

**Procurement Policy**  
**Dept. of Development & Storm Water Management, Storm Water Division**

Agreement Type	Agreement Value	Award Process	Form of Agreement	Approval
Construction Services	< \$100,000	Quotes at Dept. discretion. Dept. may award contract as work order, with project fee established in accordance with Board-approved annual rate schedules (i.e., Board-approved annual construction & maintenance service agreements).	Board-approved annual construction and maintenance services agreement & work order	Director
Construction Services	≥ \$100,000 to < \$150,000	Quotes via request from known qualified firms. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening.	Board-approved construction services agreement	Board
Construction Services	≥ \$150,000 to < \$250,000	Bids via invitation to bid. Public notice. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening. Bids in accordance with Dept. procedures for establishing responsibility and responsiveness.	Board-approved construction services agreement	Board
Construction Services	≥ \$250,000	Bids via invitation to bid. Public notice. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening. Bids in accordance with Dept. procedures for establishing responsibility and responsiveness and Porter Co. Responsible Bidding Practices and Submission Requirements Ordinance (Ord. 18-02).	Board-approved construction services agreement	Board
Maintenance Services	< \$100,000	Quotes at Dept. discretion. Dept. may award contract as work order, with project fee established in accordance with Board-approved annual rate schedules (i.e., Board-approved annual construction & maintenance service agreements).	Board-approved annual construction and maintenance services agreement & work order	Director
Maintenance Services	≥ \$100,000 to < \$150,000	Quotes via request from known qualified firms. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening.	Board-approved maintenance services agreement	Board
Maintenance Services	≥ \$150,000 to < \$250,000	Bids via invitation to bid. Public notice. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening. Bids in accordance with Dept. procedures for establishing responsibility and responsiveness.	Board-approved maintenance services agreement	Board
Maintenance Services	≥ \$250,000	Bids via invitation to bid. Public notice. ≥ 2 weeks to ≤ 6 weeks notice. Hard copy submittal. Public opening. Bids in accordance with Dept. procedures for establishing responsibility and responsiveness and Porter Co. Responsible Bidding Practices and Submission Requirements Ordinance (Ord. 18-02).	Board-approved maintenance services agreement	Board
Materials, Supplies & Equipment	< \$1,000	Quotes at Dept. discretion. Dept. may award contract as purchase agreement.	Purchase agreement	Director
Materials, Supplies & Equipment	≥ \$1,000 to < \$25,000	Quotes via request from known qualified suppliers. ≥ 7 days to ≤ 6 weeks notice. Dept. may award contract as purchase agreement.	Purchase agreement	Director
Materials, Supplies & Equipment	≥ \$25,000 to < \$75,000	Quotes via request from known qualified suppliers. ≥ 7 days to ≤ 6 weeks notice. Hard copy submittal. Public opening.	Board-approved purchase agreement	Board
Materials, Supplies & Equipment	≥ \$75,000	Bids via invitation to bid. Public notice. ≥ 7 days to ≤ 6 weeks notice. Hard copy submittal. Public opening. Bids in accordance with Dept. procedures for establishing responsibility and responsiveness.	Board-approved purchase agreement	Board
Professional Services	< \$75,000	Dept. may award contract as work order, with project fee established in accordance with Board-approved annual professional services agreements.	Board-approved annual professional services agreement & work order	Director
Professional Services	> \$75,000	Qualifications-based selection process.	Board-approved professional services agreement	Board

\* The value of an agreement, for the purposes of determining the process for awarding the agreement, shall be based upon the Dept.'s estimate of the value of such agreement.

\* Emergency construction or maintenance services may be conducted in accordance with Board-approved annual rate schedules (i.e., Board-approved annual construction & maintenance services agreements), regardless of the value of such services.