

## **1. Purpose & Scope**

This policy establishes the procurement procedures for the Department of Public Works. It applies to all purchases of goods, services, and construction-related contracts made by the department.

## **2. Procurement Thresholds**

- Purchases below \$5,000: Department Head approval.
- \$5,000 to \$50,000: Requires 3 informal quotes and Director-level approval.
- Above \$50,000: Requires formal bidding and Procurement Office approval.

## **3. Approval Authorities**

The following individuals are authorized to approve procurement actions:

- Department Head: Up to \$5,000
- Director: Up to \$50,000
- Chief Procurement Officer: Over \$50,000

## **4. Competitive Bidding**

All contracts exceeding \$50,000 must undergo a formal bidding process unless an exemption is approved. Bids must be advertised for no less than 10 business days.

## **5. Emergency Procedures**

In emergency situations where public health or safety is at risk, departments may bypass standard procedures with retroactive approval from the Procurement Office within 3 business days.