

# PURCHASING POLICY

Revised 01-23-26

City of Greenfield, Indiana

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### ***IC 5-22-3-3 Rules; written policies***

*A governmental body may adopt rules to regulate purchases of the governmental body. A rule adopted under this subsection may:*

- (1) supplement this article; and*
- (2) not be inconsistent with this article.*

*The purchasing agency of a governmental body may establish written policies for purchases made by the purchasing agency. The written policies may apply to all purchases generally or to a specific purchase as stated in the solicitation for the purchase. A written policy established under this subsection may:*

- (1) supplement this article or a rule adopted by the purchasing agency's governmental body; and (2) not be inconsistent with this article or a rule adopted by the purchasing agency's governmental body. As added by P.L 49-1997, SEC.1.*

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## **SECTION 1: POLICY PURPOSE**

The purpose of this Policy is to establish a uniform purchasing policy for the City of Greenfield, Indiana. This policy reflects the City's objective to promote and encourage accountability, fiscal responsibility, and ethical behavior. It further aims to ensure that purchases made by, or contracts entered into by the City are conducted in accordance with federal, state and local law, as well as policies enacted by governing boards or the Mayor.

## **SECTION 2: POLICY SCOPE**

This policy applies to purchases of goods, nonprofessional services, and public works projects made by the City of Greenfield government ("the City") and that are within the City's control and made pursuant to the public purchasing provisions of 5-22-3-3, 5-22-8-3 and 36-1-12-4 et seq. of the Indiana Code. These are purchases that are estimated to cost between \$25,000 and \$300,000 and over. Exceptions to this policy include "routine materials, repairs to equipment, emergency" or any other item as approved by the Mayor. Individuals making purchases pursuant to this Policy shall not divide the purchase of goods, materials, nonprofessional services or public works projects in such a fashion as to avoid any aspect of this Policy.

## **SECTION 3: POLICY GOALS**

The purpose of this policy is to purchase needed supplies, materials, nonprofessional services, and public works projects in a manner that will:

- A. encourage accountability
- B. encourage fiscal responsibility
- C. promote ethical behavior
- D. encourage opportunity for local vendors to participate in purchasing process

Nothing contained in this policy shall be construed as requiring the City to procure products that do not perform adequately for their intended use, exclude adequate competition or are not available at a reasonable price in a reasonable period of time.

## **SECTION 4: OBTAINING QUOTES – PROCEDURE**

In order to meet the City's objective to promote and encourage accountability, fiscal responsibility, and good ethical behavior, all purchasing agents for the City shall make purchases in the manner described on Exhibit A, attached hereto and incorporated herein entitled "Quotation Guidelines".

## **SECTION 5: RESPONSIBLE PARTY**

Designated staff shall implement this policy upon approval by the Greenfield Board of Public Works and Safety. These personnel include, but are not limited to, City Department Heads, Administrative Assistants, or any other City employees or parties acting as a purchasing agent for materials on the City's behalf.

## **SECTION 6: TIME PERIOD**

This policy shall take effect on January 1, 2026 and shall continue indefinitely or until amended or replaced by a subsequent sustainable purchasing policy.

## **SECTION 7: OTHER CITY GUIDELINES AND POLICIES**

### *Supplier Diversity*

It is the City's objective to promote and encourage competition among all vendors and contractors. The City is committed to an open and fair business environment and exhibits this commitment by offering business opportunities to all persons regardless of race, age, sex or national origin. Further, the City wishes to encourage the diversification of business opportunities among historically disadvantaged businesses, such as women-owned and minority-owned businesses, and encourages its departments to utilize those businesses where practical.

### *Local Business Preference*

For the purpose of stimulating local economy, the City encourages its departments to utilize local businesses where practical.

### *General Policy Provisions*

- 1) The Mayor or his designee may review all contracts prior to approval.
- 2) The City Legal Department must review and approve all contracts for legal adequacy.
  - a. Contracts must meet all federal, state, and local requirements, including those of the City of Greenfield and must be executed by the vendor in association with any response to a solicitation to bid or quote.
  - b. A copy of Certificate of Insurance demonstrating that the vendor has insurance including general liability coverage of at least \$1,000,000 per incident, \$2,000,000 in the aggregate, \$500,000 in property damage, the existence of worker's compensation insurance as well as cybersecurity insurance if the transaction involves access to the computer systems for the City of Greenfield, Indiana. In addition, said Certificate of Insurance should reflect the City of Greenfield, Indiana as an additional insured.

