

The following outlines the procedures for obtaining quotes/estimates from Pre-Qualified Contractors (refer to the attached list), under the City's existing RTQ 2017.02.MS for General and Specialty Trade Contractor Services:

When a City Department elects to have work performed, the City Project Manager, or designee, is to contact the Procurement Division, who may issue an informal Request for Quotes (award based on the lowest price offered), or a Work Order Proposal Request (award based on points), specifying all relevant information, including, but not limited to the following:

- 1) Scope of Work/Services
- 2) Technical Specifications
- 3) Design Drawings

Quotations:

- 1) **Up to \$25,000.00** – Requests within this threshold shall be obtained by the end user department or submitted to the Procurement Division. Work within this threshold does require competitive quotations and the City shall contact all vendors registered under that particular trade, whether it is a single trade or a multi-trade Contract.
- 2) **Over \$25,000.00** - Requests within this threshold shall be submitted to the Procurement Division. A Performance Bond and/or a mandatory pre-bid conference/site visit may be required for all Contacts within this threshold. The City shall contact all vendors registered under that particular trade, whether it is a single trade or a multi-trade Contract.
- 3) **Emergencies** - When a City Department determines that the Work to be performed is an emergency which affects health, safety or welfare, the City may award Work without obtaining more than one price quotation, subject to approval by the Procurement Division, and the issuance of a Purchase Order.

Timeline for Informal Quotation Process:

From time of Request for Quotes:

- Responses Due: Will vary depending on any time constraints, the nature/complexity of the project ,i.e. pre-bid meeting, site visit, etc. Typically anywhere from forty-eight (48) hours to thirty (30) days. The amount of time allowed for responses may vary and can be determined on a case by case basis. Under normal circumstances is it recommended that the quote be issued for a two (2) week period.
- Award: Immediately following an evaluation of the quotes received; issuance of a notice of award, insurance approval, and issuance of a P.O. or execution of PSA (if deemed necessary).