

"How to Buy Chart"

6/1/2011

Type of Purchase	Competitive Pricing Desirable			Quotes/Informal Proposals			Formal Competitive Process		
	Estimated Amount	Streamlined Process	Process Questions	Estimated Amount	Director can execute contract. Council approval not required.	Process Questions	Estimated Amount	Contract awarded by Council or City Manager	Process Questions
Public Works (e.g. building repairs, road improvements, facilities construction, etc).	Under \$7,500	Recommend that contractor be selected from Shared Small Works Roster. Informal quotes should be solicited. Prevailing wages required.	Purchasing Agent - x3123	\$7,500 - \$50,000	Recommended that the Small Works Roster process be used. Limited Public Works process may be used if less than \$35,000. As an alternative, Director can waive use of competitive process.	Purchasing Agent - x3123	Over \$50,000 multi trade or over \$30,000 single trade	Invitation for Bids is required. (As an alternative, Small Works Roster process can be used up to \$300,000.) Council awards contracts over \$50,000.	Purchasing Agent - x3123
Equipment, Supplies & Routine Services (includes furniture, computer hardware, office equipment, equipment maintenance contracts, etc.)	Under \$7,500	Written quotes are not required, but informal phone quotes are encouraged. Computer hardware or software require IT approval.	Buyer - x3121 or Purchasing Agent - x3123	\$7,500 - \$50,000	At least three written quotes should be obtained, if possible. Computer hardware or software require IT approval. The City Manager may waive the competitive process requirement.	Buyer - x3121	Over \$50,000	Invitation for Bids or Request for Proposals can be used. (RFP is appropriate if award decision is subjective.)	Purchasing Agent - x3123
Professional Services (Consulting services other than Architects & Engineers)	Under \$7,500	No competition required. Director executes Professional Services Agreement.	Purchasing Agent - x3123	\$7,500 - \$50,000	Professional Services Agreement is executed by Director. Director determines the need for competition for contract award.	Purchasing Agent - x3123	Over \$50,000	RFP or RFQ process used to assure competition. City Manager can waive use of competitive process.	Purchasing Agent - x3123
Architects & Engineers	Under \$7,500	Select from Shared A&E Roster. If specialty is not found on the A&E roster, select whoever can best perform work.	Purchasing Agent - x3123 or Capital Projects Mgr - x3833	\$7,500 - \$50,000	Select from A&E Roster. If specialty is not found, Director may require RFQ process to ensure competition.	Purchasing Agent - x3123 or Capital Projects Mgr - x3833	Over \$50,000	Select from A&E Roster. If specialty not found, conduct RFQ process. City Manager can waive requirement for competition.	Purchasing Agent - x3123 or Capital Projects Mgr - x3833
Emergency Purchase of Goods, Services or Public Works (Quick purchase necessary to avoid financial loss.)	Under \$7,500	Make purchase without competition. If public work, prevailing wage requirements still apply.	Purchasing Agent - x3123	\$7,500 - \$50,000	Director and Purchasing are advised of need for emergency purchase before or immediately after the fact. Documentation of emergency situation is required.	Purchasing Agent - x3123	Over \$50,000	Requires City Manager's approval. Reported to City Council at their next meeting.	Purchasing Agent - x3123
Sole Source Purchase (Goods & services for which only one source exists.)	Under \$7,500	No competition required.	Buyer - x3121	\$7,500 - \$50,000	Consult with Purchasing prior to purchase. City Manager or designee must waive competitive bidding requirement.	Purchasing Agent - x3123	Over \$50,000	City Council approval required prior to purchase.	Purchasing Agent - x3123
Cooperative Purchasing	There is no requirement for competition or Council approval when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, Purchasing needs to be consulted to assure compliance with RCW 39.34.								
Small Works Roster Process	May be used for public works projects less than \$300,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There's no need to advertise projects or have public bid opening. Council awards contracts over \$50,000.								