

PURCHASING EXHIBIT*Methods of Competition To Be Used For Non-Bid Procurement*

	Verbal Quotes		Written Quotes	Bid	RFP	Other
	1	2	3			
Purchase Contracts up to \$19,999:						
Under \$2,000	X					
\$2,000 - \$4,999		X				
\$5,000 \$ - \$19,999			X			
\$20,000 total or more				X		
Public Work Contracts Up to \$34,999						
Under \$5,000	X					
\$5,000 - \$14,999		X				
\$15,000 - 34,999			X			
\$35,000 total or more				X		
Emergencies						X
Professional Services					X	
Leases of Personal Property						X
Second-Hand Equip. from Other Governments						X
Certain Food & Milk Purchases						X
Certain Municipal Hospital Purchases						X
Sole Source <i>(For example, a monopoly, a patented item, certain textbooks and educational publications.)</i>						X

* An RFP may be required; however, contracts for professional services may be awarded without competitive bidding.

Cooperative bids, state contracts, county contracts or preferred vendors must be utilized prior to initiating a non-bid procurement. Obtain procedures from the Business Office.

The Purchasing Agent may require additional quotes when not mandated by policy if they deem that such competition is in the best interests of the BOCES.

General Municipal Law requires that similar procurements that exceed \$20,000 in a fiscal year must be grouped together for the purpose of determining whether a particular item or group of items must be bid. Such bids will be made at the discretion of the Purchasing Agent.

DEFINITIONS:

Purchase Contract: An order for supplies and/or equipment or other goods.

Public Works Contract: An order for the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

Professional Services: A service involving specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

RFP: Request For Proposal

Adopted June 14, 2023