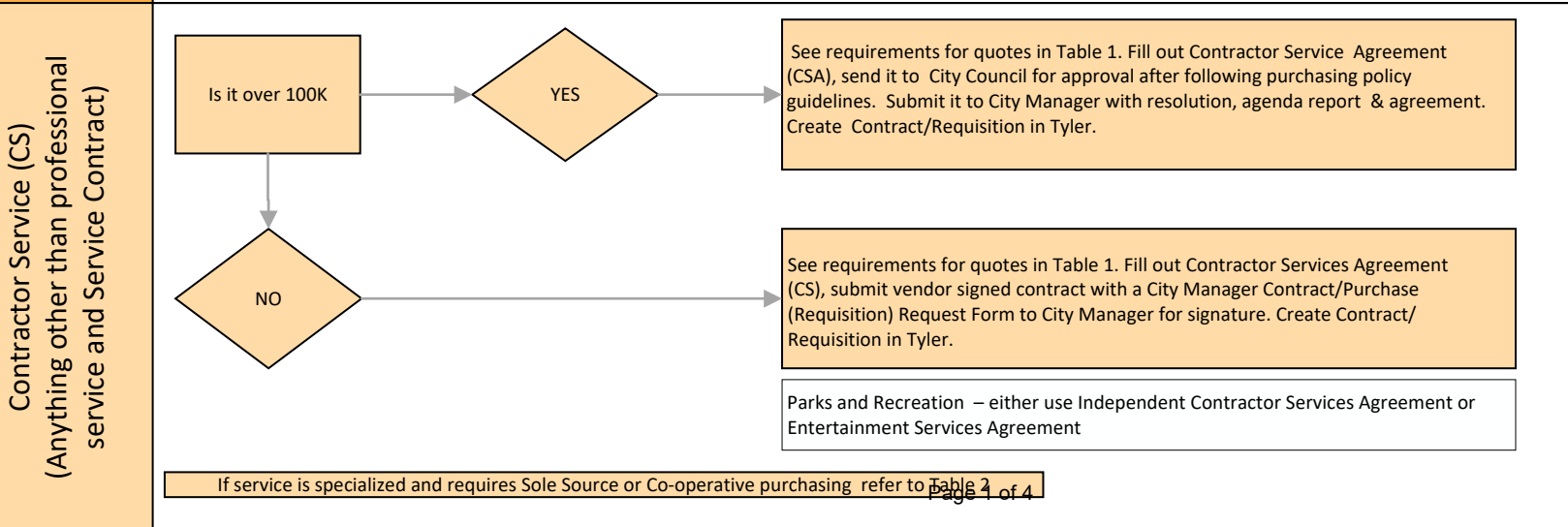
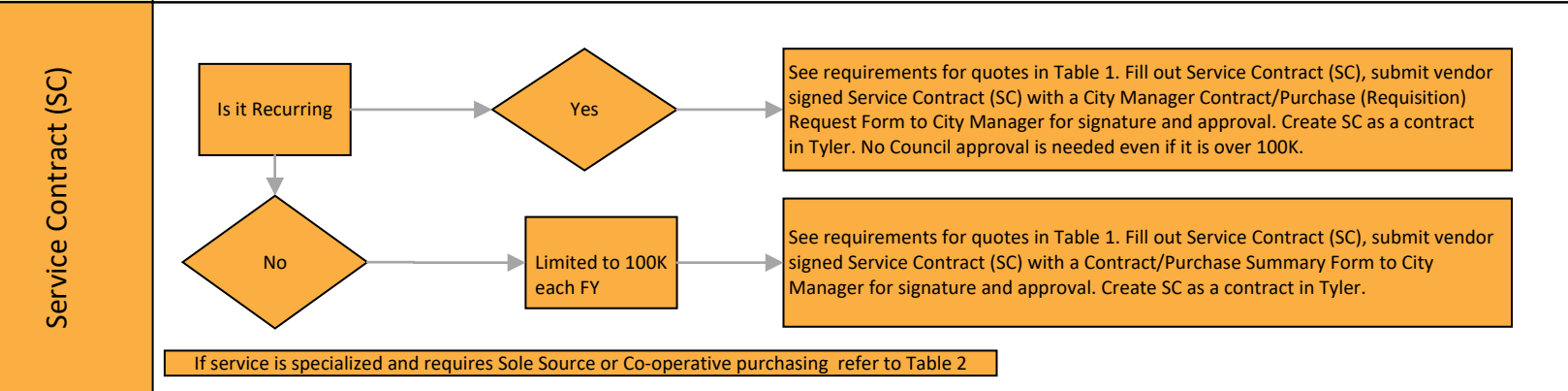
