



Morrisville  
Live connected. Live well.



U.S. Small Business  
Administration

# Doing Business with the Town

## TOWN OF MORRISVILLE PURCHASE THRESHOLDS

- Up to \$1,999.99 – Town issued P-card
- \$2,000 – \$4,999.99 – Purchase directly and pay via invoice
- \$5,000.00 and up – Purchase order required
  - Additional quotes are needed for over \$5,000.00
- Up to \$30K requires 2 quotes
- \$30K – \$90K requires 3 quotes
- Over \$90K – Formal bidding requirement

## INFORMAL VS FORMAL BIDS

### Informal

- Lowest possible responsive, responsible bidder
- No specific advertising method required
- No minimum number of bids required

### Formal

- Lowest possible responsive, responsible bidder
- Advertised in the newspaper for at least 7-days
- Requires governing body approval

## LOWEST RESPONSIVE RESPONSIBLE BIDDER

### RESPONSIVE

The bid met the following:

- Legal requirements
- Bid specifications

### RESPONSIBLE

Bid provided the following:

- Skills
- Abilities
- Resources

To see current Town of Morrisville bid and proposal opportunities visit:

<https://shorturl.at/bclFP>