

## CITY OF WHITING ROUTINE EXPENSES MATRIX

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Dollar Value of Purchase	Approvals Required	Method	Mode	Additional Requirements
Less than \$1,000.00	Department Head	Preferred Vendor or Open Market	Phone, fax or mail	<ul style="list-style-type: none"> <li>• Preference to Whiting business</li> <li>• Vendor must participate in e-verify</li> </ul>
\$1,000 to \$49,999.99	Department Head and Mayor	Preferred Vendor or Open Market	Phone, fax or mail	<ul style="list-style-type: none"> <li>• Preference to Whiting business</li> <li>• Vendor must participate in e-verify</li> <li>• Purchase order issued</li> <li>• Funding verified by Clerk-Treasurer</li> </ul>
\$50,000 to \$149,999.99	Department Head, Mayor and Board or Commission	Invite quotes from at least 3 persons known to deal in the work type _Invitation to quote mailed at least 7 days before the time fixed for receiving quotes	Phone, fax or mail	<ul style="list-style-type: none"> <li>• Preference to Whiting business for solicitation</li> <li>• Specification package must be created</li> <li>• Award made to lowest responsible and responsive offerer</li> <li>• Vendor must participate in e-verify</li> <li>• Purchase order issued</li> <li>• Funding verified by Clerk-Treasurer</li> </ul>
\$150,000 or more	Department Head, Mayor and Board or Commission	Sealed Bids	Advertise in newspaper 2 times, at least 7 days apart, with second publication at least 1 week prior to date of bid opening	<ul style="list-style-type: none"> <li>• Purchase order issued</li> <li>• Funding verified by Clerk-Treasurer</li> <li>• Specification package must be created</li> <li>• Obtain advertising dates from Clerk-Treas.</li> <li>• Bid and Performance bonds</li> <li>• Non-collusion affidavit</li> <li>• Bids must be opened at public meeting</li> <li>• Vendor must participate in e-verify</li> <li>• Award made subject to statute</li> </ul>

- Purchases may not be artificially divided to avoid thresholds set by policy.
- Preferred vendors are established by the City of Whiting Board of Public Works and Safety.
- All purchases are limited by budget and appropriation.
- If a department wishes to utilize the special purchasing methods authorized by statute, the purchase must receive prior approval from the appropriate parties depending on the value of the purchase.
- Awards shall be made subject to statute when required – lowest responsive and responsible bidder.