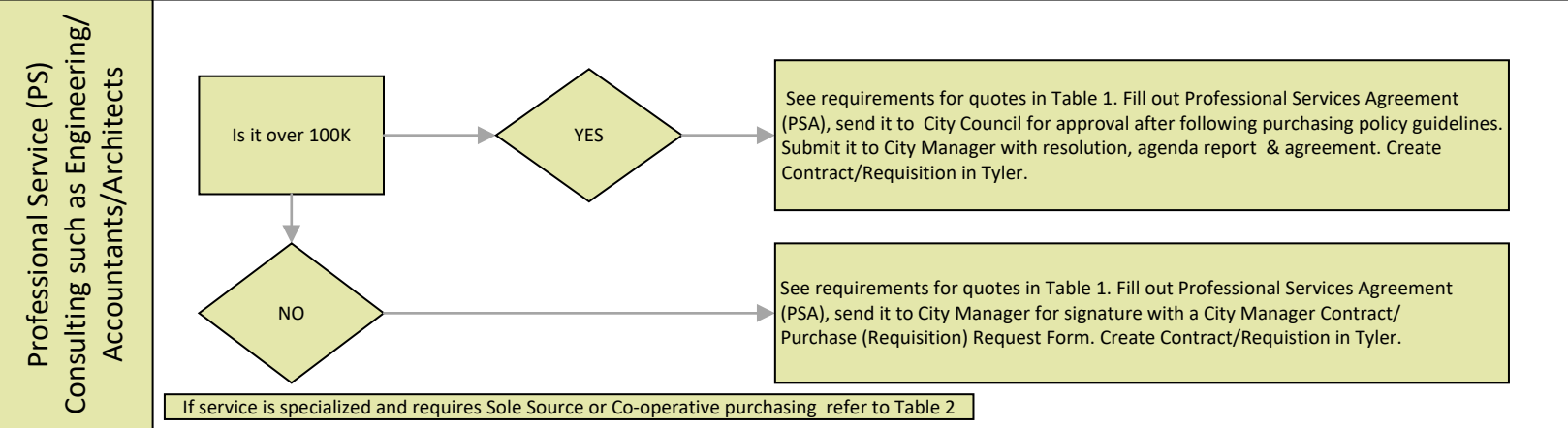


