

---

**Policy:** Purchasing Procedures

**Adopted by Board of Park Commissioners:** October 2022

The City of Bristol Purchasing Department coordinates all procurement and contracting activities for the city in order to obtain cost-effective pricing, ensure consistent quality in products and services, comply with city, state and federal guidelines, and provide overall purchasing transparency for the city. BPRYCS staff adhere to the policies and procedures established in the City's *Purchasing Manual*. The manual is reviewed and modified on a regular basis by the Board of Finance. The *Purchasing Manual* includes policies on:

- General Provisions (Governing authority, role of purchasing, federal procurement standards)
- Policies (Bidding Guidelines, Request for Proposals, Emergency Waiver of Bids, Procurement Cards)
- Procedures (Bidding specifications, evaluation of bids, bonding and insurance requirements)
- Professional Services (Conditions for use, development of scope/specifications, review/evaluation, award considerations)
- Contracts Administration (Authority, guidelines, standard contract clauses)
- Specific Transaction Types (Exempt transactions, blanket orders)

While Department staff are expected to adhere to all aspects of the *Purchasing Manual*, the following are widely understood regular practices:

**Purchase Orders** - All purchases, not paid for via a procurement card, *must* have an open P.O. *prior* to ordering. Open P.O.s can be found on MUNIS under *P.O. Inquiry*. Select department staff have been issued procurement cards in order to provide a purchasing option for situations or purchases that require immediate purchase. Blanket P.O.'s are opened in order to accommodate vendors the department regularly purchases from in order to expedient purchases.

**Tax Exemption** - The City of Bristol is a tax exempt organization, and as such, Comptrollers does not process any invoices that includes tax. All staff are required to actively remind cashiers that the purchases are tax exempt and check their receipts before they leave the store. Should staff require a tax exempt certificate for a particular business, the Purchasing Department must be contacted with the name of the company and their address.

**Quotes and Bidding** - Effective July 2019 the Board of Finance has modified the quote threshold requirements as follows. *Purchasing Manual, 5-6.*

- \$.01 - \$4,999 – no quotes
- \$5,000 - \$9,999 – 3 verbal quotes
- \$10,000 - \$24,999 – 3 written quotes
- \$25,000+ - sealed bids

(Source: *Purchasing Manual* available at [www.ci.bristol.ct.us](http://www.ci.bristol.ct.us)).