



CIRCLEVILLE TOWN PURCHASING POLICY

ARTICLE 1

GENERAL PROVISIONS

- A. The underlying purposes of this policy are:
1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with Circleville Town
 2. To provide for the greatest possible economy in the Town's procurement activities.
 3. To foster effective broad-based competition within the free enterprise system to ensure that the Town will receive the best possible service or product at the lowest possible price.

ARTICLE 2

SOURCE SELECTION AND CONTRACT FORMATION-GENERAL PROVISIONS

- A. Purchase not requiring sealed bids:
1. Purchases costing less than \$1,000.00 in total, shall not require bids of any type. (Purchases shall not be artificially divided so as to constitute a small purchase under this section.)
 2. Purchases costing more than \$250.00 but less than \$5,000.00 in total, shall require (2 to 3) telephone.catalog/verbal bids/pricing. Purchases costing more than \$5,000.00 in total, shall require (2 to 3) written or advertised bids.
 3. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.
 4. Purchases made from a single-source provider.
 5. Purchases required during an emergency, i.e., an imminent threat to the public's health, welfare, or safety.
- B. Purchasing requiring sealed bids:
1. Contracts shall be awarded by competitive sealed bidding