

**CITY OF WHEAT RIDGE, COLORADO**  
**RESOLUTION NO. 46**  
Series of 2011

**TITLE: A RESOLUTION ADOPTING A REVISED CITY PURCHASING POLICY AND RESCINDING ALL PRIOR RESOLUTIONS IN CONFLICT THEREWITH**

**WHEREAS**, it is the desire of the City to establish a uniform purchasing policy which conforms to open and competitive purchasing practices and obtains maximum value for City expenditures; and

**WHEREAS**, the establishment of such a policy will promote efficient procurement of goods and services; and

**WHEREAS**, the Purchasing Division is responsible for implementing the purchasing policy as approved by City Council. It is also responsible for the preparation and implementation of administrative purchasing procedures contained in the Purchasing Manual; and

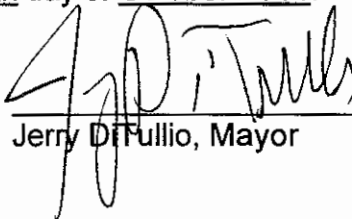
**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wheat Ridge, Colorado, as follows:**

1. All purchases by the City of goods and services shall be in accordance with the City's Purchasing Manual and shall be in accordance with appropriations in the City's annual Budget or otherwise approved by City Council.
2. Acquisition Limits shall consist of the following:
  - a. Informal quotes will consist of three written quotes for procurement of Goods between \$3,001 - \$25,000, for Services between \$10,001 - \$25,000, and for Construction services between \$25,001 - \$50,001.
  - b. Formal Bids/Formal Proposals for goods and services in the amount of \$25,001 and up requires a formal solicitation process that is fair and open, consisting of formal advertising, a public bid opening and receipt of sealed bids.
  - c. Formal Bids/Formal Proposals for construction services in the amount of \$50,001 and up requires formal advertising.
  - d. Cooperative bid pricing on all goods and services may be used in lieu of sealed bidding by the City when such purchases are in the best interest of the City.
3. Purchasing Card single transaction limit is \$3,000.
4. Signature Approval Levels shall consist of the following:
  - a. Department Designee: Up to \$4,999
  - b. Department Director: \$5,000 to \$14,999

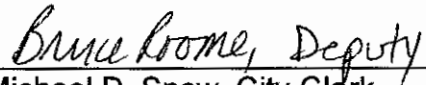
- c. City Manager: \$15,000 to \$34,999
- d. City Council: \$35,000 & greater

- 5. All prior resolutions concerning the City Purchasing Policy are hereby rescinded, it being the intention of the Council that the foregoing resolution shall be the only such resolution in force.
- 6. This resolution is effective upon adoption.

**DONE AND RESOLVED** this 24th day of October 2011.

  
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Jerry DiFullio, Mayor

ATTEST:

  
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Michael D. Snow, City Clerk

