



## CITY OF PALM SPRINGS PROCUREMENT CHART

Procurement of Non-Public Projects Supplies and Services (Including Professional Services)		
Level 1	Level 2	Level 3
Informal Procurement Process <ul style="list-style-type: none"> <li>• Pcard for <u>supplies only</u> up to cardholder limit</li> <li>• Up to 10k – 1 quote or proposal</li> <li>• 10k – 25k – 3 quotes or proposals,</li> </ul>	Informal or Formal Procurement Process <ul style="list-style-type: none"> <li>• 25k – 75k – 3 quotes or proposals, or sole source documentation or emergency memo</li> <li>• Or contact Procurement and Contracting Department for formal bid/proposal</li> </ul>	Formal Procurement Process <ul style="list-style-type: none"> <li>• Formal bid/proposal process through the Procurement and Contracting Department</li> </ul>
Department Award Up to \$25,000	Asst./Deputy City Manager up to \$50,000 City Manager Award up to \$75,000	City Council Award Over \$75,000

Procurement of Public Projects		
Level 1	Level 2	Level 3
Informal Procurement Process <ul style="list-style-type: none"> <li>• Work by Force account</li> <li>• Negotiated Contract</li> </ul>	Informal or Formal Procurement Process <ul style="list-style-type: none"> <li>• Bid through use of a bidders List of qualified Contractors</li> <li>• IFB process</li> </ul>	Formal Procurement Process <ul style="list-style-type: none"> <li>• Formal IFB process conducted by the Engineering Department</li> </ul>
Department Award Up to \$60,000	Asst./Deputy City Manager Up to \$50,000 City Manager Award Up to \$200,000	City Council Award Over \$200,000