

Bidding and Signing Approval Levels

Last Updated: June 2025
Resolution No. 1604



Type of Purchase	Project Amount	Competitive Pricing Desirable Process	Who Approves/Signs?	Project Amount	Quotes/Informal Proposals Process	Who Approves/Signs?	Project Amount	Formal Competitive Process Process	Who Approves/Signs?
Operating Supplies & Equipment	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$200,000	Solicit 3 written bids. Director may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$200,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor <u>Council Approval:</u> None
Operating Services, Repair & Maintenance, and General Services	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$50,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor <u>Council Approval:</u> None

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Professional Services	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$50,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process by completing the Justification form.	<u>Purchase Req:</u> NBU Owner (Council provides authorization for the Mayor or Designee to sign)
Professional Services – Technology Services as defined in RCW 39.04.270 <i>Approval from TIS Department required for all software or technology related purchases.</i>	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process by completing the Justification form. If vendor chosen by competitive negotiation, must post RFP.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$50,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process by completing the Justification form. Vendor may be chosen via a competitive negotiation rather than lowest bid.	<u>Purchase Req:</u> NBU Owner (Council provides authorization for the Mayor or Designee to sign)

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Instructional and Artistic Services	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$75,000	Solicit 3 written bids. Director may waive use of competitive process by completing the Justification form. Contracts over \$25,000 required to have cost recovery.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	Over \$75,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process by completing the Justification form. Contracts over \$25,000 required to have cost recovery.	<u>Purchase Req:</u> NBU Owner (Council provides authorization for the Mayor or Designee to sign)

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Contract Renewals (Non-Public Work)	Up to \$10,000	None if original agreement contained a renewal or extension provision.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director, Finance Director or COO	\$10,001-\$50,000	None if original agreement contained a renewal or extension provision. Otherwise, see applicable purchase type for bidding requirements.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$50,000 additional	None if original agreement contained a renewal or extension provision. Otherwise, see applicable purchase type for bidding requirements.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor <u>Council Approval:</u> None if original agreement contained a renewal or extension provision. Otherwise, Council approval required if (a) contract was not initially routed to Council but now the total cumulative contract amount is greater than the Council approval threshold for the purchase type; or (b) contract was routed to Council and now the total cumulative amendment amount exceeds the Council approval threshold.

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Sole Source RCW 39.04.280	Up to \$10,000	Complete the Non-Competitive Procurement Justification form available on the City's intranet.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director or Designee	\$10,001-\$50,000	Complete the Non-Competitive Procurement Justification form available on the City's intranet.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Finance Director, COO or Mayor	Over \$50,000	Complete the Non-Competitive Procurement Justification form available on the City's intranet.	<u>Purchase Req:</u> NBU Owner <u>Council Approval:</u> Agreement Over \$50,000 (Council provides authorization for the Mayor or Designee to sign)
Intergovernmental Cooperative Purchasing Agreements		No requirement for competition when purchasing from a State contract or through an approved interlocal agreement for items approved through the budget process.	<u>Cooperative Agreement:</u> Finance Director or Fiscal Services Manager Use purchase type for approval of Agreements sourced through approved Interlocal Agreements.						

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Interlocal (Interagency) Agreements, Grants		No requirement for competition, unless grant specifies differently	<u>Council Approval</u> : All <u>Agreement</u> : Council provides authorization for the Mayor or designee to sign						
Architectural and Engineering Services RCW 39.80	Up to \$10,000	Advertise or review at least one Statement of Qualifications.	<u>Purchase Req</u> : NBU Owner <u>Agreement</u> : Director, Finance Director or COO	\$10,001-\$50,000	Advertise or review at least 3 Statements of Qualifications from the current roster.	<u>Purchase Req</u> : NBU Owner <u>Agreement</u> : Director, Finance Director or COO	Over \$50,000	Advertise or review at least 3 Statements of Qualifications from the current roster.	<u>Purchase Req</u> : NBU Owner (Council provides authorization for the Mayor or Designee to sign)

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Public Works RCW 39.04 & 35.23.352 Amounts may be adjusted to match revisions in RCW limits. All amounts must include sales tax.	Less than \$75,500 \$40,000 single craft or Less than \$150,000 \$116,155 multiple craft	Formal competitive process not required; however, preference is to obtain several quotes.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director, Finance Director or COO	Greater than \$75,500 \$40,000 single craft or \$150,000 \$116,155 multiple craft but less than \$350,000 \$300,000	Formal competitive bidding or small works roster, including the limited public works process , may be used if developed in accordance with RCW 39.04.152. For the limited public works process (up to \$50,000), solicit 3 written bids.	<u>Purchase Req:</u> NBU Owner <u>Agreement:</u> Director, Finance Director or COO if less than \$300,000; <u>Council provides authorization for the Mayor or Designee to sign if over \$300,000</u>	Over \$350,000 \$300,000	Formal competitive bid process.	<u>Purchase Req:</u> NBU Owner (Council provides authorization for the Mayor or Designee to sign)

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Change Orders on Public Works	Total Project <= \$300,000 Increase keeps total to <= \$300,000 Increase takes total > \$300,000	If agreement has a contingency amount clearly noted in the agreement language, Director or designee may sign until amount exceeds. Then these rules apply.	<u>Agreement:</u> Director or Designee Finance Director, COO or Mayor						
Change Orders on Public Works	Total Project > \$300,000 Accum. increase <= 10% of project cost Accum. Increase > 10% of project cost	If agreement has a contingency amount clearly noted in the agreement language, Director or designee may sign until amount exceeds. Then these rules apply.	<u>Agreement:</u> Director or Designee Finance Director, COO or Mayor. May require Council authorization.						