

CITY OF CRAIG

PURCHASING POLICY

A. Under \$500

1. No price quotations or informal/formal bidding required.
2. Authorization: Department Head Level.

B. Between \$500 - \$2,499

1. Informal Purchase. A minimum of two (2) competitive quotes (written or oral) shall be solicited prior to the purchase of any goods or entering into a contract for services.
2. Authorization: Department Head Level.
3. Contracts for service, if the service is being provided on City property, shall include provisions for appropriate insurance coverage.

C. Between \$2,500 - \$9,999

1. Informal Purchase. A minimum of three (3) informal written bids when possible conforming to bid specifications shall be solicited prior to the purchase of any goods or entering into a contract for services. An informal written bid shall be a firm written price or quote for specific goods or services, which is valid for no less than 30 days. Electronically transmitted bids are acceptable.
2. Authorization: Department Head Level.
3. Contracts for service, if the service is being provided on City property, shall include provisions for appropriate insurance coverage.

D. Between \$10,000 and over

1. Formal Purchase. Formal sealed bids shall be required. Request for bids shall be advertised in a newspaper of legal record a minimum of ten (10) days prior to the date set forth for bid opening.
2. Authorization: City Manager and City Council Approval.
3. Contracts for service, if the service is being provided on City property, shall include provisions for appropriate insurance coverage.