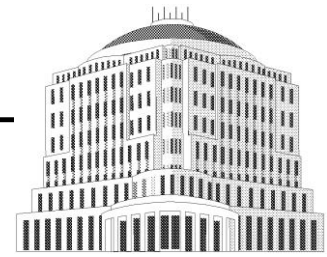




CITY OF ORLANDO



Procurement Quick Reference Guide

Purchasing and Materials Management
400 South Orange Avenue, Fourth Floor
Orlando, FL 32801

| TOTAL CONTRACT VALUE | QUOTE/BID REQUIREMENTS (Minimum) | SIGNATURE/ APPROVAL REQUIRED |
|-----------------------|--|---|
| \$1 - \$1000 | Delegated to Department: Check City Stores inventory; Use Pro-card; Requisition - one documented verbal or written price quote from vendor. | Supervisor – Pro-card; Manager approves expenditure in Payment Works Manager Program |
| \$1,001 - \$10,000 | Delegated to Department: Check City Stores inventory; Use Annual Term Contract, or obtain and document one to three verbal or written price quotations; Check M/WBE List. Attach quotes to JDE requisition. | Purchasing Agent – up to \$5,000 Purchasing Manager - up to \$10,000 |
| \$10,001 - \$25,000 | Purchasing Division action: If no annual term contract, attempt to obtain and document three verbal or written price quotations. Check M/WBE List. Requisition entered in JDE by Department. | Purchasing Director or designee |
| \$25,001 - \$50,000 | Purchasing Division action: If no annual term contract, three written quotes. Department provides specifications to Purchasing to obtain quotes. Quotes Documented for file. Check M/WBE List. <i>Allow 10-25 business days for formal RFQ.</i> | Purchasing Director or designee |
| \$50,001 or more | Purchasing Division action: If no annual term contract, formal solicitation (Invitation for Bid (IFB) or Request for Proposal (RFP) per City Code. Department provides specifications to Purchasing to develop formal solicitation. <i>Allow 60-90 days for IFB. Allow 90-120 days for RFP.</i> (Note: Council approval required of all contracts exceeding \$50,000) | Purchasing Director or designee |
| Emergency Procurement | Per City Code, notify Purchasing for approval. Provide detailed justification from Manager. Attach justification letter to purchase requisition. | Approval by Purchasing Director; Purchase Order signed by Purchasing Director. |