

## Appendix E

**Purchasing Authority Spending Limits**  
**Metro Vancouver Municipal Purchasing Group (MVMPG)**

	N VAN DIST	PITT MEADOWS	POCO	PORT MOODY	RICHMOND	SAANICH	SURREY	VANCOUVER	VICTORIA	WEST VAN	WHITE ROCK
<b>ACQUISITION AUTHORITY</b>											
Purchasing Manager	Unlimited, with supporting approval from user dept.	Up to \$25K	Up to \$50K	Up to \$75K	Up to \$25K	N/A	Up to \$50K	Up to \$250K	Up to \$200K	No Response	No Response
Division Manager	Up to \$50K	Up to \$25K	N/A	Up to \$75K	Up to \$50K Along with Purch. Mgr.	N/A	From \$10K to \$200K	Up to \$75K	N/A	N/A	Directors up to \$30K
GM (Dept Director)	Up to \$100K	Up to \$50K	Up to \$50K	Up to \$200K	Up to \$100K along with Purch. Mgr.	Up to \$200K	Up to \$300K	Up to \$500K	Up to \$500K	No Response	Director of Fin and Eng up to \$75K
City Manager (CAO)	In excess of \$100K (with applicable GM Approval)	In excess of \$50k up to \$200 In excess of \$200k for low bid	In excess of \$50K	Unlimited with approved budget	Up to \$500K (GM of Fin also \$500K).	N/A	Up to \$500K	Up to \$2mill or up to \$500K if outside of standard contracting conditions	In excess of \$500K	No Response	Up to \$150K and any sole source
City Council (Board of Directors)	Not required if expenditure is in the approved financial plan.	In excess of \$200k for non-low bid	Not required if expenditure is in the approved financial plan.	Not required if expenditure is in the approved financial plan.	In excess of \$500K	In excess of \$200K	In excess of \$500K	In excess of \$2mill or in excess of \$500K if outside of standard contracting conditions.	Not required if expenditure is in the approved financial plan.	Not required if budget approved Major capital and in excess of \$1 mill report in camera	In excess of \$150K
	N VAN DIST	PITT MEADOW	POCO	PORT MOODY	RICHMOND	SAANICH	SURREY	VANCOUVER	VICTORIA	WEST VAN	WHITE ROCK
<b>ACQUISITION METHODS</b>											
Discretionary	Up to \$10K	Up to \$5K	Up to \$1K	Up to \$1K	Up to \$1K	Up to \$10K	Up to \$10K	Up to \$5K/Up to \$30K for Purch. Mgr.	Up to \$10K	Up to \$10K	Up to \$1K
3 quotes	Up to \$75K	\$5K to \$25K	Up to \$5K	Verbal up to \$20K and written up to \$75K	Up to \$25K	Over \$10k	Up to \$500K	Up to \$300K	RFO Up to \$30K	Up to \$50K	Up to \$10k
Consultant 3 proposals	N/A	N/A	In excess of \$25K	As above	No Response	n/a	In excess of \$75K	Up to \$30K Purch. Mgr. In excess of \$30K Council	N/A	N/A	N/A
Formal Competition	In excess of \$75K	In excess of \$50K	In excess of \$50K	In excess of \$75K and \$200K for construction	In excess of \$25K majority & in excess of \$250 for construction	in excess of \$50K	In excess of \$75K (Goods and Services) (\$200K Const.)	In excess of \$300K	in excess of \$30K	In excess of \$50K (considering going to in excess of \$100K)	Over \$50k

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	ABBOTSF ORD	BURNABY	CAMPBELL RIVER	CHILWK	COQUIT	DELTA	LANGLEY TOWN	METRO VAN	MAPLE RIDGE	MISSION	NANAIMO	NEW WEST	N VAN CITY
<b>ACQUISITION AUTHORITY</b>													
Purchasing Manager	Up to \$350K	Up to \$100K	Up to \$50K	Up to \$75K	Up to \$50K	Up to \$25K	No Response	Up to \$500K	\$20K on purchasing budgets, no authority on others.	No Response	Up to \$75K	Unlimited if budgeted item	Unlimited if budgeted item
Division Manager	N/A	Up to \$50K	Up to \$10K	N/A	Varies	Up to \$25K	N/A	N/A	N/A	Up to \$50K	N/A	N/A	N/A
GM (Dept Director)	Up to \$200K	Up to \$50K	Up to \$50K	Up to \$75K & \$200K for construction	all amts. if budgeted	Up to \$50K	Up to \$500K	N/A	Up to \$100K	Up to \$100K	Up to \$250K	Up to \$75K	Unlimited
City Manager (CAO)	Up to \$350K	Up to \$250K	Up to \$100K	City Clerk Up to \$75K	Unlimited	N/A	Unlimited	Up to \$5M	Up to \$150K	Up to \$250K	Up to \$250K	Up to \$150K	Unlimited
City Council (Board of Directors)	In excess of \$350K	In excess of \$250K	In excess of \$100K	In excess of \$75K	Not required if expenditure is in the approved financial plan	In excess of \$50K	Not required if expenditure is in the approved financial plan	In excess of \$5M	In excess of \$150K	In excess of \$250K	In excess of \$250K	Not required if expenditure is in the approved financial plan	Not required if expenditure is in the approved financial plan
	ABBOTSF ORD	BURNABY	CAMPBELL RIVER	CHILWK	COQUIT	DELTA	LANGLEY TOWN	METRO VAN	MAPLE RIDGE	MISSION	NANAIMO	NEW WEST	N VAN CITY
<b>ACQUISITION METHODS</b>													
Discretionary	Up to \$5K	Up to \$5K	Up to \$1K	Up to \$5K	Up to \$50K	Up to \$2500	up to \$1,500 with p-card	Up to \$5K	Up to \$20K	Up to \$5K Mgrs approval required if not lowest	Up to \$25K	Up to \$15K	Up to \$25K
3 quotes	Up to \$200K	Up to \$25K	Up to \$10K	Up to \$75K	Over \$50K	Up to \$25K	Up to \$15K	Up to \$75K and \$200K for construction	Up to \$75K	Up to \$50K	Up to \$75K	Up to \$75K	Up to \$75K
Consultant 3 proposals	Negotiate	Up to \$50K	In excess of \$10K	N/A	QBS direct negotiation & award or RFP in accordance with acquisition limits	N/A	N/A	N/A	N/A	N/A	Between \$25K & \$75K	Up to \$75K	N/A
Formal Competition	In excess of \$350K	In excess of \$50K	In excess of \$10K	In excess of \$75K	In excess of \$75K	In excess of \$25K	In excess of \$100K	In excess of \$75K and \$200K for construction	In excess of \$75K	In excess of \$50K	In excess of \$75K	In excess of \$75K	In excess of \$75K