- 3) The City Attorney must approve any decision to terminate a contract due to failure to perform by the other party. After notification of the appropriate Board or Commission, the City Attorney will perform the steps necessary to legally terminate the contract.
- 4) A fully executed W-9 if one is not already on file with the Greenfield Clerk-Treasurer.
- 5) This policy shall not apply when items are being purchased utilizing the State of Indiana's Quantity Purchase Agreement (QPA) procedure.
- 6) All purchases and public works documents for purchases or projects of less than \$25,000.00 do not require Greenfield Board of Public Works and Safety approval other than through the standard claim process of the City of Greenfield, Indiana.
- 7) Department purchasing agents will annually provide a list of vendors and sole source providers to the Board of Public Works and Safety for routine purchases above the \$25,000.00 threshold.

## **SECTION 8: STATE PURCHASING/PUBLIC WORKS PROJECTS POLICIES (Indiana State Statute IC 5-22-8, 5-22-8-3 and 36-1-12-4)**

Please consult the City of Greenfield, City Attorney for information on current statutory provisions in the Indiana State Code.

## **SECTION 9: DEFINED PROFESSIONAL SERVICES**

The following shall be considered professional services and not subject to the terms of this policy:

- A. Licensed Professional Engineer.
- B. Licensed Architect.
- C. Licensed Surveyor.
- D. Licensed Attorney.
- E. Certified public accountant.

## **SECTION 10: DISCRETIONARY PROFESSIONAL SERVICES**

Any other occupation may be deemed a professional service by the Greenfield Board of Public Works and Safety when the qualifications are deemed critical to the task.

## **SECTION 11: DEFINITIONS**

The following definitions shall apply to all aspects of this Policy:

- A. Quotation. The quotation process is intended to be a less formal procedure for selection of a vendor for the procurement of goods, materials, nonprofessional services, and public works projects below a specified amount as set forth herein.
- B. Bid. The process by which a vendor is selected utilizing sealed or electronic responses to request for the procurement of goods, materials, nonprofessional services, and public works projects above a specified amount as set forth herein.
- C. Public Works Project. A public works project refers to, but is not limited to, the construction, alteration, or repair of a highway, street, alley, bridge, sewer, drain, utility infrastructure of whatever type or nature that is funded and managed by the City to benefit the public and improve the community's quality of life.

### **Special Purchasing Methods**

The Board of Public Works and Safety may award a contract under the Special Purchasing method of Indiana Code 5-22-10 without soliciting bids or proposals in the following circumstances:

1. **Emergency conditions** (When there exists, under emergency conditions, a threat to public health, welfare, or safety.)
2. **Savings to governmental body** (When there exists a unique opportunity to obtain supplies or services at a substantial savings to the governmental body.)
3. **At auction.**
4. **Data processing contract or license agreements** (For software programs or supplies or services, when only one source meets the using agency's reasonable requirements.)
5. **Compatibility of equipment, accessories, or replacement parts.**
6. **Purchasing method impairs functioning of agency** (If another purchasing method would seriously impair the functioning of the using agency.)
7. **No offer received under other purchasing method** (When the agency has solicited for a purchase under another purchasing method described in this policy and has not received a responsive offer.)
8. **Evaluation of supplies or system containing supplies** (To obtain functional information or comparative data for a purchase that in the judgment of the purchasing agent may advance the long-term competitive position of the governmental body.)
9. **Governmental discount available.**
10. **Single source for supply; award of contract.**
11. **General Services Administration price** (Given in writing that supplies can be purchased at prices equal to or less than the prices stipulated in current federal supply service schedules established by the federal General Services Administration, and it is advantageous to the governmental body's interest in efficiency and economy.)
12. **Purchase from person who has contract with federal agency** (if person's contract with the federal agency requires the person to make the supplies available to the state or political subdivisions, or a person who has a contract with a state agency and the person's contract with the state requires the person to make the supplies or services available to political subdivisions.)
13. **Acquisition of supplies through transfer from federal government** (if supplies can be transferred at a cost less than would be obtained otherwise.)
14. **Acquisition of supplies through acceptance of gift.**
15. **Special purchase of copyrighted material.**

## **16. Purchase from public utility following independent appraisal.**

All contracts for special purchases shall be maintained by the purchasing agent in a separate file that is kept for five (5) years, and the special purchases are subject to audit by the State Board of Accounts. The file must contain each of the contractors' name, the amount and type of each contract, the description of the supplies purchased under each contract and the written basis for both the purchase and the contractor selected. A special purchase must be made with competition as is practicable under the circumstances.

### **QUOTATION GUIDELINES**

The following is a guideline for all individuals within the City of Greenfield administration when soliciting quotations as to the manner of solicitation, what must be contained within the solicitation and what must be contained within the response to the solicitation by any vendor.