General Purchasing Flow Chart for Services

For all purchases Table 1 is the preferred method, however for specialized services requiring expertise please follow table 2



**Table 1
Requirement for Quotes**

5K-25K

Requires informal quotes from at least 2 vendors with 3 recommended. Telephone/ email quotes are acceptable although written quotes are preferred.

25K-100K

Requires written quotes from at least 2 vendors with 3 recommended. Obtain City Manager approval before award.

>100K

Requires formal bidding procedure as per the purchasing policy. Refer section 3 of purchasing policy for instructions.

Link

Table 2

Sole Source – Refer to purchasing policy 400 section 3.

Link

Co-operative purchasing- Refer to purchasing policy 400 section 3

Link

Notes

Use of Nonstandard/vendor contract template requires an approval from the City Attorney

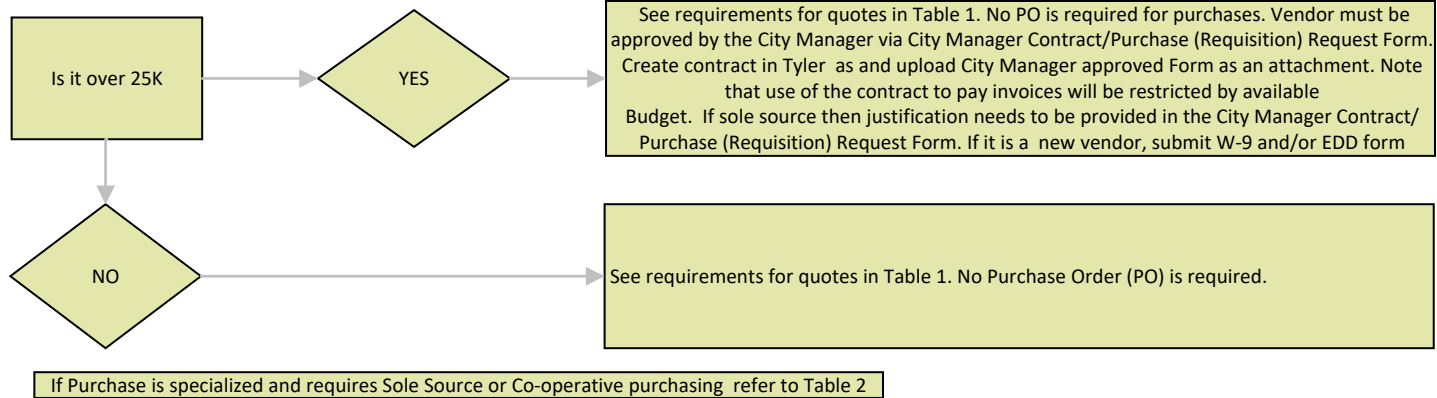
Standard Service contract should be 5 years with an option to extend it for 3 additional years unless department needs exceptions

For recurring service contract department will be limited by available budget.

Download contract template **here**

General Purchasing Flow Chart for Goods

Recurring Purchases (Replenishment of supplies & materials)



Non-Recurring Purchases

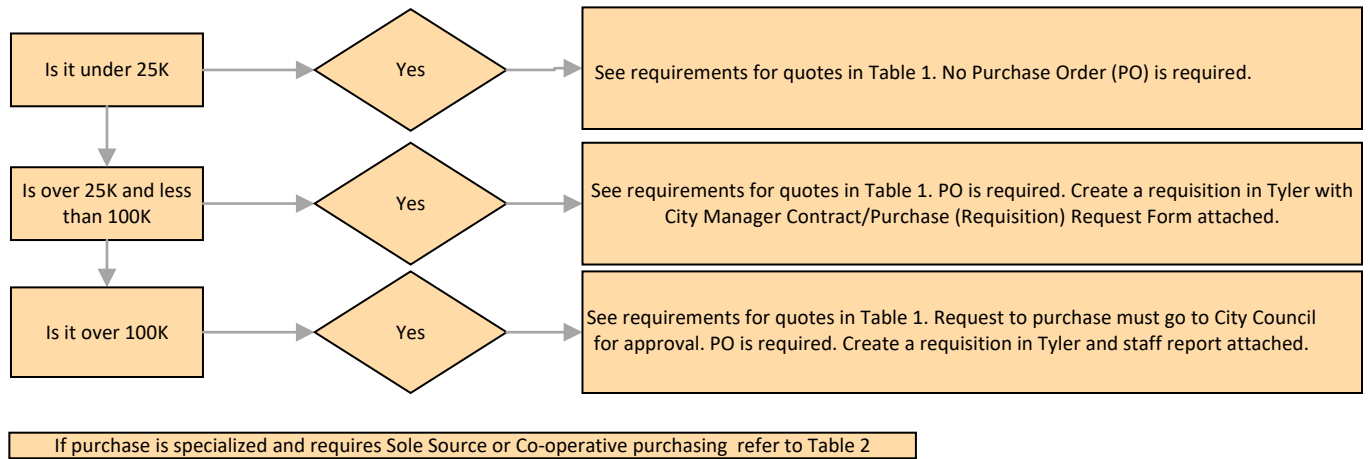


Table 1 Requirement for Quotes

5K-25K

Requires informal quotes from at least 2 vendors with 3 recommended. Telephone/ email quotes are acceptable although written quotes are preferred.

