

City of Menifee: Proposed Purchasing Threshold Increases

Category & Approval Level	Existing Ordinance Limit	Proposed Updated Threshold Limits	(Proposed) Requires PO/Contract	(Proposed) Competitive Bidding Requirements
Supplies, Equipment, & General Services*				
Department Head	Up to \$1,999	Up to \$10,000	Invoice only for goods, supplies and equipment Contracts shall be used for general services	Any legal method. May include sole source based on cost reasonability & completeness.
City Manager	\$2,000 - \$5,000	\$10,001 - \$75,000	PO and/or Contract Contracts shall be used for general services	Simplified Procurement
	\$5,001 - \$49,999*	\$75,001 - \$100,000	PO and/or Contract Contracts shall be used for general services	Competitive Bidding (Formal Bidding)
City Council	\$50,000 and above	More than \$100,000	PO/Contract	Competitive Bidding (Formal Bidding)
Professional Services & Contract Execution Authority				
City Manager	\$2,000 - \$24,999	Up to \$100,000	PO/Contract	Informal Proposals if over \$25k, Formal RFP/RFQ Process over \$50k
City Council	\$25,000 and above	More than \$100,000	PO/Contract	Formal RFP/RFQ Process
Public Works** <i>(Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, excludes maintenance)</i>				
City Manager	Up to \$60,000	Up to \$75,000 \$75,001 - \$100,000	PO/Contract PO/Contract	Not Required Informal Sealed Bid
City Council	\$60,000 and above	More than \$100,000	PO/Contract	Sealed Bid if over \$220k
Change Orders/Contract Amendments				
City Manager	Amount: Less than 10% Dollar: Less than \$50,000 (Construction)/\$25,000 (Professional Services) Extension: Less than 60 days	Amount: Less than 10% Dollar: Less than \$100,000 Extension: Less than 120 days	Change Order/Contract Amendment	N/A
City Council	Amount: More than 10% Dollar: More than \$50,000 (Construction)/ \$25,000 (Professional Services)Extension: More than 60 days	Amount: More than 10% Dollar: More than \$100,000 Extension: More than 120 days	Change Order/Contract Amendment	N/A

*Under existing ordinance all purchases over \$5,000 required quotes, and items over \$50,000 required sealed bid process.

** Updated thresholds for Competitive Bidding established by Public Contract Code as of 1/1/2025.