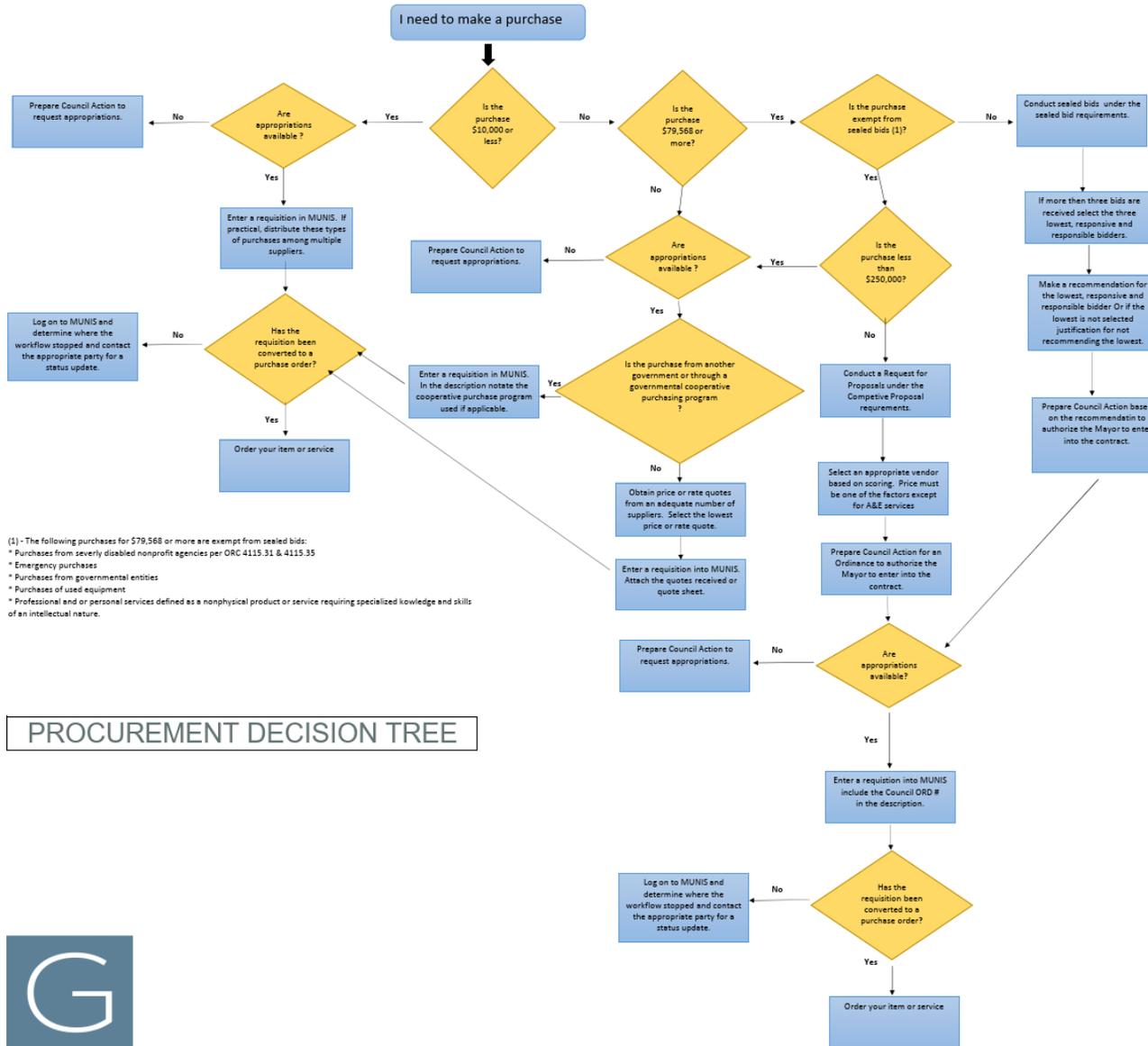


Procurement



PROCUREMENT DECISION TREE



Petty Cash

- 133.02 (C)(1)(a)- \$100 reimbursed via City's petty case procedures

Micro and Small Purchases

- 133.02(C)(2)(a) – Micro Purchase
 - \$1 - \$10,000 purchase may be made by obtaining a purchase order through Finance as defined by procurement policy
- 133.(C)(3)(a) – Small Purchase
 - \$10,001 - \$250,000 purchase may be made by obtaining quotes from an adequate number of qualified sources as defined by procurement policy
 - Excludes items required to be bid under ORC 735.05. These items follow competitive bidding.

Sealed Bids

- 133.02(C)(4)(a) - For purchases of \$75,000 or more for 2024; increased by three percent each year thereafter with exceptions for (2026 amount \$79,500):
 - Purchases made from qualified nonprofit agencies under 4115.31 – 4115.53
 - Emergency purchases
 - Purchases from other governmental agencies
 - Purchases of used equipment
 - Professional and personal services
- Council authorization for Mayor to sign contract.

Competitive Proposals

- 133.02(C)(5)(a) – Sealed bids are not required, and the purchase is \$250,001 or more
- Council authorization for Mayor to sign contract.

133.02(C)(6)(a)

- Non-competitive or sole source only allowed for the following:
 - only available for a single source
 - public exigency or emergency
 - expressly authorized by the federal awarding agency or pass-through
 - competition determined to be inadequate after solicitation from a number of sources

Pre-Qualified Contracts

- Permissible under ORC 153 for architectural and engineering services
- Allows the City to pre-qualify firms for services
- When projects arise, the most qualified is contacted for contract negotiations which would follow professional services procedures.

QUESTIONS?
