

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 shall not precede a requisition except where there is an emergency situation.
2. All purchases shall be of a quality to suit the intended purpose at the most economical price.
3. Purchases of \$1,000 or less may be made by the user through the use of a City procurement card or Field Purchase Orders.
4. Purchases over \$1,000 and less than \$10,000 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 \$1,000 shall be covered by a properly executed purchase order.
5. Purchases over \$10,000 and less than \$50,000 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 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, and landscape architects in excess of \$25,000 and/or construction costs in excess of \$250,000 shall be made utilizing Florida Statute 287.055, the Consultant's Competitive Negotiations Act.
7. In extreme emergencies, the City Manager or Director of General Services, 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.
 8. Emergency means a situation which endangers the health, safety, or welfare of the citizens of Eustis or seriously jeopardizes a City project.

Division of General Services
Purchasing Department
352-483-5475

Effective 10/03/02