be determined on an annual basis. Grant funded procurements will follow all grant procurement requirements and guidelines.

b. Purchases, whether individual or in the aggregate, shall be compared to budgeted amounts by the Department Head who is responsible for the budget.

2. Purchases up to $500.00~~less than $500.00~~.

a. Purchases in this dollar amount can be made by the staff with a Department Head's approval. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition. A purchase order is not required. Certain recurring monthly purchases are pre-approved by Council Resolution.

~~a.~~

~~Purchases in this dollar amount can be made by the staff with a Department Head's approval. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition. A purchase order is not required. Certain recurring monthly purchases are pre-approved by Council Resolution.~~

b. Petty cash purchases may be used for small items needed at once or for reimbursements of incidental Village expenditures. A third party receipt is required containing a description, amount, and date with approval noted on the receipt.

3. Purchases from $500.01~~0~~ to $10~~5~~,000.00

Such purchases or contracts shall be initiated by the Department Head. Only one signature is required for purchases up to $5,000.00~~, however,~~ as Department Heads are responsible for their respective budgets. The Village President can authorize purchases up to $5,000.00 alone, or up to $10,000.00 with a second Department Head signature. Three (3) verbal or written price quotations are suggested, and should be documented, if possible. ~~An award shall be made to the qualified vendor offering the best value in the opinion of the Department Head and Council.~~

4. Purchases from $10,000.01 to $15,000.00

Applies only to Water and Sewer purchases. Such purchases or contracts shall be initiated and signed by the Department Head and approved by the Village President. Three (3) verbal or written price quotations are suggested, and should be documented, if possible.

~~4.~~5. Purchases $~~5~~10,000.01~~0~~ to $25,000.00 (excepting Section B. 4.)

Such purchases or contracts shall be initiated and recommended by the Department Head and approved and authorized by Council.~~, and, therefore, require two (2)~~

~~signatures.~~ A purchase order is not required by the Village~~, but may be required by the vendor~~. A minimum of three (3) written price quotations is required when possible, and should be documented. Negotiated purchases, such as through MiDeal, are an acceptable alternative to obtaining three (3) price quotes~~. An award shall be made to the qualified vendor offering the best value in the opinion of the Department Head and Council.~~.

6. Purchases above $25,000.00

   a. Purchases or contracts estimated to exceed $25,000.00 shall require formal competition as deemed appropriate, including but not limited to competitive sealed bids, requests for proposals, qualifications-based selection, and/or negotiated purchases. Authorization ~~is~~ to request bids is required from ~~a Department Head~~the Village President or ~~and~~ Council.

   b. Awards shall be made to the bidder determined to be best qualified based on

      1) the evaluation factors set forth; and

      2) negotiation of fair and reasonable compensation~~, with the approval of Council~~.

6. Vendor selection

   a. Department Heads are to use vendors already on the approved vendor list, if possible.

   b. Whenever possible, purchases will be made from local vendors from the Village or its environs. This will be accomplished by ensuring that local vendors who have goods or services that the Village is in need of are included in the competitive shopping process that will precede most purchases. The Village has a responsibility to its residents, however, to obtain the maximum value for each public dollar spent.

   c. If there is a need to select a new vendor prior to purchasing goods or services, the Village shall:

      1) ensure there are no conflicts of interest (Section K. 4);

      2) obtain workers' compensation insurance certificate, if needed; and

      3) obtain IRS Form W-9, if needed.

C. Delivery and Inspection

Goods received will be inspected at the time of receipt to detect any damage or defects and to ensure compliance with the order (i.e. quantity, quality, price, and other specifications). The acceptance of goods shall be the responsibility of the initiating Department Head.