

Public Contracting/ Purchase Type	Limits	Process	Approval
<i>GOODS and SERVICES</i>			
Small Procurements	\$10,000 or less	Direct Solicitation/Award	Department Head * if direct purchase or purchase order is used
Intermediate Procurements	\$10,001 to \$150,000	Solicit three (3) quotes. Keep record of solicitation and quotes received.	City Manager **
Large Procurements	\$150,001 or greater	Formal Procurement	Local Contract Review Board
<i>CONSULTANT SELECTION</i>			
Direct Appointment	\$100,000 or less	Direct Appointment/Selection	City Manager
Informal Selection	\$100,001 to \$250,000	Process is described on pages 39-41 of the Rules.	Local Contract Review Board
Formal Selection	\$250,001 or greater	Process is described on pages 41-44 of the Rules.	Local Contract Review Board
<i>CONSTRUCTION SERVICES</i>			
Direct Award	Less than \$10,000	Direct Award	Department Head *
Intermediate Procurements	\$10,000 to \$100,000	Three (3) verbal/written quotes for \$50,000 or less. Written quotes with prevailing wage for greater than \$50,000.	City Manager **
Formal Procurements	\$100,001 or greater	Process is described on pages 52-71 of the Rules.	Local Contract Review Board
<i>PERSONAL SERVICES</i>			
Direct Award	\$10,000 or less per annum	Direct Award	Department Head *
Intermediate Contracts	\$10,001 or greater per annum	Solicit proposal from three (3) prospective contractors. Keep records of quotes received.	City Manager **

* All contracts, other than purchase orders must be reviewed by the City Attorney and approved by the City Manager.

** If an unmodified purchase order is used, no review is necessary by the City Attorney.

The Public Contracting Rules are complex and there are a variety of ways that purchasing and public contracting can be completed. Review the Public Contracting Rules. After reviewing the Rules, contact the City Attorney if further guidance is needed.