



Purchasing Amount

Purchases Between \$5,000 and \$25,000

Purchases between \$5,000 and \$25,000 may be made by receiving at least three informal quotations. Notices will be sent to a list of previously qualified vendors. Informal quotations can be received by telephone, in person, by mail, or by facsimile.

Purchases \$25,000 and Over

For purchases \$25,000 and over, formal bids are normally solicited. Bids will be solicited from at least three qualified vendors. Some projects will only be open to specified vendors and may not be publicly posted. Formal bids must be sealed and can be submitted in person or by mail. Formal bids cannot be submitted via telephone or facsimile.