

VPL - Procurement Policy - Tables

Table 1 – Commitment Authority and Signing Authority

Total Price	Commitment Authority (Award to be approved by all, not just one of the persons named below)	Signing Authority (Contract to be signed by all, not just one of the persons named below)
Up to \$75,000 (Library Specific Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing
Up to \$75,000 (City Initiated Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing, with the concurrence of a City SCM Manager 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing, with the concurrence of a City SCM Manager
\$75,001 to \$200,000 (Library Specific Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • a Library Director 	<ul style="list-style-type: none"> • Director of Corporate Services and Facilities
\$75,001 to \$200,000 (City Initiated Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing with the concurrence of a City SCM Manager • a Library Director 	<ul style="list-style-type: none"> • Director of Corporate Services and Facilities
\$200,001 - \$500,000 (Library Specific Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • a Library Director • Director of Corporate Services and Facilities 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Director of Corporate Services and Facilities
\$200,001 - \$500,000 (City Initiated Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • a Library Director • Director of Corporate Services and Facilities, with the concurrence of the Chief Procurement Officer 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Director of Corporate Services and Facilities
\$500,001 - \$750,000 (Library Specific Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Chief Librarian • Director of Corporate Services and Facilities 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Chief Librarian • Director of Corporate Services and Facilities
\$500,001 - \$750,000 (City Initiated Contracts)	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Chief Librarian • Director of Corporate Services and Facilities, with the concurrence of the Chief Procurement Officer 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Chief Librarian • Director of Corporate Services and Facilities
\$750,001 - \$2,000,000 (all Contracts)	<ul style="list-style-type: none"> • Bid Committee • Board 	<ul style="list-style-type: none"> • Manager of Facilities and Purchasing • Chief Librarian • Director of Corporate Services and Facilities
Greater than \$2,000,000 (all Contracts)	<ul style="list-style-type: none"> • Board • Council 	<ul style="list-style-type: none"> • Chief Librarian • Director of Corporate Services and Facilities • City Solicitor