Chapter 30B (Goods & General Services) Purchasing Matrix

Purchases of $0 -$9,999

- "Sound Business Practices" to Select Vendor
- Purchase Order Approved **Before** Goods/Service Ordered
- No Advertising or Contract Required

Purchases of $10,000 -$34,999

- "Three Quotes" Solicited / Sole Source Requested
- Contract Required
- Purchase Order Approved **Before** Goods/Service Ordered

Sole Source If Only One Vendor Exists

If there is only one single distributor of the desired good/service, request a Sole Source Determination. A Sole Source may not be used if:

- Multiple vendors/distributors exist
- The purchase exceeds $35,000;
  - Unless for proprietary education materials, library books or software maintenance.

OR

Quotes if Multiple Vendors Exist

If there are multiple distributors of the desired good/service, solicit 3 written Quotes.

- When soliciting quotes, obtain the vendor's name, address and contact, as well as the unit price and total price.
- You have complied with the law if you have *asked for* three quotes, even if you have not *obtained* them. Bidders may choose not to reply, or may not offer the desired good/service. (Non-responsive)
- You can choose the vendor to solicit quotes from, so only choose vendors you are comfortable doing work with.

Purchases of + $35,000

- "Competitive Sealed Process" (IFB, RFP and/or RFQ)
- Advertising Required (Chelsea Record & Goods and Services/Central Record)
- Standard City Contract Required
- Purchase Order Approved **Before** Goods/Service Ordered

If only one vendor exists

A competitive sealed process, unless for purchase of proprietary; educational materials, library books or software maintenance. 30B cannot be used for purchases over $35,000 unless in the aforementioned

OR

If multiple vendor exists

Invitation for Bids (IFB) – Bid Awarded to the responsive & responsible Bidder offering the best price (most often the lowest price)

OR

Request for Proposals (RFP) – Bid Awarded to the responsive & responsible Bidder offering the most advantageous proposal, taking both price and non-price factors into consideration