

## Procurement Thresholds & Steps

Effective October 1, 2023

Work shall not be divided to keep purchases below thresholds.

STEP 1 QUOTES

Purchasing Thresholds for Non- Construction Purchases	Purchasing Threshold for Construction Purchases	Purchase Type	# of Written Quote(s)
\$0.01 - \$9,999.99	\$0.01 - \$9,999.99	Small Purchases	1
\$10,000 - \$24,999.99	\$10,000 - \$24,999.99	Informal Quotes	3
\$25,000 - \$49,999.99	\$25,000 - \$49,999.99	Request for Quotes	3
\$50,000 - \$99,999.99	\$50,000 - \$199,999.99	Products & Services	3
\$100,000 - Above	\$200,000 - Above	Formal Invitation for Bid Request for Proposal Request for Qual. Etc.	N/A

	STEP 2 APPROVAL					
Dept. Protocol	Department Head	Procurement	Legal Review	City Manager	City Council	
✓						
	<b>✓</b>					
	$\checkmark$	<b>√</b>	<b>√</b>			
	$\checkmark$	<b>√</b>	<b>√</b>	$\checkmark$		
	$\checkmark$	$\checkmark$	<b>√</b>	$\checkmark$	<b>√</b>	

STEP 3 Contract Module		
Department	Procurement	
✓		
1		
<b>√</b>		
1		
	✓	