



**Special Purchasing Methods** are provided in state law under the following circumstances:

- 1) Sole Supplier – If there is only one supplier for a given item, bids/quotes are not needed. A letter to this effect should be on file with the purchasing agent each time a sole supplier is used.
- 2) Emergency – If the Board declares that an emergency exists, bids/quotes are not needed. Emergencies are conditions that could not be reasonably foreseen.
- 3) Cooperative Purchasing – Items that have previously been bid by the state or by CIESC can be purchased based on their bid in any amount.

**Any contract or agreement** with a vendor over \$25,000 must be approved by the Board, based on Board policy # 6320.

**A common wage hearing** is required for any purchase over \$150,000 that includes any labor.