

Threshold	Requirement	Approval Authority
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**Supplies & Equipment General Purchases**

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

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

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

**External Services (Consultants & Contractors)**

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

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

No Change	Verbal quotations from competitive suppliers	No Change
No Change	Solicitation of at least three sources generally	No Change
No Change	Three or more written quotations based on City specifications	No Change
No Change	Formal bid procedure required	No Change