CITY OF LEAVENWORTH, WA

RESOLUTION NO. 03-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING THE PURCHASING AND PROCUREMENT POLICY

WHEREAS, the purpose of a Purchasing and Bidding Policy is to assure that public funds are spent carefully, with propriety, providing for fair and open competition, and in the accordance with the law, specifically Chapter 39 of the Revised Code of Washington; and

WHEREAS, these procedures adopted by the City are intended to provide for the clarification and authority of purchasing for equipment, materials, products and services; and

WHEREAS, bidding requirements are incorporated in accordance with those limits set forth in Chapter 39 of the Revised Code of Washington; and

WHEREAS, any section of Chapter 39 that is not identified in this policy will be governed by Chapter 39 of the Revised Code of Washington; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAVENWORTH AS FOLLOWS:

Section 1. The Purchasing and Procurement Policy of the City of Leavenworth attached hereto and incorporated herein by this reference as set forth in full, is hereby amended as the official policy of purchasing and procurement for the City of Leavenworth and supersedes any revisions that have been theretofore made.

Section 2. Resolution 13-2024 hereby repealed.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 10th day of February, 2026.

CITY OF LEAVENWORTH

By:
DocuSigned by:
Carl Florea
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Carl J. Florea, Mayor

Attest:
Signed by:
Andrea Fischer
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Andrea Fischer, City Clerk

Purchasing and Procurement Policy

PURPOSE

The purpose of this policy is to create a clear, concise process for City staff to follow for the purchasing and procurement of good and services that complies with state and federal laws. This policy shall be superseded by any grant funding requirements and modifications to state and/or federal laws. It is recommended that this policy be reevaluated annually to incorporate any changes to governing law and/or best practices.

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SECTION 1 – PROCUREMENT PROCESSES OVERVIEW

The table below details the five (5) different procurement processes used to obtain materials, equipment, supplies, goods, and services and includes examples.

Process No.	Procurement Process	Definition	Example Work
1	Professional Architecture & Engineering (A&E Services)	Professional services provided by a consultant that fall under architecture, engineering, land surveying, or landscape architecture.	• Architectural blueprints • Sewer and water system design • Traffic modeling
2	Personal Services	**Technical Professional Services:** Technical expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and products are mostly intellectual in nature, and they do not include A/E services.	• Legal services • Management analyses • Economic development study • Strategic plan development • Executive Recruitment • Graphic Design • Promotions, public relations, marketing • Training
3	Public Works Contracting	All work, construction, alteration, repairs, or improvements to physical property, other than ordinary maintenance, that are paid for by a municipality.	• Road construction • Roof repair • HVAC upgrades • Building remodel • Parking meter installation
4	Purchasing (Non-Public Works)	Purchase of materials, equipment, or supplies, that are not connected with a public works project	• Office supplies and furniture • Vehicles and vehicle parts • Computer equipment (hardware) and off the shelf software • Asphalt or other road maintenance materials, not in connection with a public works contract • Water treatment chemicals
5	Purchased Services (Non-Public Works)	Services provided by vendors for the routine, necessary, and continuing functions of a local agency, mostly related to physical activities that are usually repetitive, routine, or mechanical in nature, support the City's day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision making.	• Janitorial Services • Delivery/courier service • Landscape maintenance and herbicide application • Recycling, disposal, litter pickup • Data entry • Security monitoring • Computer hardware/software maintenance • Vehicle inspection & repair
6	Electronic Data Processing & Telecommunications Equipment, Software, and Services	Acquisition of electronic data processing or telecommunications equipment, software, or services to support internal administrative functions, including installation services.	• Computer hardware • Custom or off-the-shelf software • Telephone, voice, internet, data, video, or audio systems

PROCESS NO. 1

Architect and Engineering (A/E) Professional Services Procurement

https://mrsc.org/explore-topics/procurement/goods-services/architecture-engineering-services

For architecture, landscape architecture, engineering, and surveying services, herein referred to as **Architect and Engineering (A/E) Professional Services**, all local government agencies in Washington must follow the same qualifications-based selection (QBS) process outlined in RCW 39.80.

- Consultants must be evaluated based on qualifications, without regard to cost.
- Once the most highly qualified firm has been selected through the process identified in the table below and the firm has been notified of its selection, City staff may negotiate the final project scope, schedule, and budget with the selected consultant.
- If City staff cannot reach an agreement with the selected firm, staff may then negotiate with the second-most highly qualified firm.

The following table summarizes the solicitation requirements for A/E services, as defined by the budgeted cost for each individual project. The Minimum Solicitation Procedure of each tier details the minimum level of competition necessary for that respective tier. City staff may elect to increase the level of competition to that of a higher tier if so desired.

On Call A/E Professional Services

Additional requirements for any on-call A/E Professional Services, which are defined as A/E services that are general in nature, do not have a defined scope, and are not tied to a singular project, are as follows:

- All on-call A/E Professional Services contracts shall be procured using the Tier 3 process, formal competition solicitation.
- An on-call contract shall be executed with an expiration date of December 31st for the same year in which the contract is executed.
- At the City's discretion, the contract may be renewed annually for an additional three (3) years, each with an expiration date of December 31st.

Task Authorization

- A Task Authorization shall be executed for each specific item for work that the consultant will complete under the on-call contract. Each Task Authorization shall have an associated scope and not-to-exceed cost. If a specific Task Authorization executed under an on-call contract will not be completed by the expiration date of the on-call contract, the contract shall be extended in explicit reference to the Task Authorization requiring a time extension. No additional Task Authorizations shall be authorized under the on-call contract after the on-call contract's expiration date.

TIER NO.	BUDGETED DOLLAR AMOUNT	Minimum Solicitation Procedures
Tier 1 Minimal Competition	$0 - $25,000	• Select qualified firms (1-3) based on established criteria from those who have qualifications on file with the City. • OR advertise for statements of qualifications and proposals from interested firms. • Ask for proposals from selected firm(s). • Select most qualified firm. • Negotiate a contract with the firm deemed most highly qualified. • Document process.

