

<b>City of Commerce Finance</b>	<b>Purchasing</b>	<b>SOP</b>	<b>701</b>
<b>Professional Service Request Policy</b>		Version No	1.0
		Effective Date	05/03/2011

**1.0 Purpose**

This is a procedure for contracting a Professional Service request for normal circumstances or for emergency, urgent, unanticipated and sole source situations.

**2.0 Definition**

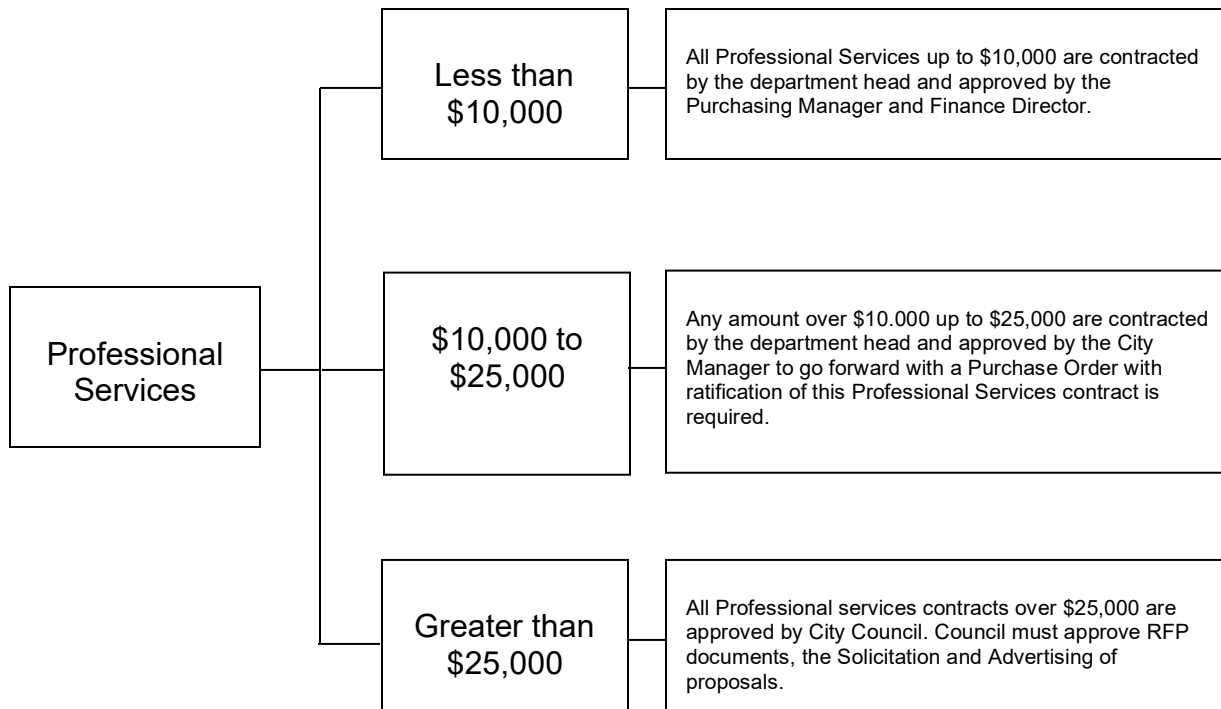
Professional Services shall mean accounting, design, land surveying, consulting, construction management, and legal services, financial, medical or planning services or any service which is similarly professional, unique, scientific, expert, or technical.

**3.0 General**

Under normal circumstances, Professional Service contracts shall be awarded to the lowest responsible bidder. Under an Emergency/Urgent/Unanticipated circumstance which poses an immediate risk to critical services, safety, project delays, or substantial costs to the City a Professional Service is requested by the department head and approved by the Purchasing Manager, Finance Director and City Manager. Sole Source is a situation where the Professional Service is only available by one contractor. Under Sole Source circumstances contracting a Professional Service is requested by the department head and approved by the Purchasing Manager, Finance Director and City Administrator.

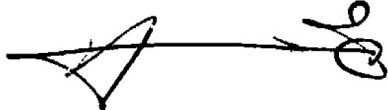
**4.0 Threshold**

All Professional Services up to \$10,000 are contracted by the department head and approved by the Purchasing Manager and Finance Director. Any amount over \$10,000 up to \$25,000 are contracted by the department head and approved by the City Manager to go forward with a Purchase Order with the ratification of the Professional Services contract is required. The warrant payments are reviewed by City Council at the next upcoming meeting. All Professional services contracts over \$25,000 are approved by City Council.



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Approved by:



Vilko Domic  
Director of Finance



Jorge Rifá  
City Administrator