

**CITY OF REDMOND  
RESOLUTION NO. XXXX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF REDMOND, WASHINGTON, AMENDING RESOLUTION  
NO. 1604, SECTION 1.4) FOR PURCHASES OF  
INSTRUCTIONAL/ARTISTIC SERVICES

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WHEREAS, the City Council passed Resolution No. 1503, and now desires to update its procurement policies and establish revised contract approval authority; and

WHEREAS, the City Council passed Resolution No. 1604, on May 20, 2025, amending Resolution No. 1503, Section 1) Bidding Thresholds and Authority; and

WHEREAS, the City Council passed Resolution No. 1608 on July 15, 2025, amending Resolution No. 1604, Section 1.6) Bidding Thresholds and Authority for Purchases of Public Works and Section 2) Small Works Roster as per RCW 35.23.352 and 39.04.152; and

WHEREAS, the City Council now desires to amend Resolution 1604, Section 1.4) For purchases of Instructional/Artistic Services. In all other respects, Resolution No. 1604, and its updates from Resolution No. 1608 shall remain unchanged; and

WHEREAS, Redmond is a code city operating under the Revised Code of Washington (RCW) Chapter 35A; and

WHEREAS, adopting changes to the procurement policies will ease the administration of procurement efforts; and

WHEREAS, the City Council now desires to institute the revised purchasing policies.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1.      Bidding Thresholds and Authority. Purchases shall be made in accordance with the following:

1.      For purchases of Operating Supplies & Equipment:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to two hundred thousand dollars (\$200,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding two hundred thousand dollars (\$200,000) shall require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing division prior to contract award. The Mayor, or designee, shall execute such contracts.

2.      For purchases of Operating Services, Repair and Maintenance, and General Services:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to fifty thousand

dollars (\$50,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding fifty thousand dollars (\$50,000) shall require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing division prior to contract award. The Mayor, or designee, shall execute such contracts.

3. For purchases of Professional Services (excluding Architectural and Engineering Services) and Professional Technology Services as defined in RCW 39.04.270:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to fifty thousand dollars (\$50,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding fifty thousand dollars (\$50,000) shall require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing division prior to contract award. For purchases of Professional Technology Services, in accordance with RCW 39.04.270, a formal bidding process is required if a vendor is chosen by

competitive negotiation rather than competitive bidding. The Mayor, or designee, shall execute such contracts up to fifty thousand dollars (\$50,000). The City Council shall award such contracts that exceed fifty thousand dollars (\$50,000).

4. For purchases of Instructional/Artistic Services:

Purchases in an amount of ten thousand dollars (\$10,000) or less shall not require competitive bidding. Purchases in an amount exceeding ten thousand dollars (\$10,000) and up to seventy-five thousand dollars (\$75,000) shall require written quotations from at least three (3) different vendors to assure that competition is established. Purchases exceeding seventy-five thousand dollars (\$75,000) require a formal bidding process. The Mayor, or designee, may waive the competitive process; the rationale for waiving the use of a competitive process must be documented and provided to the Purchasing division prior to contract award. Purchases in an amount exceeding twenty-five thousand dollars (\$25,000) are required to have a cost recovery component, whereby the City recoups its costs through class registrations or other user fees. The Mayor, or designee, shall execute such contracts up to one hundred fifty thousand dollars (\$150,000). The City Council shall award such contracts that exceed one hundred fifty thousand dollars (\$150,000).

5. For purchases of Architectural and Engineering Services:

The Mayor, or designee, may contract with an entity that provides

roster services and adopt for City use a shared electronic database that maintains a consultant roster for architectural and engineering services, in accordance with the requirements of RCW 39.80. Firms or persons providing such professional services shall be added to the appropriate roster(s) at any time that they submit a written request and the necessary records.

Purchases in an amount of ten thousand dollars (\$10,000) or less shall require a review of at least one (1) Statement of Qualification. Purchases exceeding ten thousand dollars (\$10,000) shall require an evaluation of at least three (3) Statements of Qualification from the City's consultant roster, or a formal bidding process, in accordance with RCW 39.80. The Mayor, or designee, shall execute such contracts up to fifty thousand dollars (\$50,000). The City Council shall award such contracts that exceed fifty thousand dollars (\$50,000).

6. For purchases of Public Works:

The current statutory bid limits pursuant to RCW 35.23.352 reads, competitive bidding is not required for purchases up to seventy-five thousand five hundred dollars (\$75,500) if a single craft or trade is involved, or up to one hundred fifty thousand dollars (\$150,000) if more than one craft or trade is involved. The Mayor, or designee, shall execute and accept such contracts up to seventy-five thousand five hundred dollars (\$75,500) for a

single craft or trade, or up to one hundred fifty thousand dollars (\$150,000) for multiple crafts or trades.

Pursuant to Section 2 (Small works Roster) of this resolution, and in accordance with the current statutory bid limit in effect for RCW 39.04.152, purchases up to three hundred fifty thousand dollars (\$350,000) may be made using the small works roster process, or by a formal bidding process. Purchases exceeding three hundred fifty thousand dollars (\$350,000) shall require a formal bidding process. The Mayor, or designee, shall execute and accept such contracts up to three hundred thousand dollars (\$300,000). The City Council shall award and accept such contracts that exceed three hundred thousand dollars (\$300,000). This resolution does not alter the existing Council approval authority for Public Works contracts.

