

City of Brisbane “At-A-Glance” Summary of Procurement Policy

PURCHASE TYPE	\$ THRESHOLDS	BID REQUIREMENTS	NOTES
		AUTHORITY LEVEL	
Supplies, Equipment, Services			
	≤\$10,000	-No bidding/PO req'd. -3 competitive bids recommended. -Staff designated by DH.	-Section 4.2 -DH/CM may also authorize staff to use city credit card for one-time purchase up to \$5k and annual purchases up to \$60k.
	\$10,001- ≤\$60,000	-3 documented RFBs. -PO required. -DH	-Section 4.3 -See notice posting and recordkeeping requirements.
	>\$60,000	-Competitive bidding req'd. -CC	-Section 4.4 -Bid security may be required. -Prevailing wage req'd to be paid on all public works contracts.
Public Works Projects			
	<\$5,000	-Informal bids. -DH/CM	-Chapter 6
PCC 20161. As used in this chapter, “public project” means: (a) A project for the erection, improvement, painting, or repair of public buildings and works. (b) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow. (c) Street or sewer work except maintenance or repair. (d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.	>\$5,000	-Formal bids per PCC 20162 -CC	-Bid bond required per 4.5.1. -Prevailing wage req'd to be paid on all contracts. -Labor & Material bond req'd for contracts >\$25k. -Faithful Performance Bond may be req'd. -Material guaranty bond may be required. -See DIR requirements for Construction ≥\$25k and Maintenance ≥\$15k.
CUPCCA			
PCC 22002 includes construction, renovation and repair, but not routine maintenance. See complete definition Section 5.3.	≤\$10,000	-No bidding/PO req'd. -3 competitive bids recommended. -Staff designated by DH.	-Section 5.4.1
	≤\$60,000	-PO or negotiated contract. -DH	-Section 5.4.2
Note: Council may award to \$212,500 by 4/5 vote (PCC 22034)	≤\$200,000	-Informal procedures per PCC 22034 and BMC 15.22.050-060. -CM	-Section 5.4.3
	>\$200,000	-Formal bids per PCC 22032.	-Section 5.4.4

Acronyms: CC=City Council, CM=City Manager, CUPCCA=California Uniform Public Construction Cost Accounting Act, DH=Department Head, DIR=Department of Industrial Relations, JPA=Joint Powers Authority, PCC=Public Contract Code, PO=Purchase Order, RFB=Request for Bids, RFP=request for Proposals

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		-CC	
JPA/Piggybacking/Cooperative Purchasing			
	To the extent that unencumbered appropriations are available in an approved budget.	-DH	-Chapter 7
Professional Services & Special Services			
Refer to definitions in Sections 8.1 - 8.3.3.	≤\$5,000	-Staff designated by DH.	
	≤\$60,000	-DH	-May issue RFPs - see Section 8.4 (Content), 8.5 (Notice)
	≤\$200,000	-CM	and 8.7 (Selection Criteria).
	Unlimited	-CC	
Federal Procurement			-See Chapter 9
	<\$3,000	-No competitive quotes if pricing is reasonable	-Section 9.3.1
	<\$150,000	-Informal method - multiple quotes required	-Section 9.3.2
	Firm fixed price contract	-Sealed bids	-Section 9.3.3 and 9.4
	Competitive proposals	-RFPs for qualifications based selection	-Section 9.3.4 and 9.4
	Noncompetitive proposals	-Used only for public exigency or emergency	-Section 9.3.5

Overarching Requirements:

- Businesses providing services in the city shall have a Brisbane City License.
- California made supplies are preferred - see Section 3.2 and required advertisement in 3.3.
- Sole source procurements must receive written waiver as specified in Section 3.5.
- Purchase and use of recycled products are mandated by state law - see Section 3.6.
- Sustainable products/services are preferred - see Section 3.7 and Appendix C.
- Emergency purchases must be authorized by City Manager - see Section 3.9.
- Capital Assets purchased, acquired or donated with value >\$5K, and infrastructure assets >\$25k shall be reported to Finance. Additionally, fixed assets in ≥\$1k, and other portable assets less than \$1k but identified by the department, shall be identified with tags provided by Finance. See Appendix B.