

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 | 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; Council provides authorization for the Mayor or Designee to sign if over \$300,000 | 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 \leq <u>\$300,000</u> Increase keeps total to \leq \$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 $>$ <u>\$300,000</u> Accum. increase \leq 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. | | | | | | |