The Mayor, or designee, shall have the authority to execute change orders for public works contracts. For public works contracts that exceed three hundred thousand dollars (\$300,000), the Mayor or designee may, in his or her discretion, submit a change order for approval to the City Council when the cumulative change orders on the contract would exceed ten percent (10%) of the original contract amount.

7. For contract renewals:

Contract renewals shall not require competitive bidding if the original agreement contained a renewal provision. The Mayor, or

designee, shall execute such contract renewals.

If the original agreement did not contain a renewal provision, bidding and authority requirements shall be followed in accordance with the thresholds specified in this resolution for the applicable purchase type and amount. If the original agreement did not contain a renewal provision, then a contract amendment will need Council approval under the following conditions: (a) 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) if a contract was routed to Council and now the total cumulative amendment amount exceeds the Council approval threshold.

8. For contract award amount:

The contract approval authority will be based on the total project amount, regardless of project length or annual spend.

Section 2.     Small Works Roster. The Mayor, or designee, may contract with an entity that provides roster services and adopt for City use a shared electronic database that maintains a small public works roster in accordance with the requirements of RCW 39.04.152. The following small works roster procedures are established for use by the City pursuant to the procedures then in effect for RCW 39.04.152:

1. Cost. The City need not comply with formal sealed bidding

procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed three hundred fifty thousand dollars (\$350,000), or the current statutory bid limit set forth in RCW 39.04.152. Instead, the City may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. Number of Rosters. The City may create a single general small works roster or may create a small works roster for different specialties or categories of anticipated work. The City may also use other electronic rosters through an intergovernmental agreement with an entity that provides roster services. The small works roster(s) may make distinctions between contractors based upon different geographic areas served by the contractor.

3. Contractors on Small Works Roster(s). The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster must comply with all roster requirements and maintain current records of any applicable



licenses, certifications, registrations, bonding, insurance, and other information on file with the roster. Responsible contractors shall be added to an appropriate roster at any time that they submit a written request and the necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

4. Publication. At least once a year, the City, or an entity that provides roster services on behalf of the City, shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster(s) and solicit the names of contractors for such roster(s).

5. Telephone, Written, or Electronic Quotations. The City shall obtain telephone, written, or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established, using the rules and procedures defined in RCW 39.04.152. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If the estimated cost of the work is from one hundred fifty thousand dollars \$150,000 to three

hundred fifty thousand dollars (\$350,000), or the current statutory limits set forth in RCW 39.04.152, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

6. Award. The City shall award all contracts to the lowest responsible bidder as defined in RCW 39.04.010 and RCW 39.04.350. The City reserves the right to reject any and all bids. In accordance with these small works roster procedures, and in accordance with the contract approval authority for public works contracts, the Mayor, or designee, shall execute and accept such contracts up to three hundred thousand dollars (\$300,000), or the current statutory bid limit in effect for RCW 39.04.152. The City Council shall award and accept such contracts that exceed three hundred thousand dollars (\$300,000).

Section 3. Competitive Bidding Exemptions. In accordance with RCW 39.04.280, occasions may arise where competition among potential vendors is not required, including:

1. Emergencies. In the event of an emergency as defined in RCW 39.04.280, the Mayor, or designee, shall declare an emergency

situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation. An "emergency" means any unforeseen circumstance beyond the control of the City that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the City Council or the Mayor and duly entered of record no later than two (2) weeks following the award of the contract.

2. Sole Source. As defined in RCW 39.04.280, sole source procurements may be made without soliciting other bids or quotations when: (a) the purchase is clearly and legitimately limited to a single supplier; or (b) there are special facilities or market conditions that result in only one source. The rationale for waiving the use of a competitive process due to a sole source procurement must be documented and provided to the Purchasing Department prior to contract award. The Mayor, or designee, shall execute sole source contracts up to fifty thousand dollars (\$50,000). The City Council shall award sole source contracts that exceed fifty thousand dollars (\$50,000).

Section 4.      Intergovernmental Agreements.      Pursuant to RCW 39.34, the City may enter into intergovernmental agreements with other localities. In accordance with RCW 39.34.040, all intergovernmental agreements must be listed on the City's website or other electronically retrievable public source.

1.      Cooperative Purchasing Agreements. Under RCW 39.34, the City may make purchases using another agency's purchasing contract, in the interest of cooperatively sharing resources. The City may piggyback on other local, state, and federal contracts, as well as various purchasing consortiums, which shall satisfy the City's own bidding requirements. The Mayor, or designee, shall execute cooperative purchasing agreements.

2.      Interlocal and Interagency Agreements. Under RCW 39.34, the City may contract with other public agencies to perform governmental activities and deliver public services. The City Council shall award interlocal and interagency agreements.

Section 5.      Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court or competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this resolution.

Section 6.      Effective Date. This resolution will be effective immediately upon passage.

Section 7.        Amend. Resolution No. 1604 of the City of Redmond, passed by the City Council on May 20, 2025, is hereby amended.

ADOPTED by the Redmond City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
ANGELA BIRNEY, MAYOR

ATTEST:

\_\_\_\_\_  
CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO: