

## Procurement Table/Guide

### Surety Bonds

Idaho Falls Public Works Construction Projects	Over \$10,000
Idaho CDBG Construction Projects	Over \$10,000 or \$25,000 or \$100,000
HUD/CDBG Federal Construction Projects	Over \$100,000 require Surety Bond (held up to 1 year after final completion)

### Irrevocable Letter of Credit (LOC)

Idaho Falls CDBG Projects	Under \$10,000
HUD/CDBG Federal Construction Projects	Under \$100,000 Surety Bond may be waived in lieu of (LOC)

### Procurement Process - Refer to Table

City of Idaho Falls uses State of Idaho Statues Title 67 State and Government and State Affairs, Chapter 28 Purchasing by Political Subdivisions Sections: 67-2806 and 67-2803

- Idaho Falls CDBG Projects/Activities use a combination of State and Federal Procurement process (more stringent of the two)
- Most Idaho Falls CDBG projects are between \$5000 and \$45,000
- Most projects over \$45,000 are partnered with City Public Works and follow State procurement
- Supplemental General Conditions - (Provided in all Agreements)

## Procurement Table/Guide

<b>City of Idaho Falls Bidding Requirements</b>	<b>Goods/Services</b>		<b>Public Works Construction - Labor</b>
None	\$0-\$25,000		\$0-\$25,000
Quotes-Informal Bids	\$25,000-\$50,000		\$25,000-\$100,000
Formal Bids	\$50,000 and Over		\$100,000 and Over May use Prequalification
<b>Idaho CDBG Manual - Five Methods of Procurement Bidding Requirements</b>	<b>Supply/delivery</b>	<b>Professional Services/Design</b>	<b>Construction</b>
<i>Micro Purchase</i>	\$25,000		\$0 - \$24,999
<i>Small Purchase Procedures</i> Requires a bid from (3) licensed public works contractors. See Specific details in Manual.	\$25,000-\$50,000	\$25,000	\$25,000 - \$100,000
<i>Competitive Sealed Bids</i> Requires formal advertising. Refer to Manual for bid process/steps.	\$50,000		\$100,000 and over
<i>Competitive Negotiation/Proposals</i> Architect/Engineering (design professionals)		Less than \$25,000	
<b>Noncompetitive Negotiation</b> (Sole source) Procurement through solicitation of a proposal from one (1) source limited to: - Competition is determined inadequate after several solicitation sources and; -Items/services required are available from one (1) source; -Public emergency for the requirement does not permit a delay resulting from competitive solicitation.	<i>CDBG rarely used except in some emergency situations.</i>	<i>CDBG rarely used except in some emergency situations.</i>	<i>CDBG rarely used except in some emergency situations.</i>
<b>CDBG HUD/Federal - Three Methods of Procurement Bidding Requirements</b>	<b>Small quantities of supplies</b>	<b>Architect Engineering Srv.</b>	<b>Construction projects</b>
<b>Small Purchase Method</b> - Oral or written price quotes	Less than \$100,000		
<b>Competitive Sealed Bid Method</b> - Goes to most responsive and most responsible firm			Construction projects with fixed price bid
<b>Competitive Proposal Method</b> - Based evaluation of qualifications	N/A	Qualifications	N/A