

SUMMARY OF CITY PURCHASING PROCEDURES (CVMC 2.56)

Exhibit B

| Maximum Contract Amount | | Bid Process | Awarding Auth |
|---|-----------------|---|--|
| Proposed | Current | | |
| General Supplies, Services & Equipment | | | |
| > \$ 250k | \$ 100k | Formal Competitive Bid (2.56.070 & 080) | City Council (2.56.080.E.) |
| \$ 100k+ to ≤ \$ 250k | \$ 50 - \$ 100k | Formal Competitive Bid (2.56.070 & 080) | City Manager (2.56.080.E.) |
| \$ 10k+ to ≤ \$ 100k | \$ 10 ≤ \$ 50k | Informal Bidding/ three bids (2.56.090.A.) | Purchasing Agent (2.56.090.A.) |
| ≤ \$ 10k | No Change | Based on market rates/competence (2.56.090.B.I.) | Purchasing Agent (2.56.090.A.) |
| Emergency Services | | | |
| ALL | No Change | Open Market (2.56.100.A.) | City Manager or Purchasing Agent (2.56.100.A.) |
| ≤ \$ 100k | No Change | Per Purchasing Agent Procedures (2.56.100.B.) | Using Department, with prior consent of City Manager or Purchasing Agent |
| Professional Services | | | |
| No Change | \$ 50k | Selection Committee (2.56.110.C.) | City Council (2.56.110.A.3) |
| No Change | \$ 10 - \$ 50k | Informal Solicitation (2.56.110.D.) | City Manager (2.56.110.A.3) |
| No Change | < \$ 10k | Informal Solicitation (2.56.110.D.) | Purchasing Agent (2.56.110.A.3.) |
| No Change | No Change | Demonstrated Competence (2.56.110.H.1.) | Purchasing Agent (2.56.110.A.3.) |
| Legal Services | | | |
| No Change | \$ 50k | Competitive Solicitation (2.56.110.F.) | City Council (2.56.110.F.) |
| No Change | \$ 50k | Competitive Solicitation (2.56.110.F.) | City Attorney (2.56.110.F.) |
| Public Works (non-CIP) | | | |
| > \$ 250k | > \$ 25k | Competitive Bid (2.56.160.A.; 2.56.070.A. & 2.56.080) | City Council (2.56.160.B.) |
| \$ 100k+ to ≤ \$ 250k | ≤ \$ 25k | Informal Bid (2.56.160.A.; 2.56.090.A.) | City Manager (2.56.160.B.) |
| ≤ \$ 100k | N/A | Informal Bid (2.56.160.A.; 2.56.090.A.) | Purchasing Agent (2.56.160.B.) |
| Public Works - CIP Programs | | | |
| > \$ 2 mill. | N/A | Per 2.56.160.A., based on contract value | City Council (2.56.160.C.1.) |
| ≤ \$ 2 mill. | N/A | Per 2.56.160.A., based on contract value | Purchasing Agent (2.56.160.C.1.) |
| Cooperative Purchasing Agreements | | | |
| > \$ 2 mill. | > \$ 100k | Per 2.56.140, based on contract value | City Council (2.56.140) |
| ≤ \$ 2 mill. | ≤ \$ 100k | Per 2.56.140, based on contract value | Purchasing Agent (2.56.140) |