

City of Altamonte Springs

Summary of Procurement Procedures

Thresholds, Bid Methods, & Order Methods

Under \$1,000.00 annually for one time or recurring purchase of like/similar items or services

- Purchasing Card (VISA) or Field Purchase Order only if the supplier does not accept VISA and the vendor is a sole sourcePurchase Approved by Department Head or Designee

\$1,000.00 to Under \$7,500.00 annually for one time or recurring purchase of like/similar items or services

- Three Verbal Quotes obtained by dept
- Electronic requisition entered by dept and submitted to Procurement to issue a Purchase Order prior to ordering goods/svcs
- Contract and Purchase Orders Approved By Procurement Manager

\$7,500.00 to Under \$25,000.00 annually for one time or recurring purchase of like/similar items or services

- Electronic Request for Quote (RFQ) Process (Dept emails form to Procurement to process and issue to vendors)
- Electronic requisition entered by dept and submitted to Procurement to issue a Purchase Order prior to ordering goods/svcs
- Contracts (after reviewed by Procurement) and Purchase Orders Approval by City Manager

\$25,000.00 and Over annually for one time or recurring purchase of like/similar items or services

- Formal Sealed Bid or Proposal Process (dept submits tech spec's or scope of svcs to Procurement to process and issue to vendors)
- Award Approved By City Commission
- Electronic requisition entered by Procurement or dept and submitted to Procurement to issue a Purchase Order prior to ordering goods/svcs
- Contracts (after reviewed by Procurement) Approved by Mayor
- Purchase Orders Approval by City Manager

GOODS/SERVICES EXEMPT FOR QUOTES/BIDS/PROPOSALS

- See Procurement Procedure No. 016-A for list or go to <http://www.altamonte.org/department/finance/procurement/2016.html>

PIGGYBACKING (PURCHASE OFF OTHER GOVERNMENTAL CONTRACTS)

- It is not necessary to obtain three quotes (unless contract requires competitive selection), because these contracts have already been competitively bid or negotiated or offer a benefit to the community and the disadvantaged (see Procurement Procedure No. 023 for complete list of contracts can purchase off)

PURCHASE ORDERS ARE NOT REQUIRED FOR THE FOLLOWING

- See Procurement Procedure No. 009 for list or go to <http://www.altamonte.org/department/finance/procurement/2009.html>

EMERGENCY PURCHASES

- Urgent purchase of goods or services, which affect the health, welfare, or safety of persons or public property. Approval of emergency purchases shall be pre-approved by:
 - Under \$7,500.00 - Procurement Manager
 - \$7,500.00 and Over - City Manager, who shall report emergency to the City Commission at next meeting if over \$25,000.

Disclaimer: The above information is a summary of the Procurement process and procedures. See Procurement Procedures for detailed information.