



## PROCUREMENT PROCESS AND SIGNATURE AUTHORITY

### GOODS AND NON-PROFESSIONAL SERVICES

*Signature Authority*

*Signature Authority – Lease Agreements*

*Procurement Process*

### SERVICES - PROFESSIONAL

*Signature Authority*

*Procurement Process*

## RE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION


<b>\$0.01 - \$19,999</b>	<b>\$20,000 - \$74,999</b>
<ul style="list-style-type: none"> <li>• Up to \$5,000 -- Staff at Grade 13 or Higher on the City's Grade Chart</li> <li>• \$5,001--\$19,999 -- Department Head</li> </ul>	<ul style="list-style-type: none"> <li>• Up to \$25,000 -- Department Head</li> <li>• \$25,001-\$74,999 -- Mayor</li> </ul>
Mayor	Mayor
<ul style="list-style-type: none"> <li>• Purchases over \$5,000 -- Price Comparison</li> <li>• For time sensitive purchases follow Idaho Code 67-2806</li> <li>• Random Annual Department Audits on Purchases to Ensure Compliance with Obtaining Price Comparisons.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Three Written Quotes</li> <li>• For time sensitive purchases follow Idaho Code 67-2806</li> </ul>

Consulting services requiring specialized knowledge, not requiring a license) - see- Idaho Adminis

<b>\$0.01 - \$4,999</b>	<b>\$5,000 - \$24,999</b>
Staff at Grade 13 or Higher of the City's Grade Chart	Department Head
None Required	None Required



<b>\$75,000 and Over</b>
City Council Resolution/ Mayor Signature
Idaho Code §67-2806 and Idaho Administrative Procedures Act 38.05.01: Full Competitive Solicitation \$150K and Over

						
	PROCUREMENT PROCESS AND SIGNATURE AUTHORITY FOR GOODS, SERVICES, AND CONSTRUCTION					
	GOODS AND NON-PROFESSIONAL SERVICES	\$0.01 - \$19,999	\$20,000 - \$74,999	\$75,000 and Over		
	Signature Authority	• Up to \$5,000 - Supervisors • \$5,001–\$19,999 -- Department Head	• Up to \$25,000 -- Department Head • \$25,001-\$74,999 -- Mayor	• City Council Resolution / Mayor Signature		
	Signature Authority – Lease Agreements	Mayor	Mayor	• City Council Resolution / Mayor Signature		
	Procurement Process	• Purchases over \$5,000 -- Price Comparison • For time sensitive purchases follow Idaho Code 67-2806 • Random Annual Department Audits will be Conducted on Purchases to Ensure Compliance with Obtaining Price Comparisons.	• Obtain Three Written Quotes • For time sensitive purchases follow Idaho Code 67-2806	Idaho Code §67-2806 • Semi-Formal Bidding: Obtain Three Written Bids up to \$249,999 OR Idaho Code §67-2806(2) • Full Competitive Bid \$250K and Over		
	Consulting services requiring specialized knowledge, not requiring a license) - see- Idaho Administrative procedures Act 38.05.01 - 21					
	SERVICES - PROFESSIONAL	\$0.01 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$74,999	\$75,000 and Over
	Signature Authority	Supervisors	Department Head	Mayor	Mayor	City Council Resolution/ Mayor Signature
	Procurement Process	None Required	None Required	None Required	None Required	\$75K - \$99,999 None Required  • \$100K - \$249,999K - Idaho Code §67-2806(A) and Idaho Administrative Procedures Act 38.05.01  • Full Competitive Solicitation \$250K and Over
	Consulting services requiring specialized license: Design, Survey, Construction Management - Architecture and Engineering) - see Idaho Code §67-2320					
	SERVICES - PROFESSIONAL (LICENSED)	\$0.01 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$74,999	\$75,000 and Over
	Signature Authority	Supervisors	Department Head	Mayor	Mayor	City Council Resolution / Mayor Signature
	Procurement Process	None Required	None Required	None Required	Idaho Code §67-2320	Idaho Code §67-2320
	Work requiring public works licensed skilled trades or craft; any construction, repair, or reconstruction) - see Idaho Code §54-1901 and 67-2805					
	PUBLIC WORKS CONSTRUCTION	\$0.01 - \$4,999	\$5,000 - \$49,999	\$50,000 - \$99,999	\$100,000 and Over	
	Signature Authority	Supervisors	Department Head	Mayor	• City Council Resolution • Mayor Signature	
	Procurement Process	None Required	None Required	• Idaho Code §67-2805(1): Semi-Formal Bidding • Obtain Three Written Bids	• Idaho Code §67-2805 (1) Semi-Formal Bidding Obtain Three Written Bids up to \$250,000 or Idaho Code §67-2805 (2): Full Competitive Bid \$250K and Over	
	Exemptions to Above Policy: In addition to Areas Identified Below, All Exclusions per Idaho Code 67-2803 Shall Be Exempted From Above Policy					
	Goods		Already competitively bid (piggy-backing)			
	Any Amount		Procurement of an interest in real property (lease or purchase)			
	Any Amount		Procurement of insurance			
	Any Amount		Costs of Joint Powers participation			
	Any Amount		Emergency Expenditures			
	Any Amount		Repair of Heavy Equipment			
	Any Amount		Purchases of Used Equipment from Public Auction			
	***Procurement Process may vary if Grant Funding is involved***			***Legal Review on Contracts for All Services and Construction***		
	***PURCHASE ORDER REQUIRED FOR PURCHASES OF \$5,000 OR MORE***					
	If a new/revised Non-Professional Services contract or Good Purchasing Agreement amount falls within a new signature authority, the new signature authority level applies.					
	***Selection and award process on all contracts and purchases will be in accordance with State of Idaho Law***					
	Approved March 18, 2020	Updated August 20, 2025				
	Updated May 06, 2020					
	Updated January 05, 2022					
	Updated June 07, 2023					
	Updated September 06, 2023					
	Updated February 07, 2024					
	Updated May 15, 2024					
	Updated December 18, 2024					