Tier 2 Informal Competition	\$25,000 - \$100,000	• Select 3-5 firms based on established criteria from those who have qualifications on file with the City. • OR advertise for statements of qualifications and proposals from interested firms. • Prepare written solicitation document/letter, including at a minimum: description of services required, project schedule, request for consultant's qualifications and/or non-price proposal and due date for the responses. • Send to a minimum of three firms/individuals. May be emailed to them and responses may be emailed to the City to expedite processing. • Evaluate responses and select the most qualified firm. • Negotiate contract with most qualified firm. • Document process for file, including selection criteria: names of firms considered; all responses to RFP; basis for award decision; and copy of contract.
Tier 3 Formal Competition	Over \$100,000	• Prepare formal solicitation document; Request for Proposals (RFP) or Request for Qualification/Proposal (RFQ/RFP). Include all requirements in order for proposers to understand what the City needs and how the City will evaluate responses. • Publish legal notice in paper of record. Develop mailing list from firms responding to notice. • Post solicitation document on City website (optional). • Develop score sheets for use by evaluators. • Issue RFP or RFQ/RFP to a minimum of six firms. City may also send a notification to six or more firms that the solicitation document is posted on their website and can be accessed there. Document for the file if fewer than six firms are contacted and state the reason why. • Conduct pre-proposal conference, if required in RFP or RFQ/RFP, and issue addendum. • Provide answers to bidders' questions via addenda to all who receive the RFP or RFQ/RFP. Or advise those who download the RFP or RFQ/RFP from the website to check back for any addenda that may be posted. • Date and time stamp proposals received by the due date. Electronic proposals will have the date and time automatically noted. • Evaluate proposals strictly against criteria set forth in the RFP or RFP/RFQ and score. Use three evaluators (recommended) for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers. • Schedule and conduct oral interviews of top finalists, if desired. • Determine final scoring and select most qualified firm. • Notify successful and unsuccessful firms. • Negotiate contract with most qualified firm. Conduct debriefing conferences with unsuccessful proposers, if requested.

PROCESS NO. 2
Personal Services
https://mrsc.org/explore-topics/procurement/goods-services/personal-services

For all professional services **except** architecture, landscape architecture, engineering, and surveying services, selection can be determined using scoring criteria that include cost. The following table summarizes the solicitation requirements for non-Architect or Engineering services, as defined by the budgeted cost for each project. The Minimum Solicitation Procedure of each tier details the minimum level of competition necessary for that respective tier. City staff may elect to increase the level of competition to that of a higher tier if so desired.

Tier No.	Budgeted Dollar Amount	Minimum Solicitation Procedures
Tier 1 Minimal Competition	$0 - $10,000	• Seeking competition is always recommended, though not required for this dollar range. • Telephone calls can be made to firms or individuals describing the services desired and requesting price, schedule, and qualifications to perform. • Contract with selected firm.
Tier 2 Informal Competition	$10,001 - $50,000	• Prepare written solicitation document/letter, including at a minimum: description of services required, project schedule, request for consultant's qualifications, request for costs or fees, and due date for responses. • Send to a minimum of three firms/individuals. May be emailed to them and responses may be emailed to the City to expedite processing. • List of firms can be developed from telephone listings, professional societies and periodicals, Internet listings, a published legal notice requesting information on available services, etc. • Evaluate responses and make award decision. • Negotiate contract with successful firm. • Document for file: names of firms solicited; information of firm's responses, basis for award decision, and copy of contract.
Tier 3 Formal Competition	$50,001 and Over	• Prepare formal solicitation document; Request for Proposals (RFP) or Request for Qualification/Quotations (RFQQ). Include all requirements in order for proposers to understand what the City needs and how the City will evaluate responses. • Publish legal notice in paper of record. Develop mailing list from firms responding to notice. • Post solicitation document on City website (optional). • Develop score sheets for use by evaluators. • Issue RFP or RFQQ to a minimum of six firms. City may also send a notification to six or more firms that the solicitation document is posted on their website and can be accessed there. Document for the file if fewer than six firms are contacted and state the reason why. • Conduct pre-proposal conference, if required in RFP or

		RFQQ, and issue addendum. • Provide answers to bidders' questions via addenda to all who receive the RFP or RFQQ. Or advise those who download the RFP or RFQQ from the website to check back for any addenda that may be posted. • Date and time stamp proposals received by the due date. Electronic proposals will have the date and time automatically noted. • Evaluate proposals strictly against criteria set forth in the RFP or RFQQ and score. Use three evaluators (recommended) for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers. • Schedule and conduct oral interviews of top finalists, if desired. • Determine final scoring and select apparent successful contractor. • Notify successful and unsuccessful firms. • Negotiate contract with apparent successful contractor. • Conduct debriefing conferences with unsuccessful proposers, if requested.

PROCESS NO. 3
Public Works Contracting
https://mrsc.org/explore-topics/procurement/public-works/public-works-contracts

The following table summarizes the solicitation requirements for bidding on Public Works projects. The Minimum Solicitation Procedure for each tier details the minimum level of competitive bidding necessary for that respective tier. City staff may elect to increase the level of competition to that of a higher tier if so desired.

- **Prevailing wage rates** are required to be paid for all Public Works projects.
    - **Is the project:** Funded by any public dollars (direct or indirect for any portion of the project)? RCWs 39.04.010(4) and 39.12.030. WAC 296-127-010(7).
    - **Is the project:** A "turnkey project:" private construction resulting from government agency agreements to rent, lease, or purchase at least 50% of the project? RCW 39.04.260 and WAC 296-127-010(7)(a)(iii).
- All contracts must be awarded to the lowest responsible bidder; there may be minimum qualifications specified in the bid documents for a contractor to meet. As long as the Contractor's minimum qualifications have been met and the bid documents are determined to be complete, the selection process is based solely on price.

