

**TABLE OF PROCUREMENT THRESHOLDS**

**City of Syracuse Ordinance No. 141-2012, Amended Schedule A, Effective May 16, 2012**

**Determination of Procurement Method**

<b>Purchase Contracts (Commodities, Equipment or Goods)</b>	<b>No Quotes (1)</b>	<b>Minimum Number of Informal Quotes (2) (3)</b>	<b>Minimum Number of Formal Quotes (4) (5)</b>	<b>Formal Bid (6)</b>
Up to \$1,500	X			
\$1,501 - \$3,000		3		
\$3,001 - \$20,000			3	
Over \$20,000				X

<b>Public Works or Services (Construction and Service Contracts)</b>	<b>No Quotes (1)</b>	<b>Minimum Number of Informal Quotes (2) (3)</b>	<b>Minimum Number of Formal Quotes (4) (5)</b>	<b>Formal Bid (6)</b>
Up to \$1,500	X			
\$1,501 - \$3,000		3		
\$3,001 - \$35,000			3	
Over \$35,000				X

- (1) "Open Market" purchases at the discretion of the Purchasing Agent
- (2) Documented telephone quotations from at least three vendors (if available)
- (3) Requires RFQ and Informal Quotes documented, summarized and attached to Approved Requisition.
- (4) Written/fax quotations from at least three vendors (if available)
- (5) Requires written RFQ and Formal Vendor Quotes attached to Approved Requisition.
- (6) When a purchase is requisitioned, the cost must be estimated . When the cost is estimated in excess of the Formal Bid threshold, SCSD Department must submit to Purchasing a request to advertise for formal bidding along with tentative specifications. Each request will also be reviewed against prior records and anticipated usage to determine if purchases of a similar nature will exceed the Formal Bid thresholds within a consecutive six-month period. If so, the SCSD Department must submit a request to advertise and tentative specifications for formal bidding.

**Procedures for the Award of Quotations**

- a) Quotes will be awarded to the lowest responsible and responsive vendor who meets the specifications.
- b) Whenever an award is made to other than the lowest quote, this shall be indicated in writing and maintained in the requisition file.
- c) When the specified number of quotations cannot or will not be secured, the reason for this shall be indicated in writing and maintained in the requisition file.

**Exceptions To Bidding**

- a) Emergency Situations - An emergency exists if the delay caused by soliciting quotes would endanger the health , welfare or property of the municipality or the citizens.
- b) Council Ordinance - Authorized by Common Council to waive competitive bidding requirements.
- c) Sole Source - One possible source. A common Council ordinance to waive competitive bidding is required.
- d) True Lease - Prices will be obtained thorough quotations whenever possible.
- e) Preferred Sources - NYS Department of Corrections, NYS Ind. for the Blind and NYS Ind for the Disabled, NYS Office of Mental Health
- f) Professional Services - Services which require special education and training, license to practice or are creative in nature. (examples; lawyers, doctors, accountants, engineers, artists, etc.). For procurement of professional services, see Ordinance 141-2012 and Schedule B