

<u>Type of Contract</u>	<u>Amount</u>	<u>Bid</u> ¹ <u>Required</u>	<u>Funds</u> ² <u>Appropriated</u>	<u>City Council</u> ³ <u>Action</u>
Goods, services, equipment, labor, supplies and/or materials	≤ \$25,000	No	Yes	None
	≥ \$25,000 ≤ \$100,000	Yes ⁴	Yes	Consent
	≥ \$100,000	Yes ⁴	Yes	Motion
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SWOP4G ODAS ODOT	≤ \$25,000	---	Yes	None
	≥ \$25,000 ≤ \$100,000	---	Yes	Consent
	≥ \$100,000	---	Yes	Motion
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Mgt. services or other personal, professional	≤ \$50,000	No	Yes	None
	≥ \$50,000 ≤ \$100,000	No	Yes	Consent
	≥ \$100,000	No	Yes	Motion
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Change orders	≤ Total contract \$ app. by CC	---	Yes	None
	≥ Total contract \$ app. by CC	---	Yes	Legislative

¹ Any contract which requires formal bidding, which is not formally bid, is required to go before City Council in the form of legislation so the bidding process can be waived

² City Council must appropriate the necessary funds for all city contracts. If the funds have not been appropriated, the matter must go before City Council for an appropriation.

³ All matters before City Council (consent agenda, motion agenda or legislative agenda) require a staff report. The staff report should include in addition to the standard information to be supplied; a. a bid tabulation (list of bidders and their bids), b. a statement of the reasons for selecting the bidder (if the bidder is not the lowest), or c. a statement of why it is necessary to waive bids (if that is being requested)

⁴ If a contract, which is required to be bid, is bid, and the lowest bidder is not recommended, there must be a clear statement of the reasons for selecting a higher bidder in the staff report. If the reason is not obvious, the contract should be placed on the legislative agenda for a waiver of the bid process.