Tier No.	Estimated Total Project Cost (including sales tax, if applicable)	Minimum Solicitation Procedures
Tier 1 Single Trade/Craft Multi Trade/Craft	$0 - $75,500 $0 - $150,000	**Small Works Project** • Minimal competition process, small works roster or formal competitive bidding. • Formal bid process is optional • Under $5,000, no retainage is required. • Over $5,000 allows the option to assess risk and determine reduction or waiver of retainage.
Tier 2 Single Trade/Craft Multi Trade/Craft	$75,500 - $350,000 $150,000 - $350,000	**Small Works Project** • Small works roster or formal competitive bidding.
Tier 3 Public Works Project	Over $350,000	**Formal Competitive Bidding** • An Advertisement for Bids shall be published in the City's newspaper of record (currently the Leavenworth Echo) for two (2) consecutive weeks, with the first publication occurring a minimum of 13 calendar days before the bid opening date. • A bid guarantee (bid bond) in the minimum amount of 5% of the contractor's bid total is required. • All received bids shall be sealed and a public bid opening must be held. • Bid tabulations shall be sent via email to all responsive bidders following the bid opening. • The lowest responsive bidder shall be awarded the contract. • A performance and payment bond for 100% of the contract amount must be provided by the awarded

		contractor. • Retainage in the amount of 5% of the total payment due to the Contractor (not including sales tax) shall be withheld from the Contractor payment unless the project is a federally funded transportation project, in which case retainage shall not be withheld.
Tier 4 Public Works Projects	Unit Priced (On Call) Contract	**Formal Competitive Bidding** • Use process as detailed above (Tier 3)

PROCESS NO. 4

Purchasing (Non Public Works)

https://mrsc.org/explore-topics/procurement/goods-services/materials-equipment-supplies

The following table summarizes the solicitation requirements for purchasing goods, equipment, supplies, or materials that are not connected with a public works project. The Minimum Solicitation Procedure for each tier details the minimum level of competitive bidding necessary for that respective tier. City staff may elect to increase the level of competition to that of a higher tier if so desired.

Tier No.	Estimated Purchase Price (including sales tax)	Minimum Solicitation Procedures
Tier 1	Up to $40,000	**Minimal Competition: Small Contracts and Purchases** • Small purchases process, vendor list, or formal competitive bidding. • City staff shall solicit informal quotes from a minimum of three (3) vendors. • Quotes shall be supplied to staff via telephone and are not required to be in writing from the vendors. • Staff shall record the dollar amount of each of the quotes in the project folder. • The award shall be made to the lowest quote.
Tier 2	$40,000 - $50,000	**Informal Competition: Rosters/Vendor Lists** • A vendor list may be utilized for purchases within this price threshold. • A vendor list is a directory, maintained by a local government agency, of vendors who are interested in selling equipment, materials, and supplies to that agency. • Agencies may also create multiple vendor lists for different types of products.
Tier 3	Over $50,000	**Formal competitive bidding.** • An Advertisement for Bid shall be published, but there is no required method or timeframe. • All received bids shall be sealed and a public bid opening must be held. • The award shall be made to the lowest responsible bidder.

PROCESS NO. 5

Purchased Services (Non Public Works)

https://mrsc.org/explore-topics/procurement/goods-services/purchased-services

Services provided by vendors for the routine, necessary, and continuing functions of a local agency, mostly related to physical activities that are usually repetitive, routine, or mechanical in nature, support the City's day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making.

Tier No.	DOLLAR LIMIT	Minimum Solicitation Procedures
Tier 1	$0 - $10,000	**Minimal Competition** • Seeking competition is always recommended, though not required for this dollar range. • Telephone calls can be made to firms or individuals describing the services desired and requesting price, schedule, and qualifications to perform. • Purchases should be made based on the City's inquiries and experience and knowledge of the market to obtain the best quality product at the best price.
Tier 2	$10,001 - $50,000	**Informal Competition** • Either written solicitation or documented telephone solicitation may be used. The solicitation should include at a minimum: a description of services required, project schedule, request for qualifications, request for bid, and due date for responses. • If solicitation is done by phone, it must be thoroughly documented. • Seek bids from a minimum of three vendors. If written, the solicitation may be emailed to them, and responses may be emailed to the City to expedite processing. A list of vendors can be developed from telephone listings, internet listings, a published legal notice requesting information on available services, etc. • Evaluate responses and make award decision. • Negotiate subcontract with successful bidder. • Document for file: names of vendors solicited, information on vendor's responses, basis for award decision, and copy of subcontract.
Tier 3	$50,001 and Over	**Formal Competition** • Prepare formal solicitation document. The Invitation to Bid (ITB)is the solicitation document most frequently used by Agencies to subcontract for purchased services or goods. The ITB identifies the functional performance threshold at which the Agency needs would be met, serves as the basis for the applicants to respond, and also provides the foundation for the eventual subcontract. • Publish legal notice in the newspaper of record to notify firms of upcoming solicitation. Develop bidder's list from firms responding to notice. • Issue ITB to responding bidders. • Conduct a pre-proposal conference to clarify the extent of the work and permit prospective bidders to ask questions. • Date and time stamp proposals received by due date. • Evaluate proposals strictly against the criteria that are set forth in the ITB and score the proposals. Should use three evaluators for scoring and score proposals using score sheets. Determine apparent successful bidder. • Notify successful and unsuccessful firms. • Negotiate subcontract with successful contractor. • Conduct debriefing conferences, if requested. • Begin contract work.

PROCESS NO.6

Electronic Data Processing & Telecommunications Equipment, Software, and Services

https://mrsc.org/mrsctools/procurement/Procurement-Purchasing-Telecommunications-Results.aspx

The following table summarizes the solicitation requirements for acquiring electronic data processing or telecommunications equipment, software, or services to support internal administrative functions, including installation services. City staff may procure equipment, software, and services via either Option A or Option B, as detailed in the following table, depending on whether or not other factors in addition to cost are to be considered.

Option No.	Estimated Purchase Price (including sales tax)	Minimum Solicitation Procedure
Option A	No Purchase Price Limitations	**Lowest Price Purchasing Process** • To procure Electronic Data Processing & Telecommunications Equipment, Software, and Services using the lowest price, follow the procedure for Process No. 4: Non-Public Works Project Purchasing, as detailed on page 11. • This process requires awarding to the lowest responsible bidder and does not allow for any other factors to be considered.
Option B	No Purchase Price Limitations	**Competitive Negotiation Process** • To procure Electronic Data Processing & Telecommunications Equipment, Software, and Services using other factors in addition to price, the following competitive negotiation process shall be followed. • A Request for Proposals (RFP) shall be published on the City's website and shall be published in the City's newspaper of record (currently the Leavenworth Echo) for two (2) consecutive weeks, with the first publication occurring a minimum of 13 calendar days before the submission deadline. • Proposal scoring criteria shall be detailed in the RFP, including cost. • Each received proposal shall be reviewed and scored in consistency with the criteria specified in the RFP. • Staff shall select the firm with the highest-scoring proposal.

SECTION 2 – EXCEPTIONS TO PROCUREMENT PROCESSES

The following sections detail exemptions per Washington State law to the respective Procurement Processes No. 1 through No. 6, as detailed above.

