

**CITY OF HUDSON
PURCHASING POLICY MATRIX**

ESTIMATED \$ AMOUNT OF INDIVIDUAL CONTRACT OR COMPOSITE OF ANNUAL PURCHASES	ALL BUT PUBLIC WORKS CONSTRUCTION				PUBLIC WORKS CONSTRUCTION				
	under \$200	under \$1,000	\$1,000 - \$4,999	\$5,000 - \$14,999	Renewal of contracts, services, and equipment previously approved and budgeted \$15,000 - \$29,999	New contracts, services, & equipment \$15,000 - \$29,999	\$30,000+	\$5,000 - \$14,999	\$15,000+
BID SPECIFICATIONS	Not required			Written specification prepared by Department head					
SOLICITATION OF BIDS, PROPOSALS, AND QUOTES	Encouraged	2 or more verbal or written quotes	Written quotes	Public bid	Written quotes	Public bid			
ADVERTISING AND NOTICE	not required			Class 2 notice	Class 1 notice before the contract is executed	Class 2 notice(and Class 1 notice before the contract is executed if under \$25,000)			
RECEIPT OF QUOTATIONS	Not required	by Department	To City Administrator by deadline						
BID TABULATION AND RECOMMENDATION	Not required	Department retains original quotes, submits submit tabulation of verbal and written quotes & recommendation with purchase order	Administrator & Department Head review written quotes for recommendation						
AWARD	Best judgment of the Department	By Administrator	Review by applicable Committee and Finance Committee, Award by Council	By Administrator	Review by Public Works and Finance Committees, Award by Council				
PURCHASE ORDER	Not required	Required before order is placed, Department Head signs , Administrator verifies availability of funds							
PLACE ORDER	After Purchase order approval by Administrator, Mayor, or Finance Officer	After approval by Common Council	After purchase order approval	After approval by Common Council					

NOTES:

- Ongoing contracts are to be reviewed and, if necessary, renegotiated or resubmitted for quotes every 5 years
- For purchases over \$15,000 see policy for definition of new contracts or agreements
- Standard contracts are let by Finance Officer for 1-year period and vendor shall be used for length of agreement
- **Cooperative purchasing** - competitively bid purchasing onto which the City "piggybacks" are considered to have met the competitive requirements and no additional quotes are necessary
- **Emergency purchases** - permitted for situations defined in Purchasing policy
- **Serial contracting** - Purchase orders must reflect the composite total of similar purchases or work to be undertaken. Splitting purchases or contracts into smaller units to avoid the requirements of the purchasing policy is prohibited.
- **Public Works Construction** means a road, sewer, water, stormwater, wastewater, grading, parking lot, or other infrastructure-related project or the provision of construction-related services for such a project