

Type of Purchase	Annual Estimated Amount	Competitive Pricing Desirable Process	Who Approves/Signs? (Includes Delegations)	Annual Estimated Amount	Quotes/Informal Proposals Process	Who Approves/Signs? (Includes Delegations)	Annual Estimated Amount	Formal Competitive Process Process	Who Approves/Signs? (Includes Delegations)
Operating Supplies & Equipment	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process.	Purchase Req: NBU Owner Agreement: Finance Director, COO or Mayor	Over \$50,000	Up to \$200,000 Solicit 3 written bids or Issue Invitation for Bid or Request for Proposal. Greater than \$200,000 issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process.	Purchase Req: NBU Owner Agreement: Finance Director, COO or Mayor
Operating Services, Repair & Maintenance and General Services	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process.	Purchase Req: NBU Owner Agreement: 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.	Purchase Req: NBU Owner Agreement: Finance Director, COO or Mayor
Professional Services (excludes AES & Technology)	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process.	Purchase Req: NBU Owner Agreement: 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.	Purchase Req: NBU Owner Agreement: Council provides authorization for the Mayor or Designee to sign.

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Professional Services – Technology Services as defined in RCW 39.04.270	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001-\$50,000	Solicit 3 written bids. Director may waive use of competitive process. If Vendor chosen by competitive negotiation, must post RFP.	Purchase Req: NBU Owner Agreement: 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. Vendor may be chosen via a competitive negotiation rather than lowest bid.	Purchase Req: NBU Owner Agreement: Council provides authorization for the Mayor or Designee to sign.
Instructional/Artistic Services	Up to \$10,000	Informal quotes are not required but encouraged to obtain best pricing.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001-\$75,000	Solicit 3 written bids. Director may waive use of competitive process. Contracts over \$25,000 required to have cost recovery.	Purchase Req: NBU Owner Agreement: Director or Designee.	Over \$75,000	Issue Invitation for Bid or Request for Proposal. Mayor or designee may waive use of competitive process. Contracts over \$25,000 required to have cost recovery.	Purchase Req: NBU Owner Agreement: Council provides authorization for the Mayor or Designee to sign.
Contract Renewals	Up to \$10,000	None if original agreement contained a renewal or extension provision.	Purchase Req: NBU Owner Agreement: 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.	Purchase Req: NBU Owner Agreement: 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.	Purchase Req: NBU Owner Agreement: Finance Director, COO or Mayor.

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Sole Source RCW 39.04.280	Up to \$10,000	Provide a statement to support the sole source purchase.	Purchase Req: NBU Owner Agreement: Director or Designee	\$10,001- \$50,000	Provide a statement to support the sole source purchase.	Purchase Req: NBU Owner Agreement: Finance Director, COO or Mayor.	Over \$50,000	Provide a statement to support the sole source purchase.	Purchase Req: NBU Owner Agreement: 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. Use purchase type for approval of Agreements sourced through approved Interlocal Agreements.	Interlocal Agreement: Finance Director or Fiscal Services Manager						
Interlocal (Interagency) Agreements, Grants			Agreement: Council provides authorization for the Mayor or designee to sign.						

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Architectural and Engineering Services (AES) RCW 39.80	Up to \$10,000	Advertise or review at least one Statement of Qualifications	Purchase Req: NBU Owner Agreement: Director, Finance Director or COO	\$10,001-\$50,000	Advertise or review at least 3 Statements of Qualifications from the current roster.	Purchase Req: NBU Owner Agreement: Director, Finance Director or COO	Over \$50,000	Advertise or review at least 3 Statements of Qualifications from the current roster.	Purchase Req: NBU Owner Agreement: Council provides authorization for the Mayor or Designee to sign.
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 \$40,000 single craft or Less than \$65,000 multiple craft	Formal competitive process not required; however, preference is to obtain several quotes.	Purchase Req: NBU Owner Agreement: Director, Finance Director or COO	Greater than \$40,000 single craft or \$65,000 multiple craft but less than \$300,000	Formal competitive bidding or small works roster may be used if developed in accordance with RCW 39.04.155.	Purchase Req: NBU Owner Agreement: Director, Finance Director or COO if less than \$300,000	Over \$300,000	Formal competitive bid process.	Purchase Req: NBU Owner Agreement: Council provides authorization for the Mayor or Designee to sign.

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Change Orders on Public Works	Total Project <= <u>\$300,000</u> 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.	Agreement: Director or Designee Finance Director, COO or Mayor						
Change Orders on Public Works	Total Project > <u>\$300,000</u> 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.	Agreement: Director or Designee Finance Director, COO or Mayor. May require Council authorization.						

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