A. Emergency Public Works Contracts and Emergency Purchases

Washington State law (RCW 39.04.280) provides an exemption to competitive bidding requirements when awarding contracts for public works and contracts for purchases in the event of an emergency. An emergency is defined as unforeseen circumstances beyond the control of the municipality that either: (a) present 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.

The following steps shall be completed to award emergency contracts for public works or purchases.

1. Declare an emergency
    a. Mayor Declaration: If time is of utmost importance, RCW 38.52 authorizes the Mayor to exercise emergency powers to:
        i. declare that an emergency exists
        ii. waive competitive bidding requirements, and
        iii. award all necessary contracts to address the emergency.
    b. City Council Declaration: The City Council shall adopt a resolution declaring an emergency.
    c. If the Mayor has already issued an emergency declaration, the Council's resolution shall ratify and affirm the Mayor's declaration of emergency.
    d. If a federal or state emergency has been declared, the City Council shall adopt a resolution acknowledging the declaration and invoking RCW 39.04.280.
2. Award emergency contract or execute emergency purchase
    a. If an emergency contract is awarded without competitive bidding, the governing body or its designee must enter a written finding of an emergency into the public record no later than two weeks following the contract award.

B. Piggyback Purchases

The process known as "piggybacking" allows the City to use an active contract of another public agency (Host Agency) for purchasing products. The Host Agency may be any other local government, state agency, federally recognized tribe, or public purchasing cooperative. The Host Agency may be located anywhere in the United States and is not limited to Washington State but must meet the definition of "public agency" in RCW 39.34.020.

Piggybacking on an Individual Public agency Contract: To piggyback on an individual local or out of state public agency's contract, the City and Host Agency must sign an interlocal agreement and either file it with the County Auditor or post it on the City's website.

Piggybacking on a State of Washington Contract: The City may piggyback on contracts awarded by the State of Washington by signing a one-time contract usage agreement. A contract usage agreement has been executed for the City to utilize the Department of Enterprise Services Statewide Contracts.

Piggybacking on Cooperative Contracts: To piggyback on state or national cooperative contracts, the City must complete the membership application for the cooperative.

C. Sole Source Purchases

Competitive bidding may be waived under RCW 39.04.280(1)(a) if a purchase is clearly and legitimately limited to a single supplier. This may arise when the City has specific technological requirements.
Examples include:

- Licensed, copyrighted, or patented products or services that only one vendor provides
- New equipment or products that must be compatible with existing equipment or products
- Proprietary or custom-built software or information systems that only one vendor provides

- Products or services where only one vendor meets the required certifications or statutory requirements

The City shall base a sole source determination on an objective review of the required product or service, shall document in writing why a particular product or service is mandatory, and shall document in writing what efforts were made to find other vendors. The following table details the job positions that have the authority to determine whether or not a purchase can be categorized as a sole source purchase, dependent upon the purchase price.

Sole Source Determination

Purchase Price	Sole Source Determination Level (See Section 13 for Job Position- Specific Purchasing Limits)	General Sole Source Determination Description
Up to $7,000	Level 3	Department Head
Up to $25,000	Level 4	City Administrator
Up to $50,000	Level 5	Mayor
Over $50,000	Level 6	City Council

D. Special Facilities or Market Condition Purchases

The City may waive competitive bidding requirements for purchases involving special facilities or market conditions per RCW 39.04.280(1)(b). Such a purchase is limited to good deals that are available for a short time, such as a very good price on an exceptional piece of used equipment, or the chance to buy supplies at a going-out-of-business sale or similar event. The City shall base a special facilities or market condition purchase determination on an objective review of the required product and shall document in writing why a special facilities or market condition purchase was determined. The following table details the job positions that have the authority to determine whether or not a purchase can be categorized as a special facilities or market condition purchase, dependent upon the purchase price.

Special Facilities or Market Condition Determination

Purchase Price	Special Facilities or Market Condition Determination Level (See Section 11 for Job Position- Specific Purchasing Limits)	General Special Facilities or Market Condition Determination Description
Up to $7,000	Level 3	Department Head
Up to $25,000	Level 4	City Administrator
Up to $50,000	Level 5	Mayor
Over $50,000	Level 6	City Council

SECTION 3 – CODE OF ETHICS

Purchasing Division employees may neither solicit, accept, nor agree to accept any gratuity for themselves, their families, or others, that results in their personal gain which may affect their impartiality in making decisions on the job. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples to the City used for general City use are examples of items that are not gratuities. Personal judgment should be used and questions regarding particular problems/events should be referred to the employee's supervisor.

SECTION 4 – FEDERAL AND GRANT FUNDING

If your project uses any amount of federal funding, then you must follow the most restrictive of your local, state, or federal procurement requirements. In many cases, state law is more restrictive. However, federal regulations are more restrictive for entities using the small works roster process.

For any procurement transaction, you must follow the Uniform Guidance procurement standards in 2 CFR §200.318-200.327 (except where explicitly excluded by the federal awarding agency) and any additional requirements imposed by the awarding agency or pass-through entity. These standards require you to have your own documented procurement procedures consistent with state and local laws, and the federal procurement standards, as well as written standards of conduct covering conflict of interest and governing the actions of your employees engaged in the selection, award, and administration of contracts (2 CFR §200.318). These procedures must be sufficiently detailed so that staff understand the actions they must take during a procurement.

Federal regulations stipulate the following thresholds and methods for procuring public works:

A. **Micro-purchase procedures:** For federal awards made on or after October 1, 2025, the City may use the micro-purchase method for acquisitions at or below the applicable federal micro-purchase threshold, as established by the Federal Acquisition Regulation (FAR). Micro-purchases may be made without soliciting competitive quotations when the City determines the price to be reasonable based on market research, prior experience, purchase history, or other available information, and documents that determination in the procurement file. Micro-purchases shall be distributed equitably among qualified suppliers to the maximum extent practicable. Use of the micro-purchase method is permitted only when authorized by the City's adopted procurement procedures and subject to internal purchasing thresholds, which shall not exceed federal limits. Where state law or City policy is more restrictive, the lower threshold shall apply.
   - **General federal micro-purchase** threshold (non-public works):
     Up to $15,000 for federal awards made on or after October 1, 2025.
   - **Public works** subject to federal wage-rate requirements (Davis-Bacon Act):
     $2,000 or less.
   - **City-established micro-purchase threshold:**
     Set by internal controls, risk assessment, and procurement procedures, and may not exceed the applicable federal threshold.

