

PROCUREMENT WITH PUBLIC FUNDS

3.1.4

D. PROCUREMENT OF SUPPLIES, GOODS AND NON-PROFESSIONAL SERVICES

PURPOSE

It is the policy of the City of Redlands to create opportunities for competition to arrive at the most economical price while meeting operational needs when acquiring supplies, materials, equipment, goods and non-professional services. This policy outlines the internal process of procuring supplies, materials, equipment, goods and non-professional services which cannot be requisitioned through the City’s Central Warehouse or purchased via a citywide Annual Purchase Order as per Redlands Municipal Code 2.16.160 and 2.16.190

POLICY

It is the policy of the City of Redlands to acquire supplies, materials, equipment and non-professional services which meet the City’s operational requirements, in the most cost-effective and efficient manner. The Purchasing office provides for the acquisition of small, frequently used Maintenance, Repair and Operation (MRO) items at the Central Warehouse and through citywide open purchase orders. The Purchasing office ensures that the acquisition of all supplies, materials, equipment and non-professional services are made in compliance with the applicable Municipal Code sections, including but not limited to the competitive solicitation requirements, Procurement Integrity and Conflict of Interest, and applicable insurance, W9 and business license requirements, and that the resulting contracts are executed by duly authorized City authorized City officials.

PROCEDURE

Purchase Amounts	Procedure
Under \$5,000	Requires Dept. Director approval. (Small Purchase)
\$5,001 - \$30,000	Requires Purchasing Agent approval Solicited via Informal bid / Request For Quote
\$30,001 – \$50,000	Requires City Manager approval Solicited via Informal bid / Request For Quote
\$50,001 AND ABOVE	Requires City Council approval Solicited via Formal bid

INSTRUCTION FOR CITY EMPLOYEES:

For complete purchasing guidelines, procedures and forms, please refer to the internal “Purchasing Guidelines” folder on [J:\Purchasing Guidelines](#).