

Sec. 2-216. - Approval of purchases; purchasing threshold.

- (a) The city has a mixture of centralized and decentralized purchasing practices designed to provide maximum efficiency, while maintaining security and control. Purchasing cards may be utilized throughout the city by all departments to procure products and services that cost less than \$2,500.00 per transaction. Purchase requests are entered into the city's electronic requisitioning system for transactions in excess of \$2,500.00, and a purchase order number will be assigned to each request accordingly.
- (b) A purchase order can be issued for under \$2,500.00 for the following reasons:
  - (1) A vendor may require a purchase order number for reference and invoicing.
  - (2) A department head may request a purchase order number for "tracking" purposes of a specific account.
  - (3) A purchase order number may be used, but not limited to service contracts, that are under \$2,500.00.
- (c) All procurements for the city will be conducted in a manner that promotes competition and secures the best value in accordance with subsection 2-216(d), unless otherwise exempted.
- (d) Purchasing thresholds:
  - (1) Less than \$3,000.00: One verbal quote, with written record of;
  - (2) \$3,000.00 to \$9,999.99: Documentation of three verbal or written quotes on VQF;
  - (3) \$10,000.00 to \$74,999.99: Documentation of three written quotes on VQF with the finance director's approval;
  - (4) \$75,000.00 to \$150,000.00: Documentation of three written quotes on VQF with the city manager's approval; and
  - (5) Over \$150,000.00: Formal ITB or RFP with city council's approval.
- (e) Any and all verbal quotes (with written record) and the three written quotations are to be sent to the finance department for record keeping with the purchase's paperwork.
- (f) For the purchasing thresholds referenced in subsection 2-216(d) above, if the city department is unable to obtain a minimum of three written or verbal quotations, documentation of a no-bid or no-quote response, as defined in section 2-211, may be considered, provided reasonable and documented attempts to obtain quotations have been made.
- (g) The city has the right to ask or require a bid at any of the different levels of threshold, as it sees fit to do.

(Ord. No. 2011-02, § 1, 2-8-11; Ord. No. [2017-26](#), § 3, 9-26-17)