

City Of Temecula Purchasing Limits

Procurement of any goods or services may require:

- A purchase requisition with appropriate supporting documentation (such a vendor proposal, quote or sole source justification)
- A standard City contract
- A negotiated “piggyback-able” government agency contract
- Insurance Certificates

No purchase is valid until the issuance of a purchase order by the Purchasing Division/Finance Department. The City’s Purchasing ordinance has the following limits for purchases:

Equipment, Materials, Minor Maintenance and Minor Construction Services:

Purchase Amounts	Procedure
Under \$5,000	No back-up required unless 1) prevailing wage is a requirement, 2) the vendor will be on City property, right of way, is providing services, or doing construction, or 3) if installation is part of an equipment purchase. In these cases, a contract and insurance are required.
\$5,001 - \$30,000	Minimum 3 quotes required or sole source justification memo. Contract and Insurance if applicable. Requires City Manager approval.
Over \$30,000	RFP and/or formal advertising required. Contract required along with Council Agenda Report, Action Agenda, and insurance certificates. Requires City Council approval.

Professional Services:

Purchase Amounts	Procedure
Under \$30,000	Requisition signed by Department Director, scope of work, memo to City Manager and contract with insurance certificate(s) and any other pertinent documentation.
Over \$30,000	Requisition signed by Department Director, Council Agenda Report, Action Agenda, contract, and certificates of insurance. Requires City Council approval. (An RFQ may be used for Professional Services over \$30,000.)

Public Works Construction:

Purchase Amounts	Procedure
Under \$30,000	Approval to proceed from City Manager. No quotes required. Memo to City Manager, requisition signed by Department Director, contract & insurance certificate(s) and any other pertinent documentation.
\$30,001-\$125,000	Approval to proceed from City Council. Informal Bid procedures in accordance with Public Contracts Code required. Requisition signed by Department Director, Council Agenda Report, Action Agenda, contract & insurance certificates.
Over \$125,000	Approval to proceed from City Council. Formal Bid Procedures in accordance with Public Contracts Code required. Requisition signed by Department Director, Council Agenda Report, Action Agenda, contract, insurance certificates & bonds.

