

CITY OF ENGLEWOOD – PROCUREMENT POLICY MAY 1, 2019

City of Englewood (Including Enterprises)*  Excludes only publicly regulated utilities (i.e., Excel Energy, Denver Water) – (1)	< \$5,000	> \$5,000 but < \$10,000  (Including All Materials, Supplies & Equipment, Capital Equipment AND All Services)	= or > \$10,000 but < \$50,000  (Including All Materials, Supplies & Equipment, Capital Equipment AND All Services)	= or > \$50,000 but < \$100,000  (Including All Materials, Supplies & Equipment, Capital Equipment AND All Services)	= or > \$100,000  (Including All Materials, Supplies & Equipment, Capital Equipment AND All Services)	Emergency Purchases  = or > \$100,000	Change Orders  (Unforeseen Circumstances Only on Existing Contract)
Forms / Contract Required	P-Card  <b>OR</b>  Invoice (only if P-Card not accepted)	Purchase Order	Purchase Order  AND  Contract Required	Purchase Order  AND  Contract Required	Purchase Order  AND  Contract Required	Emergency Purchase Confirmation Letter  AND  Purchase Order (to support invoice payment)	Change Order Request in Writing
Bids / Quotes	Not Required	Not Required	Two Written Quotes  Select Low Bid  OR  Provide Optimal Source Justification  OR  Cooperative Purchasing Agreement through Approved Organizations (1)	Required: Schedule A (Statement of Work) & Sealed Bid & Publication & Contract  Select Low Bid  OR  Provide Optimal Source Justification  OR  Cooperative Purchasing Agreement through Approved Organizations (1)	Required: Schedule A (Statement of Work) & Sealed Bid & Publication & Contract  Select Low Bid  OR  Provide Optimal Source Justification  OR  Cooperative Purchasing Agreement through Approved Organizations (1)	Per Charter Part IV Purchases and Sales, Section 118: Emergency Purchases:  <b>“In case of emergency affecting the public property, health, peace or safety, the Council may waive all provisions for competitive bidding...”</b>	N/A
Signature Authority	P-Card; One Level Approval  IT purchases require IT Manager approval  Legal Services Require City Attorney approval	Department Director  IT purchases require IT Manager approval  Legal Services Require City Attorney approval	Department Director City Manager  IT purchases require IT Manager approval  Legal Services Require City Attorney approval	Department Director City Manager  IT purchases require IT Manager approval  Legal Services Require City Attorney approval	Department Director City Manager City Council  IT purchases require IT Manager approval  Legal Services Require City Attorney approval	Mayor or Mayor Pro Tem will call a Special Meeting within 24 hours of emergency for City Council to make a decision regarding Emergency Purchases exceeding \$100,000	1) <\$5k – Project Manager and Department Director 2) >\$5k – All of the above & City Manager 3) \$>100,000; and/or Cumulatively, = to or > than 10% of original contract price (for original contracts, \$100,000 and over) – Include Contract Language– All of the above and City Council

General Policies:

- Split purchases are not allowed on P-Cards, Purchase Orders. This includes purchases in the current and following year from one vendor.
- Services (i.e., Engineering, Repair, Abatement) require appropriate level of approval as noted above; Quotes or Bids should be obtained based on estimated fiscal year cost & Purchase Orders must be in place prior to service beginning.
- If lowest competitive bid or quote is not accepted, Department is required to provide an Optimal Source justification with requests for approval to City Manager and/or City Council (depending upon required approval threshold).
- Regulated Utilities (i.e., Excel Energy, Denver Water) are excluded from this policy.

Notes:

- 1) Further clarification required by City Attorney and Finance Director