B. **Simplified acquisition procedures:** The City shall use simplified acquisition procedures when the anticipated procurement cost is below the simplified acquisition threshold. The City shall establish this threshold through documented procurement procedures based on internal controls, risk assessment, and compliance with the most restrictive applicable local, state, or federal requirements, and in no case shall the threshold exceed $350,000 as permitted under federal regulations. Procurements conducted under these procedures shall require the City to obtain price or rate quotations from an adequate number of qualified sources, as defined in the City's documented procurement procedures.

C. **Formal procurement procedures (sealed bids):** If your expected procurement is at or above the simplified acquisition threshold (see above), you must perform a cost or price analysis as outlined in 2 CFR §200.324. You must then publicly solicit bids and award a firm, fixed-price contract to the lowest priced, responsible bidder who conformed with all material terms and conditions for bids. You must follow the requirements outlined in 2 CFR §200.320(b)(1).

Contractors who helped develop or draft specifications, requirements, statements of work, or invitations to bid must not be allowed to compete in the procurement.

You must take care not to limit competition, such as requiring unnecessary experience, excessive bonding, or specifying a brand name product (an option to provide an equal product must be offered).

For federal awards issued before October 1, 2024, the Uniform Guidance (2 CFR §200.319(c)) does not allow the use of geographic preferences, unless you can identify a federal statute that expressly mandates or encourages it.

That prohibition has been removed for awards issued after October 1, 2024, but you must also comply with Washington's state law, which implicitly prohibits granting preferences to local vendors unless you can justify imposing a requirement on local availability of a service. If you can justify it, you should make it part of your project specifications.

Federal regulations do allow for some non-competitive procurements (beyond use of the micro-purchase threshold above), but you must meet specific criteria and include the exemption in your documented procurement procedures. Federal regulations have fewer exemptions than state law allows. They include sole source, public exigency or emergency, approval from a federal agency or pass-through agency, and situations where competition is deemed inadequate after soliciting a number of sources (2 CFR §200.320(c)). However, again, you must follow the most restrictive requirements when using any exemption provided for under local, state, or federal requirements.

Before you enter into a contract with a potential vendor, be mindful of two things. First, you must verify the contractor's suspension and debarment status before you enter into a contract of $25,000 or more, even if you use a procurement exemption (2 CFR §200.214). Second, make plans to include any required federal contract provisions in your contract with the vendor such as the Davis-Bacon Act and termination for cause, per 2 CFR §200.327, and further detailed in Appendix II of 2 CFR Part 200.

SECTION 5 – Contracting with small and minority owned businesses, women business enterprises and labor area surplus firms

The City is committed to ensuring that small and minority businesses, women's business enterprises, and labor area surplus firms are provided every opportunity to participate in projects as defined in 2 C.F.R § 200.321. For federally funded procurements and contracts under this policy, the City will:

A. Place qualified small and minority businesses, women's business enterprises, and labor area surplus firms on solicitation lists and solicit these businesses whenever they are potential sources. The Procurement Professional will research state and local lists of qualified small and minority businesses and women's business enterprises to update its solicitation list.
    i. A "small business" is independently owned and operated, not dominant in the field of operation in which it is bidding and qualified as a small business under the Small Business Administration criteria and size standards at 13 C.F.R. Part 121.
    ii. A "women's business enterprise" is (a) at least 51 percent owned by one or more women or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more women; and (b) whose management and daily operations are controlled by one or more women.
    iii. A "minority business" is (a) at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority group members; and (b) whose management and daily operations are controlled by one or more minority group members.
    iv. A "labor surplus area firm" is one that, together with its first-tier subcontractors, will perform substantially in labor surplus areas, as defined by the Department of Labor's Employment and Training Administration. The Department of Labor's list of labor surplus areas is available currently online at: https://www.doleta.gov/programs/lsa.cfm.

B. When economically feasible, divide project requirements into smaller tasks or quantities to maximize participation opportunities for small and minority businesses and women's business enterprises.

C. Establish delivery schedules, where the requirement permits, that encourage participation by small and minority business, and women's business enterprises.

D. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Office of Minority and Women's Business Enterprises.

E. Require contractors, if subcontracts are utilized, to take steps (A) through (D) above.

The City must document its compliance with these affirmative steps. For federal contracts with prime contractors, the requirement that the contractor take steps (A) through (D) above must also be included in solicitations and contracts.

SECTION 6 – BONDING

The City will follow 2 C.F.R. § 200.326 in its entirety. For all Federal procurements, contracts, or subcontracts for construction or facility improvements that exceed the simplified acquisition threshold as the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-federal entity provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

A. A **bid guarantee** from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
B. A **performance bond** on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
C. A **payment bond** on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to ensure payment as required by law of all persons supplying labor and material for execution of the work provided for in the contract.

Performance & Payment Bond:

A. Performance & Payment Bonds are required for any project funded in whole or in part by federal transportation funds, as RCW 60.28.011 prohibits public agencies from withholding retainage on such projects. The bond replaces the protections provided through retainage.
B. Performance & Payment Bonds are optional for small works roster contracts under $5,000 RCW 39.04.152.
C. Contracts less than $150,000, at the option of the contractor or the general contractor/construction manager as defined in RCW 39.10.210, the respective public entity may, in lieu of the bond, retain ten percent (10%) of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries and settlement of any liens filed under RCW 60.28, whichever is later.

SECTION 7 – APPRENTICESHIP UTILIZATION REQUIREMENTS FOR PUBLIC WORKS CONTRACTS

Beginning July 1, 2024, most local governments in Washington State must require contractors to perform at least 15% of labor hours on public works projects using apprentices enrolled in state-approved apprenticeship programs. See RCW 39.04.300-.320

The apprentice utilization requirements apply to larger public works contracts and are phased in as follows:

Timeframe	Apprentice utilization required for all projects estimated to cost:
July 1, 2024 – June 30, 2026	$2 million or more
July 1, 2026 – June 30, 2028	$1.5 million or more
July 1, 2028 and after	$1 million or more

"Estimated to cost" refers to the engineer's estimate or project estimate developed by the public agency which is included in the invitation to bid. Estimated cost is *not* the bid or award amount.

The apprentice utilization statutes do not specify whether sales tax is included in the estimated project cost. For purposes of determining whether apprentice utilization requirements apply, it is the City's policy to include sales tax in the estimated cost of the project.

