

	Procurement Process Matrix (Effective 06/01/2021)														
Type of action: read down Requirements for action: read across	BID/RFP PROCESS	BID TABULATION SHEETS	ADVERTISEMENT	TAX RELEASE REQUIRED ≥\$10K	PO REQUIRED	WORKER'S COMPENSATION INSURANCE (1)	GENERAL LIABILITY INSURANCE (1)	AUTOMOBILE LIABILITY INSURANCE (2)	BID SECURITY	PUBLIC WORKS LICENSE	PERFORMANCE BONDS	PAYMENT BONDS	PREFERENCE (3)	WRITTEN CONTRACT	MISC. REQUIREMENTS
Goods < \$50,000	Bids not required	n/a	n/a	No	≥\$10K	Yes, if vendor on-site	≥\$10,000 or High Risk	Yes, if vendor on-site	No	No	No	No	Reciprocal if competitively bid	≥\$10K can be waived	Purchases <\$10k should be made by P-card, >10k require PO & contract with a Department signature. Purchasing signature not required
Goods ≥ \$50,000 to \$99,999	Semi-Formal Level Purchasing Processes	Yes	May Be Requested	No	Yes	Required	Required	Required	No	No	Dept. Discretion	Dept. Discretion	Reciprocal	Yes, can be waived	Contact Purchasing for Bid Specs & set up prior to beginning to determine insurance requirements
Goods \$100,000 & Over	Formal Level Purchasing Processes	Yes	Yes	No	Yes	Required	Required	Required	No	No	Dept. Discretion	Dept. Discretion	Reciprocal, SLEP	Yes, can be waived	Contact Purchasing for Bid Specs & set up prior to beginning. Requires Council Approval
Construction < \$50,000	Bids not required	No	No	Yes	≥\$10K	Required	Required w/ possible additional Builder's Risk	Required	No	Recommended	No	No	Reciprocal if bid	≥\$10K	All construction projects should include a contract with a department signature and PO regardless of value. Purchasing signature not required
Construction ≥ \$50,000 to \$199,999	Semi-Formal Level Purchasing Processes	Yes	May Be Requested	Yes	Yes	Required	Required w/ possible additional Builder's Risk	Required	Optional, preferred	Yes	100% of contract value -§ 54-1926	100% of contract value -§ 54-1927	Construction Labor/ Idaho Public Works Contractors	Required	Public Works license; Engineer/Architect must approve plans if for mechanical, structural, electrical, or plumbing.
Construction \$200,000 & Over	Formal Level Purchasing Processes	Yes	Yes	Yes	Yes	Required	Required w/ possible additional Builder's Risk	Required	5% Bid Security	Yes	100% of contract value -§ 54-1927	100% of contract value -§ 54-1928	Construction Labor/ Idaho Public Works Contractors	Required	Public Works license; Engineer/Architect must approve plans if for mechanical, structural, electrical, or plumbing. Requires Council Approval
Personal Services (manual labor) < \$50,000	Proposal not required	No	No	Yes	≥\$10K	Required	Required	Required	No	No	No	No	No	≥\$10K	Purchases <\$10k may be made by P-Card, >\$10k requires PO and contract with a department signature. Purchasing signature not required
Personal Services (manual labor) ≥ \$50,000 to \$100,000	Semi-Formal Level Purchasing Processes	Yes	May Be Requested	Yes	Yes	Required	Required	Required	No	No	Dept. Discretion	Dept. Discretion	Reciprocal	Required	Contact Purchasing for possible RFP Specs & set up prior to beginning
Services \$100,000 & Over	Formal Level Purchasing Processes	Yes	Yes	Yes	Yes	Required	Required	Required	No	No	Dept. Discretion	Dept. Discretion	Reciprocal + SLEP	Required	Contact Purchasing for possible RFP Specs & set up prior to beginning. Requires Council Approval
Exempt Professional Service Contracts < \$100,000	Department - Prior Approval from Purchasing Required	No	No	No	≥\$10K	Required	Required plus Professional Liability	Required	No	No	No	No	Reciprocal	Required - 1 year Term. No Renewals	Dept. approves contract. Purchasing signs contract.
Design Professionals (Statute 67-2320) > \$50,000 to \$99,999	Semi-Formal Level Purchasing Processes	Yes	May Be Requested	No	Yes	Required	Required w/ additional Professional Liability	Required	No	No	No	No	Cost Negotiated	Required	Includes Professional Engineering, Architectural, Landscape Architecture, Const. Management, Professional Land Surveying Services.
Design Professionals (Statute 67-2320) \$100,000 & Over	Formal Level Purchasing Processes	Yes	Yes	No	Yes	Required	Required w/ additional Professional Liability	Required	No	No	No	No	Cost Negotiated	Required	Includes Professional Engineering, Architectural, Landscape Architecture, Const. Management, Professional Land Surveying Services. Requires Council Approval
Sole Source Purchases \$50,000 & Over	No	No	Yes	No	Yes	Required for on-site service	Required	Required	No	No	No	No	No	≥\$10K	Requires Council Approval.
Emergency Purchases ≥ \$50,000	Open Market, Bids Encouraged	No	No	Yes, if over \$10,000 & Construction	Yes	Required if Construction or Service	Required if Construction/ Personal Service	Required	No	Yes, if for construction	Yes, if for construction	Yes, if for construction	No	Required	Only waives the Bid process; Dept. declares emergency; submits written report; requires Mayor approval to proceed.
See IC 67-2803 for Complete List of Exclusions	Exclusions to bidding include; travel and training; used personal property; goods for direct resale; purchases from Idaho Correctional Industries; repair of heavy equipment; Public Utilities; used equipment from auction; software maintenance, support and licenses of existing system/platform.														
(1) As a general rule, Worker's Compensation and General Liability Insurance are required unless a waiver is requested and approved by Risk Management. (2) Where no motor vehicles will be used on behalf of the City or in the course of Contract, auto liability insurance may be waived. (3) Idaho Code requires that the City shall endeavor to purchase goods and services from vendors with a significant Idaho economic presence. (4) Federal Funds: These rules do not apply to Federally funded projects, please reference the grant and your purchasing specialist.															Document Type: Exhibit Number: B8.04aa Revised: 05.07.21 Effective: 06.01.21 Legal Reference: