

**CITY OF MILLWOOD**

**RESOLUTION #26-03**

**XXXXXX, 2026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING PURCHASING POLICIES, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, the City of Millwood (the “City”), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and laws of the State of Washington; and

WHEREAS, the Council of the City (the “Council”) may adopt and enforce resolutions of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, over time the Washington State Legislature has enacted and revised procurement laws; and

WHEREAS, the City Council deems it to be in the best interests of the City to adopt a purchasing policy consistent with the procurement laws to promote fiscal responsibility and the efficient transaction of City business;

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

**Section 1. Incorporation of Recitals:** The recitals set forth herein are hereby incorporated as a part of this Resolution.

**Section 2. Adoption of Policy:** The City hereby adopts the policies attached hereto as Attachment A and incorporated herein by reference as the Purchasing Policies of the City of Millwood which replaces and supersedes all previously adopted purchasing policies.

**Section 3. Severability:** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

**Section 4. Repealer:** All resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

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**Section 5. Effect:** This Resolution shall be in full force and effect from and after its adoption by the Council.

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**SHAWNA BEESE, MAYOR**

**Attest:**

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**CITY CLERK**

**Attachments:**

**Attachment "A" – Purchasing Policy**

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**ATTACHMENT "A"**  
***General Requirements***

1. All City officials and employees shall ensure that appropriations are sufficient to acquire goods or services.
2. City of Millwood officials and employees shall strive to obtain the most cost-effective prices for the City and shall consider all aspects of purchasing in acquisition decisions.
3. A requisition is required if the procurement meets any of the following criteria:
  - 3.1 At least 3 quotes were obtained, or it was competitively bid
  - 3.2 An Architecture and Engineering (A&E) Service agreement
  - 3.3 A Purchased or Personal Service agreement that is over \$5,000

There may be procurements that do not meet these criteria, but it makes practical or business sense to create the requisition. In such cases in which there is a question, consult with the Treasurer or Mayor.

The Treasurer has the discretion to waive the requirement of a requisition, provided that in their judgement it does not circumvent controls and/or meets the business needs of the City. Purchases with a vendor or company in which the City has an active line of credit account do not require requisitions.

4. Any purchase that exceeds \$25,000, requires Council's approval to award (except as otherwise defined within this Policy).
  - 4.1 If the City Council approves a contingency, change orders and amendments may be approved by the Mayor, or their designee, up to the contingency amount approved by Council. Any expenditure over the approved contingency amount must have City Council approval.
  - 4.2 Once the City Council has approved a purchase, change orders and/or amendments to that purchase require approvals using the following thresholds:
    - Accumulated change orders and/or amendments up to \$20,000 must be approved by the Department Director.
    - Accumulated change orders and/or amendments from \$20,000 to \$50,000 must be approved by the Mayor.
    - Accumulated change orders and/or amendments that exceed \$50,000 must be approved by the City Council.

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4.3 Once the City Council has approved a change order and/or amendment, the above thresholds starts over.

5. Employees must use professional judgement as to the cost/benefit of obtaining multiple quotes.

6. All purchases that involve multiple departments shall have the approval of all participating departments.

7. With prior approval of the Mayor, an employee may personally pay for an approved purchase, and be reimbursed through an expense voucher.

8. All invoices received pursuant to this policy shall be approved for payment by the appropriate department director(s), or their designee, on either the invoice itself or on the City voucher.

9. The Treasurer shall review the requisition of major purchases for reasonableness. Questions about the purchase may be directed to the Mayor. The Mayor may choose to take any proposed purchase for goods or services to Council for discussion and/or approval.

10. Purchases that would result in line-item cost overruns will be allowed if a line item within the same department has funds available to cover the expense. Expenditures requested in excess of a department's adopted budget must be approved by the Mayor. Expenditures in excess of the adopted fund amount must be approved by the City Council by an amending Ordinance.

11. A Petty Cash fund may be maintained for the control and use of petty cash for minor purchases for the City. Purchases that are within the limits established by code may be reimbursed by petty cash. The preferred method of minor purchase is to use a City-authorized credit or purchasing card.

12. For purchases of technology related equipment or services, the Mayor and the City's IT provider must review and make recommendations for the purchase. Technology related equipment or services include but are not limited to:

- Cloud hosted and/or hybrid services.
- Anything that will connect to the City IT infrastructure (wired network, wireless network, servers, desktops, laptops, tablets, smartphones) or extend the City's IT infrastructure to the cloud, hosted and/or hybrid services.
- Potentially impact wired and/or wireless network and internet bandwidth.
- Potentially impact email flow, email delivery, email addresses and domain validity.

13. All interlocal agreements must be approved by the City Council.

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14. Splitting orders into smaller orders or purchases to avoid exceeding approval or procurement thresholds is prohibited.

15. If the statute establishing any dollar threshold in this policy is amended, then the dollar threshold in this policy shall be automatically amended to be coextensive with the applicable statute, without the need for the City Council to amend this policy.

### **Sole Source/Cooperative Purchases**

16. Competitive bidding requirements may be waived by the City Council for:

- Purchases that are clearly and legitimately limited to a single source of supply;
- Purchases involving special facilities or market conditions;
- Purchases in the event of an emergency;
- Purchases of insurance or bonds; or
- Emergency public works.

16.1. In the event the material, equipment, supplies, or services are available from only one supplier, written documentation demonstrating the appropriateness of sole source procurement shall be submitted to and approved by the Mayor. Except in the event of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

16.2. If an emergency exists, the person or persons designated by the City Council to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. 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 governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

16.3. For purposes of this section, "emergency" means any unforeseen circumstances beyond the control of the municipality that either present a real, immediate danger to the proper performance of essential functions, or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or as otherwise defined in RCW 39.04.280(3), as may be amended.

### **17. Cooperative Purchases / Piggybacking**

17.1. Pursuant to chapter 39.34 RCW, the City is authorized to take cooperative action including joint purchases by different government agencies. The City may make purchases

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using another (the "host") government agency's purchasing contract, a process known as "piggybacking." To piggyback on another government agency's contract:

17.1.1. The host agency and the City must enter into an interlocal agreement (ILA) and file it with the county auditor or post it online by subject;

17.1.2. The host agency must comply with its statutory contract requirements and post the solicitation online; and

17.1.3. The vendor must agree to the arrangement through the initial solicitation documents.

17.2. It is the responsibility of the Mayor to verify that the host government agency is in compliance with its own purchasing statutes to the piggyback award.

17.3. In addition to the foregoing, the City is authorized to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government (i.e. U.S. General Services Administration or GSA) without calling for bids pursuant to RCW 39.32.090, as may be amended.

**Federal or State Funded Procurements**

18. Projects funded in all or in part by a federal or state grant, loan, or appropriation may have specific procurement requirements, in addition to or above-and-beyond the requirements of this policy. For projects funded in all or in part by a federal or state grant, loan or appropriation, the City shall follow the procurement requirements of the federal or state grant, loan or appropriation.

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**II. Special Requirements: Public Works**

**Approval Authority – Public Works**

<b>Amount</b>	<b>Approval Authority</b>
\$0 to \$50,000	Mayor
> \$50,000	City Council

**Bid Requirements – Public Works**

<b>Amount*</b>	<b>Purchase Type</b>	<b>Bid Requirements</b>
\$0 to \$50,000	Public Works	Minimal Competition Process - Multiple quotes are not required, however professional judgment should be used as to the value of multiple Quotes.
\$50,001 to \$75,500	Public Works (Single craft or trade)	Minimal Competition Process - Seek quotes. Requirement may be waived by the Mayor
> \$50,001 to \$150,000	Public Works (Multiple Crafts or Trades)	Minimal Competition Process - Seek quotes. Requirement may be waived by the Mayor
> \$75,501 to \$350,000	Public Works RCW 39.04.152	Small Works Roster Process- invitations to bid to all contractors on applicable roster categories
\$350,001+	Public Works	Formal Competitive Bid Process (sealed)

\*excludes state sales tax.

**Definitions**

- **Public Works Capital Improvement Project ("PW CIP"):** A project that has been included on the City's capital improvement project ("CIP") plan and/or in the capital improvement portion of the budget, or as otherwise approved by the City Council.
- **Public Works Contracts ("PW Contracts"):** CIP contracts (excluding A&E, professional services, and purchases), Unit-Price Contracts (e.g. on-call guardrail repair, etc.), and contracts for all other projects that are required by statute to include Public Works bidding requirements.
- **Discretionary Services:** A service that is not explicitly called out as a deliverable in an agreement, or a service that is provided upon request according to an agreement. Typically, these services are part of ILAs.
- **Minimal Competition:** When competitive bidding is not required for any PW Contract up to \$75,500 (single craft) or up to \$150,000 (multiple craft) pursuant to RCW 35.23.352, as may be amended.