Public agencies are responsible for:

1. **Incorporating AUR elements into bid documents and contracts.** This includes provisions for apprentice utilization requirements, tracking, wages, expected costs, incentives, penalties, good faith efforts, and supporting specifications.
2. **Reviewing and approving Apprentice Utilization Plans submitted by bidders/contractors.** Ensure bidders and contractors submit an Apprentice Utilization Plan for the project.
3. **Monitoring compliance.** Verify that contractors and subcontractors submit and report the intent forms, certified payrolls, and affidavits to the L&I Prevailing Wage Intent and Affidavit (PWIA) Portal *before making contract payments*.
4. **Reviewing and adjusting the requirements.** If necessary, review and approve adjustments (reductions) to the apprentice utilization percentages, including a defined "good faith efforts" process.
5. **Assessing incentives/penalties.** Pay incentives or assess penalties as appropriate.

SECTION 8 – COST PRICE ANALYSIS

The Uniform Guidance, 2 C.F.R. § 200.324, requires the performance of a cost or price analysis in connection with every federal procurement action in excess of the simplified acquisition threshold. The independent cost estimates must be on file before receiving bids or proposals, including proposals for change orders and contract modifications. It is a best practice to have a cost estimate on file for every solicitation.

When evaluating the reasonableness of costs, the City may also consider whether the contractor's anticipated profit is appropriate. Factors that may be considered include the complexity of the work, the level of risk and investment by the contractor, the extent of subcontracting, the contractor's past performance, and typical industry profit rates for similar work in the region.

As allowed by 2 C.F.R. § 200.324, the City must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed.

To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-federal entity under 2.C.F.R subpart E. The City may reference its own cost principles that comply with the federal cost principles.

A. Price analysis – The examination and evaluation of a proposed price without evaluating its separate components (cost and profit). This analysis is usually used for acquisition of commercial items and procurement by sealed bidding. Examples of price analysis include:
   i. Comparing offers with one another;
   ii. Comparing prior proposed prices and contract prices with current proposed prices for the same or similar goods or services;
   iii. Comparing offers with competitively published price lists, published market prices, or similar indexes;
   iv. Comparing proposed prices with independently developed estimates;
   v. Comparing proposed prices with prices of the same or similar items obtained through market research.

B. Cost analysis – The review and evaluation of the separate cost elements such as labor hours, overhead, materials, etc. and proposed profit in order to determine a fair and reasonable price for a contract and the application of judgment to determine how well the proposed costs represent what the costs of the contract should be, assuming reasonable economy and efficiency. This analysis is usually used to establish the basis for negotiating contract prices for procurement by request for proposal, contract modifications, and any other case where price analysis by itself does not ensure price reasonableness. Examples of cost analysis include:

i. Comparison of verified costs proposed for individual cost elements with previously incurred actual costs and independently developed estimates.
ii. When evaluating the reasonableness of costs, the City may also consider whether the contractor's anticipated profit is appropriate. Factors that may be reviewed include the complexity of the work, the level of risk and investment by the contractor, the extent of subcontracting, the contractor's past performance, and typical industry profit rates for similar work in the region.
iii. In all cases where cost analysis is performed and where there is no price competition, the City must negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

SECTION 9 – INDEPENDENT COST ESTIMATE

The City will develop an independent estimate for all contract work that is anticipated to exceed the Micro-Purchase threshold as identified by the Office of Management and Budget OMB Memo M-18-18, currently $10,000. The purpose of the independent cost estimate is to provide a tool to determine if pricing is reasonable and is valuable to help determine whether suppliers have understood the scope of work as outlined. Below are guidelines for how this estimate is to be determined:

A. Must be independent of any potential supplier. Estimates may be prepared by the City, other knowledgeable person, or a third-party cost estimator.

B. Should be in hand before bids or proposals are received.
   i. At times, Suppliers and contractors submit change order proposals that include pricing; the City will seek to avoid such situations by instructing suppliers and contractors not to include pricing with change order proposals.
   ii. Where a change order proposal includes pricing, the City will seek an estimate from someone without knowledge of the supplier's price proposal.

C. Must be of sufficient detail to be useful.
   i. Estimates for items such as goods can be simply an estimated amount, e.g., a piece of heavy equipment for which there is a competitive market may have a "sticker" price. It is sufficient for the estimate to contain the purchase price without more detail. Where the equipment is custom-built, the estimate should include a build-up of labor, materials, overhead, and profit to aid in analysis of price reasonableness and contract negotiation.
   ii. Estimates for construction contracts should be of sufficient detail to allow for careful evaluation of bids.
   iii. Estimates for Construction Manager Services should be in the same detail as those which firms will be asked to base their proposals; e.g., fee for pre-construction services, General Condition's amount, fee for services.
   iv. FEMA has established cost curves for design and engineering services for various kinds of construction in its archived Public Assistance Guide (FEMA 322, June 2007). FEMA's current Public Assistance Program and Policy Guide does not reference these curves; however, the City may still use these older curves to develop an independent cost estimate for Architectural and Engineering services (A&E). For change order work, the City's Architectural and Engineering contracts must generally provide that A&E services may not exceed a specified percentage of the construction costs. If the percentage is within the applicable FEMA cost curve, the percentage will serve as the independent cost estimate.
   v. Estimates of other professional services generally should be based on estimates of hours of effort and rates for various tasks.

SECTION 10 – DOMESTIC PREFERENCES (BUILD AMERICA, BUY AMERICA)

To the greatest extent practicable under a federal award, the City will comply with 2 C.F.R. § 200.322 and provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, including all contracts and purchase orders for work or products under this award.

SECTION 11 – BID PROTESTS

For all competitively bid projects, the awarding agency, within two business days of the bid opening, must provide copies of the bids it received if requested by a bidder (RCW 39.04.105).

The agency may not award the contract during this two-day window, and if bid copies are requested by a bidder, the agency must wait at least two full business days after providing copies before awarding the contract. (A "business day" does not include intermediate Saturdays, Sundays, or legal holidays.)

If a written protest is submitted within (a) two full business days following the bid opening, or (b) two full business days following when the municipality provided copies of the bids to those bidders requesting them, the agency may not execute a contract for the project with anyone other than the protesting bidder without first, providing at least two full business days' written notice of its intent to execute a contract for the project.

