

MAYOR  
DAVID R. MARTIN



PURCHASING AGENT  
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CITY OF STAMFORD  
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## Memorandum

**To:** All City Employees

**From:** Beverly A. Aveni, Purchasing Agent  
*Beverly A. Aveni*

**Re:** Amended Purchasing Ordinance

**Date:** November 20, 2014

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The attached Ordinance, which amends the Purchasing Ordinance, is effective as of November 22, 2014.

The amendments to the Ordinance are delineated by striking out the previous language and inserting the new mandates.

The most important amendments to the Ordinance's guidelines are as follows:

**Procurement of Goods and General Services** (purchases of commodities, such as miscellaneous supplies, hardware, tools, etc., and one time small and/or minor repairs)

- Under \$3,000 – no quotes required
- 3 quotes required for purchases from \$3,000 - \$10,000
- Competitive Bids required if Greater than \$10,000

**Procurement of Special or Professional Services** (such as architectural, engineering, etc.) – **No Amendments to this Provision**

- Under \$10,000 – no quotes required
- 3 written quotes required for procurement of services from \$10,000 - \$25,000
- Written Competitive Proposals required for procurement of services greater than \$25,000

**Contracts**

- Purchase Order may be issued for Purchases less than **\$50,000**
- Purchases of **\$50,000** or more requires a written contract

The Mayor is the only person authorized to sign documents on behalf of the City of Stamford.

**Bid Waivers**

- For either critical emergencies or other special circumstances specified in the Purchasing Ordinance in Section 23-18.3
- Requires approval by the Purchasing Agent, Director of Administration, and the Mayor
- Bid Waiver requests greater than **\$100,000** require Board of Finance approval prior to authorization by the Mayor

If you ever have any questions concerning the Purchasing Ordinance, please do not hesitate to call me.

## **Purchasing Policies**

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### **Goods and General Services (Bid)**

- Under \$3,000 – No Quotes
- 3 Quotes for \$3,000 - \$10,000 (except for drawdowns – up to \$10,000)
- Competitive Bids if Greater than \$10,000

### **Special or Professional Services (RFP)**

- Under \$10,000 – No Quotes
- 3 Quotes \$10,000 - \$25,000
- Competitive Proposals (written) if Greater than \$25,000

### **Bid Waiver Process**

- For either Critical Emergencies or other reasons specified in the Purchasing Ordinance
- Approval by Purchasing Agent, Director of Administration and Mayor
- If Greater than \$100,000 requires BOF approval prior to approval by Mayor

### **Contracts**

- Contract required for services greater than \$50,000
- Purchase Order may be issued for services under \$50,000
- \$100,000 or more requires approval by BOF, BOR and Mayor