

Summary of Threshold & Approval Levels

Current Policy Threshold	Proposed Threshold	Requirement	Current Approval Authority	Proposed Approval Authority
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Supplies & Equipment General Purchases

\$2,500 or less	\$7,500 or less	Verbal quotations from competitive suppliers	Department Director	Department Director
\$2,501-\$15,000	\$7,501-\$50,000	Solicitation of at least three sources	Department Director	Department Director
\$15,001-\$35,000	\$50,001-\$75,000	Three or more written quotations based on City specifications	Department Director & City Manager	Department Director & City Manager
\$35,001 or greater	\$75,001 or greater	Formal bid procedure required	City Manager & Council	City Manager & Council Ψ

Repair, Maintenance, Routine Work (as defined by PCC 20161, 20162 & 20656)

\$2,500 or less	\$7,500 or less	Prevailing Market	Department Director	Department Director
\$2,501-\$15,000	\$7,501-\$50,000	Solicitation of at least three sources	Department Director	Department Director
\$15,001-\$35,000	\$50,001-\$75,000	Three or more written proposals based on City specifications	Department Director & City Manager	Department Director & City Manager
\$35,001 or greater	\$75,001 or greater	Formal bid procedure required	City Manager & Council	City Manager & Council Ψ

External Services (Consultants & Contractors)

\$25,000 or less	N/A	Verbal quotations from competitive suppliers	Department Director	Department Director
N/A	\$50,000 or less	Solicitation of at least three sources	Department Director	Department Director & City Manager
N/A	\$50,001-\$75,000	Three or more written proposals based on City specifications	Department Director & City Manager	Department Director & City Manager
\$25,001 or greater	\$75,001 or greater	Formal bid procedure required	City Manager & Council	City Manager & Council Ψ

Public Projects (as defined by PCC 22002 PW CIP, Non-Maint. Work)

\$2,500 or less	No Change	Verbal quotations from competitive suppliers	Department Director	No Change
\$2,501-\$15,000	No Change	Solicitation of at least three sources generally	Department Director	No Change
\$15,001-\$35,000	No Change	Three or more written quotations based on City specifications	Department Director & City Manager	No Change
\$35,001 or greater	No Change	Formal bid procedure required	City Manager & Council	No Change

Ψ Items or services explicitly identified and approved by Council previously do not require re-approval