

Quote/Bid/Contracts Requirements

Cost Threshold	Quote Type / Ad Requirement	Amount of Quotes/Bids Required and Who Can Receive Them	Approval Authority	Minimum Type Contract and/or Document Required
< \$10K	Written on Company Letterhead	One* / Bids can be faxed or emailed to the Department requesting bids.	Director	Scope of Work to be provided in writing to contractors
\$10K ≤ X ≤ \$25K	Written on Company Letterhead	Three / Bids can be faxed or emailed to the Department requesting bids.	Town Manager	-Formal Request for Quote -Sample Letter Contract -Scope of Work -Quote/Bid Form
\$25K < X ≤ \$50K	Place on DemandStar	Bids ≤ \$35k can be faxed or emailed to the Department requesting bids. Bids > \$35k must be sealed and received by Town Clerk	Town Manager	-Formal Request for Quote -Sample Letter Contract -Scope of Work -Quote/Bid Form -Payment and Performance Bond as required by project; confirm with Director
\$50K < X ≤ \$100K	Place on DemandStar	Sealed bids received by Town Clerk	Town Council > \$50k Signed by Mayor	-Cover Sheet and Index -Letter Contract*** -Instructions to Bidders -Bid Form -Payment and Performance Bond as required by project; confirm with Director
\$100K < X < \$200K	-Place on DemandStar -Advertise in the PB Post**	Formal RFP/RFQ/ITB and sealed bids received by Town Clerk	Town Council	C1 Contract with Payment and Performance Bonds
\$200K ≤ X < \$500K	-Place on DemandStar -Construction Contracts- Advertise in PB Post 21 days before bid opening and 5 days before pre-bid meeting**	Sealed bids received by Town Clerk***	Town Council	C1 Contract with Payment and Performance Bonds
X ≥ \$500K	-Place on DemandStar -Construction Contracts- Advertise in PB Post 30 days before bid opening and 5 days before pre-bid meeting	Sealed bids received by Town Clerk	Town Council	C1 Contract with Payment and Performance Bonds

* Perform market research to get the Town the lowest and best price

** FDOT/LAP requires 30 day advertisement

*** Project needs may require a C1 Contract; check with Director

Note:

- 1) Written Notice of Award Memo to the successful bidder and Unsuccessful Bidder memo to all vendors who sent in quotes for each of the levels listed under the Bid Requirements Table.
- 2) Competitive Selection Award/Request for Qualification style selections must have a Selection Committee of three to five members. One member of the Selection Committee must be at the Director level.
- 3) Purchase Orders should be devoted to commodity purchases with delivery only to Town Hall or other Town facilities.
- 4) Any purchase involving onsite work shall require a written contract with indemnification.