

CITY OF WHITING PUBLIC WORKS PROJECT MATRIX

Dollar Value of Purchase	Approvals Required	Method	Mode	Additional Requirements
Emergencies	Mayor, Board or Commission	Invite quotes from at least two (2) persons known to deal in public work required to be done	Phone, fax or mail E-mail not permitted	<ul style="list-style-type: none"> • Board must declare emergency • Minutes of board must show declaration of emergency and names of the persons invited to provide quotes • Preference to Whiting business - Preferred Vendor List for solicitation • Vendor must participate in e-verify
Less than 25,000.00	Department Head and Mayor	Solicit quotes from at least three (3) persons known to deal in the class of work proposed to be done	Phone or fax No seven (7) day waiting period E-mail not permitted	<ul style="list-style-type: none"> • Preference to Whiting business - Preferred Vendor List for solicitation • Specifications must be created • Need to make award to lowest responsive and & responsible quoteer • Quotes do not need to be sealed • Quotes do not need to be opened at public meeting • Vendor must participate in e-verify • Purchase order issued
\$25,000 to \$149,999.99	Department Head, Mayor and Board or Commission	Invite sealed quotes from at least three (3) persons known to deal in the class of work proposed to be done	Mail at least 7 days prior to date of opening of quote E-mail not permitted	<ul style="list-style-type: none"> • Preference to Whiting business - Preferred Vendor List for solicitation • Funding verified by Clerk/Treasurer • Specifications must be created • Board must approve solicitation before it goes out • Open sealed quotes at public meeting • If quote is \$50K or less, and all quotes are rejected, may contract for work on open market • If quote is more than \$50K, and all quotes are rejected, must issue new invitation to quote • Award subject to statute to lowest responsive and responsible bidder • Vendor must participate in e-verify • Purchase order issued
\$150,000 or more	Department Head, Mayor and Board or Commission	Sealed bid packet produced either through Engineering Department or by outside	Advertise in newspaper – twice, at least seven days	<ul style="list-style-type: none"> • Funding verified by Clerk/Treasurer • Specifications must be created – if project is for work on a public building in excess of \$100K, plans and specs must be

		consultant	<p>apart, with second publication occurring at least ten days before bid opening</p>	<p>approved by architect or licensed engineer</p> <ul style="list-style-type: none"> • If project is public building, plans and specs must be approved by the state department of health and the division of fire and building safety • Board must approve advertising dates – advertise 2 times, one week apart with 2nd advertisement at least 7 days prior to bid opening • Form 96 required if cost >\$100K • Common Construction Wage hearing required if cost >\$250K (as of 01/01/2012) • Bid Bond and Performance Bond required if cost >\$1500K • Board may set policy to require bid bond or performance bond if cost <\$150K • Open at public meeting • Award subject to statute to lowest responsive and responsible bidder • Vendor must participate in e-verify • Purchase order issued
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- Projects may not be artificially divided to avoid thresholds set by policy and all projects are limited by budget and appropriation.