25K-100K

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[Link](#)

Table 2

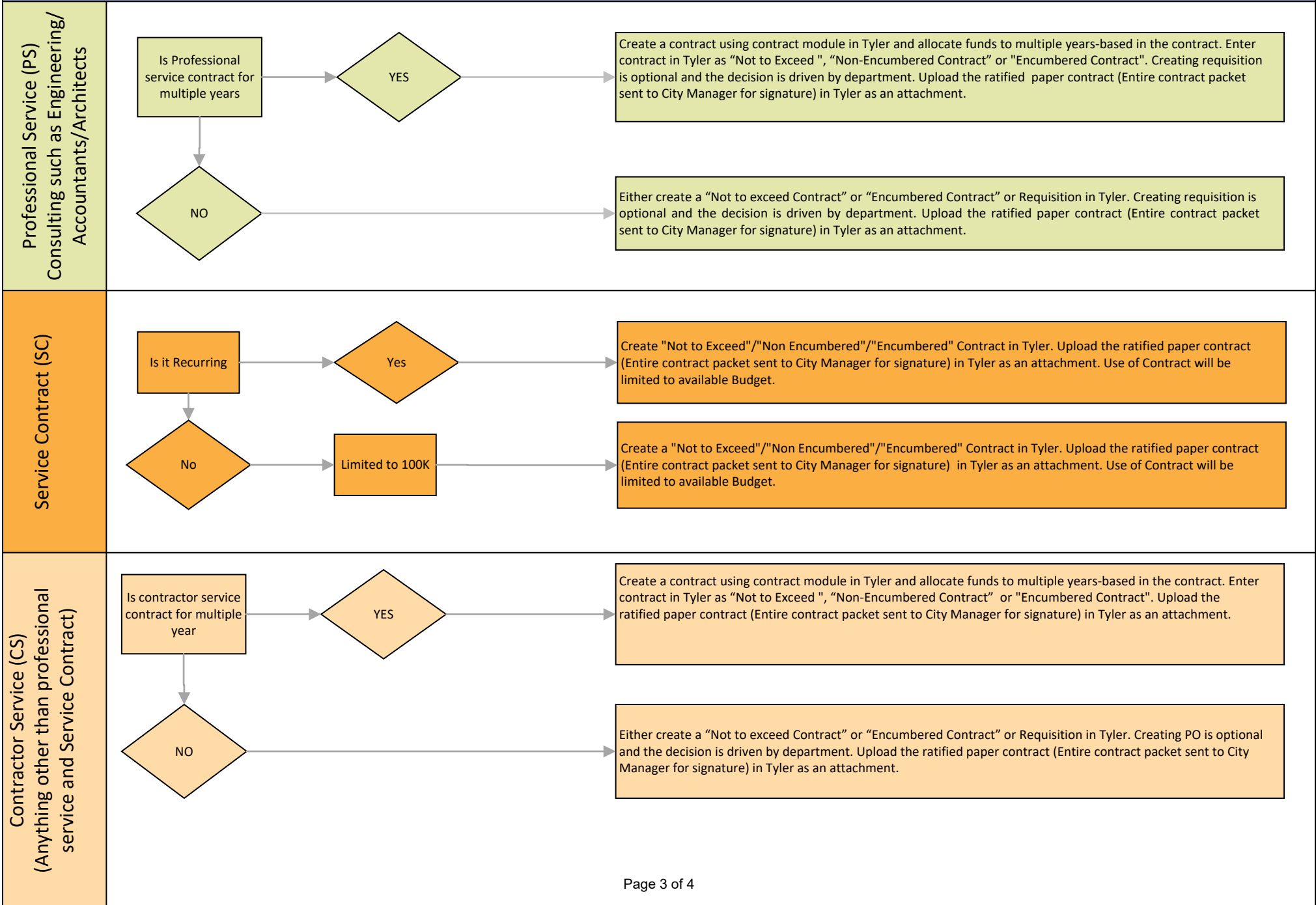
Sole Source – Refer to Purchasing Policy 400 section 3.

[Link](#)

Co-operative purchasing- Refer to Purchasing Policy 400 section 3

[Link](#)

Tyler Entry for Services



Tyler Entry for Goods

