

Revision	Notes	Implemented	Action	Effectiveness of Revision
Reorganization of Purchasing Resolution	Includes reference page, grouping of policies by purchasing category, clarification of existing policies, and repeal of Purchasing Resolution No. 22576.	Yes	Reorganized the resolution in FY 17/18 to streamline procurement processes through exemptions, increasing of procurement dollar thresholds and modifying procedures. Provides a savings in all departments staff time in all areas of procurement.	On average, the Purchasing Division processes 4,350 PO's annually. Of these PO's approximately 60% are under \$10,000. The reorganization of the resolution, increasing the bid thresholds and adding exemptions allowed for an increase in efficiency of 24%. This was 3% higher than what was projected. This modification saves staff approximately 3,978 hours annually on processing PO's.
Non-bidding Threshold <\$10,000	Procurements under \$10,000 are exempt from competitive bidding process.			
Change Orders on Contracts up to \$50,000	Contracts up to \$50,000 do not require City Council approval; departmental change order authority is set at 10%; additional percentage authority may be authorized by the Purchasing Manager as long as the total contract cost does not exceed \$50,000.			
Change Orders on Contracts \$50,000 or Greater	Contract \$50,000 or greater require City Council approval; change order authority is set at 10% of the original contract price with a maximum of \$150,000 unless otherwise authorized by the City Council.			
Field Orders Allowed on Construction Contracts	Field Orders now allowed on all construction contracts, with payments authorized after the fact, based on limitations specified in the contract.			
P-Card Single Transaction Limit = \$10,000	P-Card transactions up to \$10,000 per incidence are allowed. Previous authority set at \$2,500, in accordance with the former non-bidding threshold.	Yes	Allows employees to make purchases of goods, supplies and allowable off-site services where the single transaction amount is less than the threshold required for competitive bidding. This provides a savings of time for the department making the purchase, minimizes the number of low dollar PO being created and payment processing time within Purchasing and A/P.	P-Card transactions increased by 547 than the previous year.
Annual Purchase Orders to Council for Approval	Annual Purchase Orders shall be listed and provided to the City Council as part of the budget process each year.	No	There are over 1500 Annual PO's processed each fiscal year. Staff didn't want to inundate City Council with unnecessary action requests.	Staff must reevaluate the processes pertaining to Annual PO's that require City Council approval.
Purchase Order Execution	Execution of Purchase Orders for Buyers raised from \$100,000 to \$250,000. Execution of Purchase Orders for Purchasing Manager raised from \$250,000 to \$1 Million. Purchase Orders over \$1 million must be executed by the Chief Financial Officer.	Yes	Allows Purchasing Division staff expedite PO's.	Minimized the processing time for PO issuance.