#### **Quotations for purchases of supplies, materials, and nonprofessional services greater than \$25,000 but less than \$50,000**

1. Solicitation for quotations shall be by email to at least three (3) vendors known to deal in the class of work or type of supplies, materials, and/or nonprofessional services subject to quotation. The solicitation must be made not less than seven (7) days before the time fixed for receiving quotes.
2. Solicitation should include a description of the anticipated work, supplies, materials, and/or nonprofessional services needed as detailed as possible.
3. Solicitations should indicate the anticipated start date and completion date for the subject nonprofessional services and/or delivery date for supplies and/or materials.
4. Solicitations should indicate that the quotation should be delivered to the Department Head no later than 12:00 noon on the Thursday prior to the meeting date of the Board of Public Works and Safety at which the solicitation will be considered. The Department Head soliciting the quotation shall provide to the Clerk-Treasurer by 12:00 noon on Friday of the same week that quotation responses are due, a list of vendors solicited and a copy of all solicitation responses received along with a summary tabulation.
5. The solicitation should include the document(s) to be completed by the vendor containing the amount of their quote.
6. The solicitation should tell the vendor where quotation packet documents, specifications and other relevant materials, including but not limited to, the required certification regarding debarment, suspension, ineligibility and voluntary exclusion contracts/ subcontracts a completed copy of which must accompany any quotation response utilizing the form attached as Appendix A.

7. Purchases of automobiles and trucks whose gross purchase price does not exceed \$50,000 shall be exempt from this quotation guideline.

**Quotations for purchases of supplies, materials, and nonprofessional services  
greater than \$50,000 but less than \$150,000**

1. Solicitation for quotations must be by mail, although you may confirm the solicitation by fax or email with confirmation of their receipt. Solicitations for quotations must be mailed to at least three (3) entities known to deal in the supplies, materials, and/or nonprofessional services being solicited. The mailing must be made not less than seven (7) days before the time fixed for placing items on the agenda for the next ensuing Board of Public Works and Safety meeting at which the quotations will be considered.
2. Solicitations should include a description/specifications of the supplies, materials, and/or nonprofessional services requested in as detailed a nature as possible.
3. Solicitations should indicate that the quotation should be delivered to the Department Head no later than 12:00 noon on the Thursday prior to the meeting date of the Board of Public Works and Safety at which the solicitation will be considered. The Department Head soliciting the quotation shall provide to the Clerk-Treasurer by 12:00 noon on Friday of the same week that quotation responses are due, a list of vendors solicited and a copy of all solicitation responses received along with a summary tabulation.
4. The solicitation should include the document(s) to be completed by the vendor containing the amount of their quote in addition to certification by the vendor regarding debarment, suspension, ineligibility and voluntary exclusion contracts/subcontracts utilizing the form attached as Appendix A.

**Sealed Bids for purchase of supplies, materials, and/or nonprofessional services  
in excess of \$150,000**

1. Requests for sealed bids must be published in the newspaper twice, at least one (1) week, but no more than six (6) weeks apart with the second notice being at least ten (10) days before the date specified for the bid opening with proof of publication being provided by the Department Head to the office of the Clerk-Treasurer prior to the opening of such bids. The advertisement must fix the time for the receipt of bids in the office of the Clerk-Treasurer to be 9:30 a.m. on the day the Board of Public Works and Safety will consider the bids.
2. Specifications for the subject supplies, materials, and/or nonprofessional services shall be on file in the office of soliciting Department Head and shall be accessible to public inspection, Monday through Friday, from 8:00 a.m. to 4:00 p.m.
3. The request for sealed bids must inform the bidder that their bids must contain the following:

- a. A current financial statement.
  - b. A statement of the vendor's experience in providing the requested materials and/or supplies.
  - c. A signed copy of the proposed contract should they be selected as the vendor.
4. All bidders must submit a non-collusion affidavit utilizing state forms and a certification regarding debarment, suspension, ineligibility and voluntary exclusion contracts/subcontracts form utilizing the form attached hereto as Appendix A.
5. The Department Head shall provide to the Clerk-Treasurer a list of vendors solicited and a summary tabulation.

**Quotation for public works projects not performed by employees of the City in excess of \$150,000 but less than \$300,000**

