

PROCUREMENT WITH PUBLIC FUNDS

3.1.5

E. PROCUREMENT OF 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 professional services. This policy outlines the internal process of procuring professional purchased via a citywide Annual Purchase Order as per City Municipal Code 2.16.180

POLICY

It is the policy of the City of Redlands to acquire professional services which meet the City’s operational requirements, in the most cost-effective and efficient manner. Professional services include but are not limited to consulting, accounting, auditors, architects, engineers, environmental, financial, personnel, planning, architectural, landscape architectural, land surveying and construction project management. The Purchasing office ensures that the acquisition 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 RFP
\$30,001 – \$50,000	Requires City Manager approval Solicited via Informal RFP
\$50,001 AND ABOVE	Requires City Council approval Solicited via Formal RFP

INSTRUCTION FOR CITY EMPLOYEES:

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