



City of Eustis

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City of Eustis General Purchasing Policies

1. Purchases for the requirements and operation of City departments shall be made on a centralized basis via departmental requisition. Each requisition shall be signed and must be properly budgeted prior to issuance of the purchase order. A purchase order shall not precede a requisition except where there is an emergency purchase.
2. All purchases shall be of a quality to suit the intended purpose at the most economical price.
3. Purchases of \$2,000.00 or less may be made by the user through the use of a City procurement card or purchase requisition.
4. Purchases over \$2,000.00 and less than \$10,000.00 shall be made by informal quotation, soliciting price quotations verbally or in writing from a minimum of three vendors (excluding emergency purchases). Purchases in excess of \$2,000.00 shall be covered by a properly executed purchase order.
5. Purchases over \$10,000.00 and less than \$50,000.00 will require written competitive quotes, excluding purchases made from State Contract, other governmental cooperative bids, and emergency purchases.
6. Purchases in excess of \$50,000.00 require City Commission approval and shall be made utilizing the advertised sealed bid process.

Exceptions:

- a. Purchases from State Contract, other governmental cooperative bids and emergencies are excluded from the sealed bid process.
 - b. Services for engineers, architects, surveyors, land surveyors, landscape architects in excess of \$35,000.00 and/or construction costs in excess of \$250,000.00 shall be made utilizing Florida Statute 287.055, the Consultants Competitive Negotiations Act.
7. In extreme emergencies, the City Manager, or designee, may authorize a purchase without a prior requisition, provided that any emergency purchase shall be followed with a requisition at the absolute earliest possible time.

Emergency means a situation which endangers the health, safety or welfare of the citizens of Eustis or seriously jeopardizes a City project.