

MEMORANDUM

DATE: August 8, 2000  
TO: The Board of Supervisors  
FROM: Carol O. Swindell, Assistant Manager of Financial and Management Services  
SUBJECT: Purchasing Limits

The attached resolution would authorize the County to increase its Purchasing and Contract approval limits, as follows:

<u>Purchasing Limits</u>	<u>Current Policy</u>	<u>Proposed Policy</u>
3 Phone Quotes	\$101 - \$1,000	\$1,001 - \$5,000
3 Written Quotes	\$1,001 - \$15,000	\$5,001 - \$30,000
Sealed Bid or Proposal	Over \$15,000	Over \$30,000

  

<u>Contract Approval</u>	<u>Current Policy</u>	<u>Proposed Policy</u>
County Administrator	Less than \$50,000	Less than \$100,000
Board of Supervisors	\$50,000 or more	\$100,000 or more

The limits have not been adjusted since 1984, and are no longer consistent with practices in other communities. In addition, the State increased its limit for small purchases from \$30,000 to \$50,000, as of July 1, 2000. We are not proposing increasing the County's limit to that level at this time. The proposed limits would allow the Purchasing staff to focus its efforts on those purchases where they add value and would allow County staff more flexibility in buying goods and services.

Staff is in the process of reviewing and revising our Purchasing procedures. We plan to bring a policy for you to consider within the next few months. Some of those policies are driven by purchasing limits, which is why we are asking you to consider these proposed limits in advance of the comprehensive policy.

As part of the review of purchasing policies, a team of County employees reviewed the Purchasing limits, gathering data from other localities. A chart comparing the proposed limits to those in other localities is attached.

I recommend approval of the attached resolution.

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Carol O. Swindell

CONCUR:

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John E. McDonald