PURCHASING/CONTRACTING OVERVIEW

Purchases/ Non-Professional Services/Equipment/ Maintenance

- **Up to $5,000** — **Minor**
  - Bids not required (open market)
  - Requires Department Head approval
  - Short-form contract
- **$5,001 - $25,000** — **Intermediate**
  - Three (3) written quotes required
  - Requires City Manager approval
  - Short-form contract & requisition
- **Over $25,000** — **Major**
  - Formal bid or RFP required
  - City Council approval
  - City standard form contract & requisition

Professional Services

- **Any amount** — **Professional Services**
  - Three (3) written quotes required (under $25,00)
  - RFP or negotiation required (over $25,000)
  - Approval: CM under $25,000; City Council over City
  - Standard PSA form contract & requisiton
  - Specialized services may by exempted by Council

Public Projects

- **$5,000 - $25,000** — **Short Form Construction Contracts**
  - Three (3) written quotes required
  - Requires City Manager approval
  - Short-form construction contract & requisition
- **$25,001 - $100,000** — **Minor Construction Contracts**
  - Informal bid required
  - Requires City Council approval
  - Short-form construction contract & requisition
- **Over $100,000** — **Major Construction Contracts**
  - Formal bid required
  - Requires City Council approval
  - Long-form construction contract & requisition

Draft

Attachment #7