



City of Reading – Purchasing Policy Changes (June 2014)

Purchasing Threshold Changes

Construction & Commodities

- Purchases up to \$4,000.00 – Purchases in this category require one (1) verbal quote
- Purchases of \$4,000.01 to \$9,999.99 – Purchases in this category require three (3) verbal or written quotes
- Purchases of \$10,000.00 and up – Purchases in this category require a formal solicitation.

Professional Services

- Purchases up to \$4,000.00 – Purchases in this category require one (1) verbal quote.
- Purchases of \$4,000.01 to \$9,999.99 – Purchases in this category require three (3) verbal or written quotes.
- Purchases of \$10,000.00 to \$34,999.99 – Purchases in this category require at least three (3) written quotes. RFP optional.
- Purchases of \$35,000.00 and up - Requires a formal solicitation; vendors must submit sealed bids and surety

Process Changes

- City Solicitor Review - The City Solicitor shall provide final review for form & content and signature on the contract.
- Payment - Contracts without Solicitor signature will not be eligible for payment
- Bid Protest Fee - Entities initiating a bid protest must submit a cashier's check in the amount of five percent (5%) of the contract award amount; or \$1,250.00 if the award amount is not established to reimburse the City for administrative costs associated with the protest
- Public Notice Modification – Acceptable methods of public notice for purchasing includes: publication in a newspaper, posting the bid solicitation to the City website, posting to a specialty publication, or other methods deemed acceptable.
- Sole Source Purchases – Will be allowed if certain criteria are met
- Local Preference - Policy provides for local preference in vendor selection

Process Changes

- Mayor and Managing Director Approval – Contracts of up to \$34,999.99 are approved by **both** the Mayor and MD
- Council Approval – Purchases and contracts of \$35,000.00 and higher must be approved by City Council

Documentation Changes

- Non-Collusion Affidavit (New) – City will require Certificate of Confidentiality & Non-Collusion Affidavit for all RFP Committee members and individuals that require confidential RFP information
- New Contract Language – The City will require the use of a standard contract template for all City contracts; provides increased protection for the City.
- Approved Contract Types – Policy lists type of contracts that the City may enter into (e.g. Firm Fixed Price, Established Price plus Incentive, etc.)