

CITY OF WHITING

PURCHASING POLICY

FOR SUPPLIES, MATERIALS AND EQUIPMENT

The Whiting Board of Public Works and Safety, the Whiting Board of Sanitary Commissioners and the Whiting Redevelopment Commission have adopted a Purchasing Policy for supplies, materials and equipment in accordance with IC 5-22-1-1 *et seq.* This policy will explain the procedures and authorizations needed for purchasing depending on the cost of the supply, material or equipment.

GENERAL RULES

1. Purchases by a department may not be artificially divided to avoid the thresholds set by this policy.
2. Preferred vendors as established by the Board of Public Works and Safety shall be used when applicable.
3. All purchases are limited by the budget and appropriation of each department.
4. If a department wishes to utilize the special purchasing methods authorized by IC 5-22-10-1 *et seq.*, the purchase must receive prior authorization from the appropriate parties based on the cost of the expenditure.

PURCHASES LESS THAN \$1,000.00

1. Prior authorization shall be obtained from the department head.
2. Preferred vendors shall be utilized if applicable.
3. If there is no preferred vendor for the item(s), purchase may be made on the open market.
4. Preference should be given to purchase from business located within the City first, Lake County second and State of Indiana third.

PURCHASES RANGING FROM \$1,000.00 TO \$49,999.99

1. Prior authorization shall be obtained from the Department Head and the Mayor.
2. Funding availability must be verified by Clerk-Treasurer.
3. Purchase order shall be issued prior to order being placed.
4. Preferred vendors shall be utilized if applicable.
5. If no preferred vendor, purchase may be made on the open market.
6. Preference should be given to purchase from business located within the City first, Lake County second and State of Indiana third.

PURCHASES RANGING FROM \$50,000 TO \$149,999.99

1. Prior authorization shall be obtained from the Department Head, the Mayor and the applicable governing board.
2. Funding availability must be verified by Clerk-Treasurer.
3. Purchase order shall be issued prior to order being placed.
4. Solicit three (3) quotes from person/business known to deal in the lines or classes of supplies, materials or equipment to be purchased.
5. If there is a preferred vendor, that vendor should be included in three quotes.
6. Preference should be given to purchase from business located within the City first, Lake County second and State of Indiana third.
7. Quotes may be solicited by phone, fax or in writing.
8. Quotes are not required to be sealed and are not required to be opened at a public meeting.
9. Bonds may be required if purchase, delivery or receipt of goods is time-sensitive.
10. Non-collusion affidavits are not required.

PURCHASES OF \$150,000 OR ABOVE

1. Funding availability must be verified with Clerk-Treasurer.
2. Prior authorization shall be obtained from the Department Head, the Mayor and the applicable governing board.
3. Purchase order shall be issued prior to order being placed.
4. Specification and bid packet shall be prepared and presented to governing board.
5. Advertising dates for sealed bids shall be obtained from Clerk-Treasurer.
6. Bid bond and performance bond required.
7. Non-collusion affidavit required.
8. Bids must be opened at a public meeting.
9. Award made subject to statute.