1. The solicitation for quotations must be by mail, although you may confirm the solicitation by fax or email with confirmation of their receipt. Solicitations for quotations must be mailed to at least three (3) entities known to deal in the class of work proposed. The mailing must not be made less than seven (7) days before the time fixed for the opening of solicitations.
2. The solicitation should include a description and/or specifications of the anticipated work in as detailed a fashion as possible.
3. The solicitation should indicate the anticipated start date and completion date for the proposed public works project.
4. This solicitation should indicate that either the sealed or electronic quotation should be directed to the office of the Department Head soliciting the quotation no later than the time specified in the solicitation as the time for opening quotes. The Department Head shall provide to the Clerk-Treasurer a list of all vendors solicited and a summary tabulation no later than 12:00 noon on the day prior to the scheduled opening of quotes.
5. The solicitation should indicate the date and time of the Board of Public Works and Safety meeting at which the solicitations will be considered.
6. The solicitation should include the document(s) to be completed by the vendor containing the amount of their quote in addition to certification by the vendor regarding debarment, suspension, ineligibility and voluntary exclusion contracts/subcontracts utilizing the form attached as Appendix A.
7. The solicitation should tell the vendor where the specifications for the project, if any, may be obtained and the hours to do so, subject to the established holiday schedule.
8. The solicitation for public works projects should also indicate that the quotation will be required to include the following additional documents:

- a. A current financial statement.
- b. A list of the equipment intended to be used on the project.
- c. A statement of the contractor's experience.
- d. A copy of the vendor's proposed contract should they be selected as the vendor for the project.
- e. A duly executed E-Verify affidavit.
- f. A bond or cashier's check in the amount of 5% of the total quotation.
- g. Suspension and Debarment form utilizing Appendix A.

9. Should the solicitation pertain to the installation and/or maintenance of any form of infrastructure within the City, the solicitation shall inform the vendor that should they be the successful quoter, they will be required to provide a performance bond in the amount of \$110% of the quotation, as well as a maintenance bond in the amount of 125% of the bid which shall continue in existence for three (3) years after acceptance of the work and release of the performance bond.

**Request for sealed bids for public works projects in excess of \$300,000**

1. If requests for sealed bids are utilizing paper documents, such request must be published in the newspaper twice, at least one (1) week but no more than six (6) weeks apart, with the second notice to be at least ten (10) days before the date specified for the bid opening with proof of publication of which to be provided by the department head to the Clerk-Treasurer prior to the opening of such bids. The advertisement must fix the time for receiving bids as being the day and time specified as the date of opening within the solicitation. Department Heads shall provide to the Clerk-Treasurer a list of the vendors solicited and a summary tabulation no later than 12:00 noon the day prior to the day scheduled for consideration. If sealed bids are requested to be submitted electronically, the provisions of IC 36-1-12-4 should be followed, including, but not limited to:
  - a. Plans and specifications shall be on file with the electronic bidding platform.
  - b. Electronic access to the notice of the bid solicitation shall be made available through the computer Gateway administered under IC 4-13.1-2-2(a)(6) by the Office of Technology.
  - c. The notice must specify that all bids must be sealed and must be received no later than 9:30 a.m. on the date fixed at which the bids will be opened and considered by the Board of Public Works and Safety.
  - d. The period of time between the date of the first publication of the solicitation and the date of receiving bids may not be more than six (6) weeks apart if the estimated cost of the public works project is less than \$25 million and not more than ten (10) weeks apart if the estimated cost of the public works project is at least \$25 million.

2. The request for sealed and/or electronic bids must inform the bidder that their bids must contain the following:
  - a. A current financial statement.
  - b. A list of the equipment intended to be used on the project.
  - c. A statement of the contractor's experience.
  - d. A copy of their proposed contract should they be selected as the vendor.
  - e. A duly executed E-Verify affidavit.
  - f. A bond or a cashier's check in the amount of 5% of the total bid.
  - g. A fully completed certification regarding debarment, suspension, ineligibility and voluntary exclusion contracts/subcontracts utilizing the form on Appendix A.
3. Bidders must submit a non-collusion affidavit also utilizing state forms.
4. The request for sealed bids should also advise the bidder that within the required proposed contract, the successful bidder shall include the following provisions:
  - a. The contractor will not make cash payments to an individual or entity for work done on the project.
  - b. The successful bidder will comply with the Fair Labor Standards Act and the minimum wage law.
  - c. The successful bidder will comply with Indiana's workers' compensation insurance requirements.
  - d. The successful bidder will comply with Indiana's unemployment compensation requirements.
  - e. If the project in question is a road project funded in part by the state, the advertisement should indicate the bidder will be required to provide proof of certification by INDOT.
  - f. The successful bidder must submit a copy of the drug testing policy or collective bargaining agreement that describes the drug testing policy.
  - g. The successful bidder must submit a fully completed certification regarding the debarment, suspension, ineligibility and voluntary exclusion contracts/subcontracts utilizing the form set forth on Appendix A.
5. Should the solicitation pertain to the installation and/or maintenance of any form of infrastructure within the City, the solicitation shall inform the bidders that should they be the successful bidder, they will be required to provide a performance bond in the amount of 110% of the quotation, as well as a maintenance bond in the amount of 125% of the quotation which shall continue in existence for three (3) years after acceptance of the work and release of the performance bond.

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