SECTION 12 – DAY LABOR ALLOWED

Code Cities may use their own employees to perform public works projects with an estimated cost up to $75,500 (single craft) or $150,000 (multiple craft).

Code cities may also use their own employees to perform work which is an accepted industry practice under prudent utility management – using material not exceeding $300,000 in value – without a contract. The $300,000 value limitation does not include the value of individual items of "equipment" as defined in RCW 35.23.352.

For larger projects, you must contract with a responsible contractor.

SECTION 13 – PURCHASING AUTHORITY

Purchasing Authority

When the adopted City budget has a sufficient remaining fund balance to cover an anticipated cost, the following table summarizes the purchasing authority of each City staff position. If the adopted City budget does not have a remaining fund balance to cover an anticipated cost, any purchase, regardless of the anticipated cost, must be approved by the City Council and incorporated into the City budget via the next budget amendment.

Purchase Authority Level	Authorized Maximum Purchase Price	General Authority Description (See Appendix A for Job Position- Specific Purchasing Limits)
Level 0	$0	Lifeguards/Swim Instructors
Level 1	Up to $150	All Other City Staff Members
Level 2	Up to $3,500	Manager/Supervisor
Level 3	Up to $7,000	Department Head
Level 4	Up to $25,000	City Administrator
Level 5	Up to $50,000	Mayor
Level 6	Over $50,000	City Council

SECTION 13 – JOB POSITION-SPECIFIC PURCHASING LIMITS

Job Title	Purchase Authority / Determination Level
Administration Department	
Mayor	5
City Administrator	4
City Clerk	2
Communications & HR Manager	2
Recreation & Tourism Manager	2
Executive Assistant	1
Parking Supervisor	2
Parking Enforcement Officer	1

Community Development Department	
Community Development Director	3
Senior Planner	2
Assistant Planner	1
Permit Technician	1
Building Official	2
Building Code Inspector	1

Finance Department	
Finance Director	3
Deputy Treasurer	1
Utility Billing Specialist	1
Accounts Payable Specialist	1

Part Time Positions	
Janitorial (less than 20 hours)	1
Part Time Employee (less than 24 hours)	1
Part Time Employee (less than 24 hours with CDL)	1
Pool Manager	2
Assistant Pool Manager	1
Lifeguards	0
Swim Instructors	0
Concession Stand Worker / Cashier	0

Division	Job Title	Purchase Authority / Determination Level
Public Works Department		
Admin / Engineering	Public Works Director	3
	City Engineer	2
	Staff Engineer II	1
	Public Works Administrative Assistant	1
	Contract & Grant Coordinator	1
Facilities	Facility Maintenance Supervisor	2
	Facility Maintenance	1
Parks	Parks Supervisor	2
	Assistant Parks Supervisor	2
	Parks Maintenance	1
	Non CDL Parks Maintenance	1
	Parks Maintenance (8-month)	1
Streets / Utilities	Streets / Utilities Supervisor	2
	Streets / Utilities Assistant Supervisor	2
	Streets / Utilities Maintenance	1
	Mechanic	1
Water	Water Plant Supervisor	2
	Senior Water Plant Operator	1
	Water Plant Operator	1
Water Resource Recovery	WWRF Supervisor	2
	WWRF Senior Operator	1
	WWRF Operator	1

SECTION 14 – DEFINITIONS

Architect and Engineering (A/E) Services
Architecture, engineering, landscape architecture, or surveying services. Professional services provided by a consultant that fall under the general statutory definitions of architecture (RCW 18.08), engineering and land surveying (RCW 18.43), or landscape architecture (RCW 18.96).

Bid Bond
A 5% Bid Bond is a form of bid security required for public works projects. It guarantees that the bidder, if awarded the contract, will enter into the contract and provide the required performance and payment bonds. The bid bond must be in an amount equal to at least five percent (5%) of the total bid price including sales tax and may be submitted as a surety bond, cashier's check, or certified check. If the successful bidder fails to execute the contract or provide the required contract security, the bid bond may be forfeited to the contracting agency. Bid guarantees are not required for small works roster contracts.

Bid Documents/Bid Package
All forms necessary for a contractor to submit a complete bid.

Bid Opening
A public meeting where all received bid documents are opened, reviewed, and read aloud by City staff.

Bid splitting
The prohibited process of breaking up a project into units or phases if done for the purpose of avoiding bid limits and/or thresholds (RCW 39.04.151(1)(f)).

Bid Tabulations
A document showing the price of each bid item included in each bidder's schedule of prices.

Direct contracting
The optional award process for small works contracts estimated to cost less than $150,000, excluding sales tax, as outlined in RCW 39.04.152(4)(b).

Diverse business
A general term used to group small, minority, women, and veteran-owned businesses.

Competitive Bidding
The process of inviting and obtaining bids from competing suppliers, by which an award is made to the lowest responsive bid from a responsible bidder who meets the written specifications. A valid competitive bidding process provides potential bidders with a fair opportunity to win that contract.

Competitive Solicitation
Any solicitation, including invitations to Bid (ITB), Requests for Proposal (RFP), Request for Quotation, or Requests for Qualifications (RFQ) in which Procurement has or will play a key role in seeking fair and open competition in compliance with 2 C.F.R. § 200.319 and other applicable laws.

Consultant Roster
A list of professional service consultants that includes their statement of qualifications and applicable licenses. The City utilizes MRSC's Consultant Roster.

Cost Analysis
The review and evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred. A cost analysis should be employed when price analysis is impractical or does not allow a purchaser to reach the conclusion that a price is fair and reasonable.

Emergency
Unforeseen circumstances beyond the control of the municipality that either: (a) Present 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.

Invitation to Bid (ITB)
The written request by an authorized local government or state agency to receive a bid from a roster contractor, which at a minimum includes: an estimate for the work, a scope of work including the nature of the work, and any materials and equipment to be furnished (RCW 39.04.152(3)).

Minimal Competition: Small Contracts and Purchases
Below an agency's bid limits, competitive bidding is not required, and agencies may seek quotes directly from individual vendors. For agencies that use a small works roster, vendor roster (vendor list), and/or consultant roster, the agency may contact businesses from the appropriate roster in accordance with state law and local policies.

There is no requirement to seek multiple quotes, but most agencies do so anyway, down to some practical limit established in their policies.

Ordinary Maintenance
Maintenance work performed by the regular employees of the state or any county, municipality, or political subdivision.

