**GUILDERLAND**

**PURCHASING EXHIBIT**

**6700-E.1**

*Methods Of Competition To Be Used For Non-Bid Procurements*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Verbal Quotes | | | | | Written Quotes | | | RFP\* | Other |
|  | 0 | 1-2 | 2 | 2-3 | 3-5 | 3 | 2-3 | 3-5 |  |  |
| **Purchase Contracts up to**  $20,000 |  |  |  |  |  |  |  |  |  |  |
| Under $1,500 | X |  |  |  |  |  |  |  |  |  |
| $1,500 - $5,000 |  |  | X |  |  |  |  |  |  |  |
| $5,001-$10,000 |  |  |  |  |  |  | X |  |  |  |
| $10,001-$19,999 |  |  |  |  |  |  |  | X |  |  |
| **Public Work Contracts Up**  **To**  $35,000 |  |  |  |  |  |  |  |  |  |  |
| Under $5,000 | X |  |  |  |  |  |  |  |  |  |
| $5,000-$10,000 |  |  | X |  |  |  |  |  |  |  |
| $10,001-$20,000 |  |  |  |  |  |  | X |  |  |  |
| $20,001 - $34,999 |  |  |  |  |  |  |  | X |  |  |
| **Construction/Renovations** |  |  |  |  |  |  |  |  |  |  |
| $5,000 - $10,000 |  |  |  |  |  |  | X |  |  |  |
| $10,001 - $34,999 |  |  |  |  |  |  | X |  |  |  |
| **Emergencies** |  |  |  |  |  |  |  |  |  | X |
| **Insurance** |  |  |  |  |  |  |  | X | X |  |
| **Professional Services** |  |  |  |  |  |  |  |  | X |  |
| **Leases of Personal Property** |  |  |  |  |  |  |  |  |  | X |
| **Second-Hand Equipment from Other Governments** |  |  |  |  |  |  |  |  |  | X |
| **Certain Food & Milk**  **Purchases** |  |  |  |  |  |  |  |  |  | X |
| **Certain Municipal Hospital**  **Purchases** |  |  |  |  |  |  |  |  |  | X |
| **Sole Source (For example, patented or monopoly item)** |  |  |  |  |  |  |  |  |  | X |

\*RFP: Request for Proposal

Reviewed April 7, 1998

Reviewed May 3, 2011

Reviewed June 18, 2013