

# EXHIBIT

2012

Fiscal Management

## PURCHASING EXHIBIT

### *Methods Of Competition To Be Used For Non-Bid Procurements*

	Verbal Quotes			Written Quotes		RFP*	Other
	0	3	More Than 3	3	More Than 3		
<b>Purchase Contracts up to \$20,000</b>							
Under \$500	x						
\$501 - \$1,000		x					
\$1,001 - \$10,000				x			
\$10,001 - \$20,000					x		
<b>Public Work Contracts Up To \$35,000</b>							
Under \$1,000	x						
\$1,001 - \$10,000		X					
\$10,001 - \$35,000					x		
Emergencies							x
Insurance					x		
Professional Services						x	
Leases of Personal Property							x
Second-Hand Equipment from Other Governments							x
Certain Food & Milk Purchases							x
Sole Source (For example, patented or monopoly item)							x

\*RFP: Request for Proposal

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**Explanations of Other Methods of Competition to Be Used  
For  
Non-Bid Procurements**

Emergencies: Informal solicitation of quotes or otherwise, to the extent practicable under the circumstances

Second-Hand Equipment from Federal and State Governments: Section 103(6) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting the purchase of surplus and second-hand supplies, materials or equipment without competitive bidding from the federal or state governments or from any other political subdivision or public benefit corporation with the state.

Certain Food and Milk Purchases: Section 103(a) and (10) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting a Board of Education to separately purchase eggs, livestock, fish and dairy products (including milk), juice, grains and species of fresh fruits and vegetables directly from producers, growers or certain processors without bidding.

Sole Source: Section 103 of the General Municipal Law provides a statutory exception to the competitive bidding requirement in limited situations where there is only one possible source from which to procure goods or services required in the public interest (such as in the case of certain patented goods or services or public utility services).

Adoption date: July 2003  
Revised/Adopted: 10/26/05  
Revised/Adopted: 11/7/12