

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)

March 17, 2017