

# Bidding and Signing Approval Levels

Last Updated: July 2025  
Resolution No. 1604, 1608



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  Over \$150,000 Council approval required	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  <u>Agreement:</u> Director, Finance Director, or COO  <u>Council provides authorization for the Mayor or Designee to sign if over \$150,000</u>  Over \$150,000 total project cost, Council provides authorization

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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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<p>Public Works RCW 39.04 &amp; 35.23.352</p> <p>Amounts may be adjusted to match revisions in RCW limits.</p> <p>All amounts must include sales tax.</p> <p><i>Resolution No. 1608</i></p>	<p>Less than \$75,500 single craft or Less than \$150,000 multiple craft</p>	<p>Formal competitive process not required; however, preference is to obtain several quotes.</p>	<p><u>Purchase Req:</u> NBU Owner</p> <p><u>Agreement:</u> Director, Finance Director or COO</p>	<p>Greater than \$75,500 single craft or \$150,000 multiple craft but less than \$350,000</p>	<p>Formal competitive bidding or small works roster may be used if developed in accordance with RCW 39.04.152.</p>	<p><u>Purchase Req:</u> NBU Owner</p> <p><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></p>	<p>Over \$350,000</p>	<p>Formal competitive bid process.</p>	<p><u>Purchase Req:</u> NBU Owner</p> <p>(Council provides authorization for the Mayor or Designee to sign)</p>

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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.						