

CITY OF WHITING

POLICY FOR PUBLIC CONTRACT FOR ROUTINE EXPENSES

The Whiting Board of Public Works and Safety, the Whiting Board of Sanitary Commissioners and the Whiting Redevelopment Commission have adopted a Policy for public contract of routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property if the cost of the public work is estimated to be less than One Hundred Fifty Thousand Dollars (\$150,000.00) in accordance with IC 5-22-1-1 *et seq.* This policy will explain the procedures and authorizations needed for such projects

GENERAL RULES

1. Public work projects covered by this chapter may not be artificially divided to avoid the thresholds set by this policy or state statute.
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.

PUBLIC WORK PROJECT LESS THAN \$50,000.00

1. Prior authorization shall be obtained from the Mayor for all expenditures in excess of \$1,000.00.
2. Funding availability shall be verified with the Clerk-Treasurer.
3. Purchase order shall be issued prior to work being authorized for all expenditures in excess of \$1,000.00.
4. Preferred vendors shall be utilized if applicable.
5. If there is no preferred vendor for the item(s), 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.

PUBLIC WORK PROJECT RANGING FROM \$50,000.00 TO \$149,999.99

1. Prior authorization shall be obtained from the Mayor and the appropriate governing board.
2. Funding availability shall be verified with the Clerk-Treasurer.
3. Purchase order shall be issued prior to work being authorized.

4. Preferred vendors shall be included in an invitation to quote.
5. Preference should be given to invite quotes from business located within the City first, Lake County second and State of Indiana third.
6. Invitation to quote shall be solicited from at least three (3) people known to deal in the line of work for the public work covered by the invitation.
7. Invitations to quote shall be mailed at least seven (7) days before the time fixed for receiving quotes.
8. Quotes do not need to be sealed.
9. Quotes do not need to be opened at a public meeting.
10. No bonds are required.