

PURCHASING SPENDING LIMITS AND REQUIREMENTS

Purchase of Materials, Supplies, Equipment and other Commodities			
Minimum	Maximum	Requirements	Authorization
	\$1999	Obtain one (1) written quotation Requisition/Purchase Order <i>not</i> required/Stamp and Code invoice and send to accounting for payment	Micro Purchases -Approval of Department Head/Designee required
\$2000	\$24,999	Obtain three (3) written quotations Requisition and Purchase Order Required	Small Purchases -Approval of Department Head/Designee required
\$25,000	And Greater	Formal Bid (IFB) Process Required Requisition and Purchase Order Required	Large Purchases: City Manager Approval up to \$50,000 and City Council Approval Required for over \$50,000 Note: All vehicles require City Council Approval regardless of amount

Professional Services/Consultant Agreements			
Minimum	Maximum	Requirements	Authorization
	\$999	Obtain one (1) written quotation Contract <i>not</i> required/Stamp and Code invoice and send to accounting for payment Insurance is not required unless Risk Managements deems the Scope of Work to be of significant risk to the City	Approval of Department Head/ Designee required
\$1000	\$24,999	Obtain one (1) written proposal Requisition and Contract Required Insurance Required as per contract and Risk Management Recommendations	City Manager Approval Required
\$25,000	And Greater	Formal Request for Proposal (RFP) Process Required Insurance Required as per contract and Risk Management Recommendations	City Manager Approval up to \$50,000 and City Council Approval Required for over \$50,000

Public Works/Construction Contracts			
Minimum	Maximum	Requirements	Authorization
	\$9999	Provide a detailed scope of work to potential contractors and obtain one (1) written quotation which includes prevailing wage rates Contract <i>not</i> required/ submit invoice to accounting for payment Valid State contractor’s license required Insurance is not required unless Risk Management deems the scope of work to be of significant risk to the City Prevailing Wage required for work over \$1,000	Department Head/ Designee approval required Notice of contract award through DIR’s PWC-100 NOT REQUIRED
\$10,000	\$45,000	Provide a detailed scope of work to potential contractors and obtain three (3) written quotations which include prevailing wage rates Requisition, scope of work and contract required Valid State contractor’s license required Must provide proof of registration (prime and all sub-contractors) with the DIR: Department of Industrial Relations unless under the small project exemption Labor/Material and Performance Bonds required for contracts over \$25,000 Insurance required as per contract and Risk Management recommendations Prevailing Wages required Bonds required for contracts over \$25K	City Manager approval required Awarding agencies are required to submit notice of contract award through DIR’s PWC-100 system on projects that fall outside of the small project exemption. The small project exemption applies for all public works projects that do not exceed: -\$25,000 for new construction, alteration, installation, demolition or repair -\$15,000 for maintenance Reference Section 8.12 of this manual

<p>\$45,001</p>	<p>\$175,000</p>	<p>Informal Bid Process Required per GGMC § 2.52.030</p> <p>Requisition, detailed scope of work/plans and contract required</p> <p>Valid State Contractor’s license required</p> <p>Must provide proof of registration (prime and all sub-contractors) with the DIR: Department of Industrial Relations</p> <p>Insurance and bonds required as per contract and Risk Management recommendations</p> <p>Prevailing Wages required</p>	<p>City Manager approval required for contracts up to \$50,000</p> <p>City Council approval required for contracts over \$50,000</p> <p>Awarding agencies are required to submit notice of contract award through DIR’s PWC-100 system on projects that fall outside of the small project exemption. The small project exemption applies for all public works projects that do not exceed:</p> <p>-\$25,000 for new construction, alteration, installation, demolition or repair</p> <p>-\$15,000 for maintenance</p> <p>Reference Section 8.12 of this manual</p>
<p>\$175,001 And Greater</p>		<p>Formal Bid Process Required per PCC 22037</p> <p>Requisition, Scope of Work/Plans and Contract Required</p> <p>Valid State Contractors License required</p> <p>Must be provide proof of registration (prime and all sub-contractors) with the DIR: Department of Industrial Relations</p> <p>Insurance and Bonds required as per contract and Risk Management recommendations</p> <p>Prevailing Wages required</p>	<p>City Council Approval Required</p> <p>Contracts AND Purchase Order for all public works projects that fall outside of the small project exemption must be reported to the DIR by the Project Manager within 30 days of the award/approval date, or before beginning any work.</p> <p>Please reference Section 8.12 of this manual.</p>