

PURCHASING POLICY MANUAL

PURCHASING DEFINITIONS

Approver Path: The specific order of users authorized by each Department to approve/reject payment requisitions in Munis.

Bidder: A respondent to either a Request for Bid or a Request for Proposal.

Cooperative Bid or Cooperative Proposal: One Request For Bid/Request For Proposal process with more than one municipality represented. One of the represented municipalities acts as the lead municipality and coordinates the bidding process on behalf of all municipal participants.

Deadline: The specified date and time a bid or proposal is due in the Purchasing Department. The specified time will be determined by the centralized clock located in the Purchasing Department.

Legal Notice: a.k.a. advertisement of Request for Bid and Request for Proposal.

Life Cycle Costing: A determination of the total cost of ownership for the projected life of a piece of equipment.

Specifications: Description of minimum requirements for a product or service as defined by the Town of Greenwich.

Request for Bid: A Request for Bid (RFB) is the Town's competitive solicitation of prices for a commodity or project based on specifications established by or for the Town of Greenwich. Requests for bid are developed when the commodity/project in question can be clearly specified and there is no service component, or a minimal service component is required.

Request for Proposal: A Request for Proposal (RFP) is the Town's competitive solicitation for proposed services, methodologies and/or solutions to highly technical or service oriented projects.

PURCHASING ORDINANCE

Preface

Date: October, 2004

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Request for Information: A Request for Information (RFI) is the Town's solicitation for information relating to the potential purchase of a product or service.

Request for Quotation: A Request for Quotation (RFQ) is the Town's competitive solicitation of prices for a commodity/service based on specifications established by the Town of Greenwich when the estimated cost is under \$5,000.00.