Prevailing Wage
The hourly wages, usual benefits, and overtime, paid in the locality, to the majority of workers, laborers, or mechanics, in the same trade or occupation. Washington prevailing wages are established by the Department of Labor and Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county and are reflective of local wage conditions (RCW 39.12). Federal prevailing wages are established under the Davis-Bacon Act.

Public Works Projects
All work, construction, alteration, repairs, or improvements, other than ordinary maintenance, executed at the cost of the municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with RCW 39.12.

Qualifications Based Selection (QBS)
QBS recognizes that the lowest price should not be a factor for selecting highly skilled design services for essential public facilities and infrastructure.

Responsive bidder
A bid that is submitted on time with all of the information requested by the agency. The following items are typically required:

a. Sealed bids, with the name of the project and the time and date of the bid opening clearly stated on the outside of the bid packet.
b. Bid guarantee in the form of bid bond, cashier's check, certified check, or personal money order.
c. Lump sums, unit prices, and total prices in the spaces provided on all of the bid forms, including all appropriate sales taxes.
d. Receipt of addenda acknowledged.
e. Acknowledgment of attendance at mandatory pre bid meeting, if so required by the agency.
f. Non collusion affidavit certificate.
g. Mandatory bidder responsibility questionnaire with all items filled in.

Responsible bidder
A bidder that meets the requirements of RCW 39.04.350.

a. Be a registered contractor and – for plumbing, elevator, and electrical contractors – have a valid license.
b. Have a current Unified Business Identifier (UBI) number.

c. Have industrial insurance/workers' comp coverage.
d. Have an Employment Security Department (ESD) account.
e. Have a state excise tax registration number.
f. Not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3)
g. No apprenticeship violations, if applicable.
h. Certify through a sworn statement or an unsworn declaration under penalty of perjury that they are not a willful violator of labor laws in reference to RCW 49.48.082 within the past three years.
i. Have received training, provided by the Department of Labor and Industries or by a provider whose curriculum has been approved by L&I, on the requirements related to public works and prevailing wages, unless noted as exempt from training requirement.

Responsible contractor
A registered contractor on the small works roster that, at the time of registration, had an active general contractor's license and was not debarred.

Retainage and Retainage Bonds
a. City is required to withhold up to 5% of the value of a public improvement contract, not including sales tax according to Department of Revenue Excise Tax Advisory 3024.2013, as retainage until the project is completed and the contract is accepted.
b. Small Works Roster Contracts under $5,000, retainage is optional.
c. 5% of each contract payment is withheld, and the money must be set aside one of three ways, chosen by the contractor: 1) A public fund, 2) A private interest-bearing account, and 3) A private escrow account.

Simplified Acquisition Threshold (SAT):
The Simplified Acquisition Threshold (SAT) is the dollar limit under federal regulations below which certain simplified procurement procedures may be used. As of October 1, 2025, the SAT is $350,000 for most acquisitions.
https://www.govinfo.gov/app/details/CFR-2025-title2-vol1/CFR-2025-title2-vol1-sec200-322

Small Public Works Roster:
A list of properly licensed, state-registered contractors who can bid on eligible public works projects. The City utilizes MRSC's Small Public Works Roster.

Small works project
A single project for construction, building, renovation, alteration, repair, or improvement of real property anticipated to cost $350,000 or less, excluding sales tax, that will be awarded using the small works roster process (RCW 39.04.152(1)).

Sole Source
Purchases that are clearly and legitimately limited to a single source of supply. There is only one supplier available for purchasing the materials, supplies, or equipment needed.

Task Authorization (TA)
A Task Authorization is an agreement issued under an existing on-call Architecture and Engineering (A&E) services contract that establishes the specific scope of work, schedule, deliverables, and fee for an individual task or project activity. A TA functions as a mini-contract or work order that authorizes the consultant to proceed with defined services and associated compensation, consistent with the terms and conditions of the master A&E agreement.

Unit Priced (On Call) Contract
a. A unit priced public works contract, sometimes called an "on call" public works contract, is when a local government contracts for an unknown number of small public works projects over a fixed period of time ("indefinite quantity, indefinite frequency").
b. Each agency that is authorized to use unit priced contracts has a separate enabling statute (see below). However, the different statutes all provide the same definition of a unit priced contract:

c. "[A] competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the [agency type], under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price for each category of work."
d. While traditional public works contracts are awarded for specific projects/scopes with a specific total dollar value, unit priced contracts are not associated with a particular project, do not guarantee any amount of work, and do not establish a total dollar value (although the contract may cap the dollar value at a certain level over the life of the contract). Instead, the agency agrees to pay a defined "unit price" for certain types of anticipated (but unplanned) work or trades over a certain time period.
e. When a specific project is identified, individual work orders are authorized based upon either a "not-to-exceed" time and materials basis or a negotiated lump sum amount using the previously established unit prices.
f. Unit priced contracts allow public agencies to contract for multiple or recurring small public works projects over time without having to bid each project separately. This saves the agency time and money, especially for unanticipated projects that may arise at the last minute.
g. Unit priced contracts are often used for repair, renovation, or maintenance of public facilities, all of which fall under "public work" as defined in RCW 39.04.010(5).

Vendor List
RCW 39.04.190 allows certain agencies to use informal vendor lists, instead of formal competitive bidding, to secure quotes and award contracts. A vendor list is a directory, maintained by a local government agency, of vendors who are interested in selling equipment, materials, and supplies to that agency. Agencies may also create multiple vendor lists for different types of products.

Vendor lists may be used up to a certain dollar amount established in each agency's statutes, and they are less rigorous and restrictive than formal competitive bidding.

It is the City's practice to utilize established cooperative or shared procurement resources—such as the MRSC Rosters, Washington State Department of Enterprise Services contracts, and Buy Board—in lieu of maintaining multiple individual vendor lists.

To make a purchase using the vendor list, an agency should secure quotes from at least three of the vendors on the list, if possible, and award the contract to the lowest responsible bidder.

Immediately after awarding the contract, the agency must record all bid quotes it obtained and make them available for public inspection. At least every two months, the agency must post a list of contracts awarded using each list, including the date, the name of the contractor, the amount of the contract, a brief description of the items purchased, and the location where the bid quotations for these contracts are available for public inspection (RCW 39.04.200).

Veteran-owned business
A business that is certified by the department to be at least 51 percent owned and controlled by: (a) a veteran as defined in RCW 41.04.007, or (b) an active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.