



CITY OF CHARLESTON
OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: All Department Heads
FROM: Benjamin Mishoe, City Manager
DATE: August 30, 2023
SUBJECT: New Minimum Pre-approval Threshold for Materials and Supplies Purchases

Effective immediately, any purchase or contract expected to cost **\$5,000** or more must be approved by the City Manager's Office after obtaining a minimum of three written quotes from prospective vendors and submitting a Purchase Request Form. To be clear, the previous threshold of \$2,500 is no longer applicable, but all other requirements remain in place. These requirements apply to purchases and contracting, whether for commodities or services.

Summary:

- Purchases up to \$5,000.00 require no bids, written quotes, or prior approval. However, City Code requires "every reasonable precaution shall be taken to procure the supplies and materials at the very lowest price possible consistent with good service and quality." Department Heads exercising purchase authority must honor this obligation.
- Purchases between \$5,000.01 - \$25,000.00 require three written quotes, a completed Purchase Request Form, and pre-approval by the City Manager.
- Purchases above \$25,000.00 require solicitation of bids, or other competitive procurement procedure, and approval by City Council.
- Purchases may not be split to circumvent any threshold or procedure outlined above.
- Pursuant to City Code, no purchases or contracts are permitted with any vendor who is delinquent in taxes, fees, or other financial obligations owed to the City.



Benjamin Mishoe, City Manager