



## *"Village with a Past, City with a Future"*

OFFICE OF THE CITY MANAGER  
210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 ext 221 / FAX: 907-283-3014

KMC 7.15 governs the purchases made by the City of Kenai. The following policy is intended as a supplement to KMC 7.15. The intent of the policy is to assure the expenditure of public funds is being made in the most responsible manner. The policy in no case shall be less restrictive than KMC 7.15. The expected goal of any purchase shall be to receive the lowest cost for a good or service that meets the needs of the purchasing department.

### **Purchases less than \$1,000.00**

Purchases less than \$1,000.00 do not require request for quotes or formal solicitation. Departments are encouraged to shop and verify the price being paid is competitive.

### **Purchases greater than \$1,000.00 but less than \$5,000.00**

Purchases greater than \$1,000.00 but less than \$5,000.00 will require a minimum of three verbal quotes that shall be documented on the purchasing verbal quote form. If three quotes are not available a brief explanation as to why and justification for selection of the vendor is required. The completed verbal quote form will be maintained by the department and made available upon request.

### **Purchases greater than \$5,000.00 but less than \$15,000.00**

Purchases greater than \$5,000.00 but less than \$15,000.00 will require a minimum of three written quotes. Written quotes will be solicited using the purchasing written quote form. If three quotes are not available a brief explanation as to why and justification for selection of the vendor is required. The completed written quote forms will be maintained by the department and made available upon request.

### **Purchases greater than \$15,000.00 but less than \$25,000.00**

Purchases greater than \$15,000.00 but less than \$25,000.00 will require City Manager approval to **NOT** require formal solicitation or bid. A written request to exempt a purchase from formal solicitation will include justification and the proposed method to be used in the absence of formal bid. At a minimum the requirements of purchases greater than \$5,000.00 but less than \$15,000.00 shall be followed.

### **Purchases greater than \$25,000.00**

Purchases of goods or non-professional services greater than \$25,000.00 shall be by formal competitive bid. Any deviation from formal competitive bid must be allowable under KMC 7.15.050 and be approved by the City Manager. Purchases of professional services greater than \$25,000.00 will require City Manager approval to **NOT** require formal solicitation for bid. A written request to exempt a purchase from formal solicitation will include an explanation as to why the selected vendor was chosen and reasonable assurance the cost is competitive.



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## Verbal Quote Form

Date: \_\_\_\_\_

**Item to be purchased:**

Description: \_\_\_\_\_ Quantity: \_\_\_\_\_

Make/Model: \_\_\_\_\_

**Vendor Selected:**

Vendor: \_\_\_\_\_

Unit Price: \_\_\_\_\_

**Vendor 1**

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_ Sales Person: \_\_\_\_\_

Make/Model of Quoted Item: \_\_\_\_\_

Quantity Available: \_\_\_\_\_ Unit Price: \_\_\_\_\_

**Vendor 2**

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_ Sales Person: \_\_\_\_\_

Make/Model of Quoted Item: \_\_\_\_\_

Quantity Available: \_\_\_\_\_ Unit Price: \_\_\_\_\_

**Vendor 3**

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_ Sales Person: \_\_\_\_\_

Make/Model of Quoted Item: \_\_\_\_\_

Quantity Available: \_\_\_\_\_ Unit Price: \_\_\_\_\_



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## Written Quote Form

Date: \_\_\_\_\_

### **Item to be purchased:**

Quantity Requested: \_\_\_\_\_

Item to be Delivered by: \_\_\_\_\_

Description:

(Attach additional Information or Drawings if applicable)

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Make/Model:

(Attach additional Information or Drawings if applicable)

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### **Vendor Information:**

Vendor Name: \_\_\_\_\_

Sales Person: \_\_\_\_\_

Quoted Price Good Until: \_\_\_\_\_

Make/Model of Quoted Item:

(Attach additional Information or Drawings if applicable)

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Quantity Available: \_\_\_\_\_ Unit Price: \_\_\_\_\_



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## Exemption From Formal Bid Request

Date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approving Dept. Head: \_\_\_\_\_

### **Item to be purchased:**

Vendor Name: \_\_\_\_\_

Quantity Available: \_\_\_\_\_ Unit Price: \_\_\_\_\_

Item to be Delivered by: \_\_\_\_\_

Description: \_\_\_\_\_  
(Attach additional Information or Drawings if applicable)

Make/Model: \_\_\_\_\_  
(Attach additional Information or Drawings if applicable)

Justification for Exemption: \_\_\_\_\_  
(Attach additional Information if needed)

Method Used to Assure Competitive Pricing: \_\_\_\_\_  
(Attach additional Information if needed)

Approved

Declined

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_



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## Sole Source Request

Date: \_\_\_\_\_ Requesting department: \_\_\_\_\_

Item to be purchased \_\_\_\_\_

Vendor name: \_\_\_\_\_

Quantity: \_\_\_\_\_ Unit price: \_\_\_\_\_ Total Price: \_\_\_\_\_

Item to be delivered by: \_\_\_\_\_

Description:

Make and Model:

Justification for sole source

Method used to assure competitive pricing:

Approved

Declined

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_