

CITY OF WHEAT RIDGE, COLORADO
RESOLUTION NO. 30
Series of 2017

TITLE: A RESOLUTION ADOPTING A REVISED CITY PURCHASING POLICY AND RESCINDING RESOLUTION NO. 46-2011 IN CONFLICT THEREWITH

WHEREAS, it is the desire of the City to establish a uniform purchasing policy which conforms to open and competitive purchasing practices and obtains maximum value for City expenditures; and

WHEREAS, the establishment of such a policy will promote efficient procurement of goods and services; and

WHEREAS, the Purchasing Division is responsible for implementing the purchasing policy as approved by City Council. It is also responsible for the preparation and implementation of administrative purchasing procedures contained in the Purchasing Manual; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheat Ridge, Colorado, as follows:

1. All purchases by the City of goods and services shall be in accordance with the City's Purchasing Manual and shall be in accordance with appropriations in the City's annual Budget or otherwise approved by City Council.
2. Purchasing Card single transaction limit is \$5,000.
3. Signature Approval Levels shall consist of the following:
 - a. Department Designee: Up to \$5,000
 - b. Department Director: Over \$5,000 up to \$25,000
 - c. City Manager: Over \$25,000 up to \$75,000
 - d. City Council: Over \$75,000
4. Acquisition Limits shall consist of the following:
 1. Combine goods and services purchasing types to simplify purchasing processes for staff city-wide
 - a. Allow discretionary purchases up to \$5,000
 - b. Informal quotes (written) over \$5,000 up to \$25,000
 - c. Formal bids and proposals over \$25,000

2. Establish a specific category for professional services, awards based on qualifications per the Brooks Act, and defined as professional services provided by architects, engineers, landscape architects, surveyors and land surveyors
 - a. Discretionary selection among on-call consultants for tasks up to \$25,000
 - b. Informal quotes or Request for Proposals (RFP's) among on-call consultants for tasks over \$25,000 up to \$50,000
 - c. New, formal Request for Qualifications (RFQ's) aka Statement of Qualifications (SOQ's) for consultant selection over \$50,000
3. Specific to CIP and construction:
 - a. Informal quotes over \$25,000 up to \$100,000
 - b. Formal solicitations over \$100,000
5. Resolution No. 46-2011 concerning the City Purchasing Policy is hereby rescinded; it being the intention of the Council that the foregoing resolution shall be the only such resolution in force.
6. This resolution is effective upon adoption.

DONE AND RESOLVED this 28th day of August 2017.



Joyce Jay, Mayor

ATTEST:



Janelle Shaver, City Clerk

Robin Eaton, Deputy City Clerk

