

2.4 Competitive Purchasing Requirements

Unless otherwise exempted by this Procurement Policy, the County will use a competitive process as defined below for purchases meeting the following criteria:

Purchase Type	Informal Threshold	Informal Method	Formal Threshold	Formal Method	Required Contract Documents
Goods, Equipment, Supplies, Materials	More than or equal to \$10,000	3 Quotes	More than or equal to \$50,000	ITB	Purchase Order
Services	Less than \$100,000	N/A	More than or equal to \$100,000	RFP/RFQ	Contract (if over \$10,000) and Purchase Order
Subscriptions, Equipment Leases	Less than \$50,000	N/A	More than or equal to \$50,000	RFP	Contract (if over \$10,000) and Purchase Order
Construction/ Public Works Projects	Less than \$100,000	N/A	More than or equal to \$100,000	ITB/RFP/RFQ	Contract and Purchase Order

For purchases under the formal threshold amount, the Purchasing Agent may elect to use a competitive purchasing method, which may include an evaluation by the department to determine the best value for the County.