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### Approval Requirements

1. The Mayor may waive competitive bidding for any PW Contracts that allow for Minimal Competition.
2. All PW Contracts, except those performed under an interlocal agreement (“ILA”), require a requisition and a contract.
3. All PW Contracts that exceed \$25,000 require City Council to award the contract.
4. PW CIP's frequently include contingency amounts when presented to City Council for award. If the City Council approves a project with a contingency, change orders and amendments may be approved by the Mayor or their designee up to the contingency amount approved by the City Council. Any expenditure over the City Council contingency approved amount must have City Council approval. Where a PW CIP's budget does not include a contingency, the Mayor may approve change orders and amendments in total not to exceed \$50,000.
5. PW Contracts performed pursuant to an ILA pursuant to chapter 39.34 RCW for on-call, unit-priced services require a separate contract but are subject to the limits established by the agreement. Requests for Discretionary Services, which exceed \$500, must be executed by the Mayor, but are subject to the limits established by the agreement.
6. Pursuant to RCW 35.23.352, as may be amended, PW Contracts may be performed using a unit priced "on-call" contract when appropriate. A unit-priced PW contract is a contract for an unknown number of small public works tasks over a fixed period of time. Unit-priced contracts are not associated with a single identified project, do not guarantee any amount of work, and do not establish a total dollar value for work but should state a total non-to-exceed amount of \$350,000. Under a unit-priced PW contract, the City agrees to pay a defined "unit price" for certain types of anticipated (but unplanned) work or trades over a certain time period.
  - 6.1. A unit-priced contract must still be competitively bid using the Small Works Roster pursuant to RCW 35.23.352, as may be amended. The invitation to bid must include the following:
    - 6.1.1. Specify how the City will issue or release work assignments or work orders that authorize work based upon either a "not-to-exceed" time and materials basis or a negotiated lump sum amount using the previously established unit prices.
    - 6.1.2. Estimated quantities of the anticipated types of work or trades.
    - 6.1.3. At least one minority or woman contractor who shall otherwise qualify must be invited whenever possible.

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6.1.4. The initial term may not exceed three (3) years with the option to extend or renew for one (1) additional year.

6.2. Prevailing wage rates must be paid and updated annually using the rates in effect at the beginning of each contract year (not calendar year), and intents and affidavits for prevailing wages paid must be submitted annually for all work completed during the previous 12 months.

6.3. Unit-priced contracts will be awarded to the lowest responsible bidder pursuant to RCW 39.04.350, as may be amended.

### **Completion of PW Contracts**

7. Pursuant to RCW 60.28.051, as may be amended, all PW projects/contracts, \$35,000 or more, require a final acceptance process that documents that the project/contract scope of work has been deemed complete. Upon final acceptance the City must file a Notice of Completion to three (3) state agencies: the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries. After receiving confirmation for each agency, the retainage and/or performance bonds may be released.

7.1. For PW contracts \$25,000 or more, final acceptance is authorized by the City Council.

7.2. For Contracts under \$50,000, final acceptance may be authorized by the Mayor. Acceptance will be documented via memorandum and issued to the Mayor for final acceptance signature.

### **Bidding Requirements**

8. PW Contracts shall be awarded using the competitive process, if any, specified in the Bid Requirements table at the top of this Section II.

8.1 City employees are allowed to perform work without contracting or calling for bids if such work is an accepted industry practice under prudent utility management. "Prudent utility management" means performing work with City employees utilizing material of a worth not exceeding \$300,000 in value without a contract.

9. For the Minimal Competition Process, regardless of whether one quote is solicited or multiple, documentation of the quoting process will be maintained to demonstrate compliance with this policy.

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### Determining Lowest Responsible Bidder

10. The City shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the City may call for new bids. Additionally, pursuant to RCW 35.23.352(2), as may be amended, the City may issue a written finding that the lowest bidder has delivered a project to the City within the last 3 years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications then the City may choose the second lowest bidder whose bid is within 5% of the lowest bid and meets the same criteria as the lowest bidder.

10.1. In addition to price, the City shall take into account the following:

- The criteria established in RCW 39.04.350, as may be amended, for responsible bidders;
- The ability, capacity, and skill of the bidder to perform the contract;
- Whether the bidder can perform the contract within the time specified by the City;
- The quality of the bidder's performance of previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services.

### Award

11. The Mayor or their designee shall have the authority to award Public Works Contracts up to \$25,000. The City Council shall award all Public Works Contracts over \$50,000. The Mayor or their designee shall present all quotations/bids for projects over \$50,000 and recommend to the City Council the lowest responsible bidder for award of the contract.

### Small Works Roster

12. The following small works roster ("SWR") procedures are established for use by the City pursuant to RCW 35.23.352, as may be amended, and RCW 39.04.151 through 39.04.152, as may be amended.

- 12.1. The City need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement

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of real property where the estimated cost does not exceed Three Hundred Fifty Thousand Dollars (\$350,000), which includes the costs of labor, material, equipment but not sales and/or use taxes as applicable. Instead, the City may use the small works roster procedures for PW Contracts 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.

- 12.2. **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. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
- 12.3. **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 or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, including if they are a state certified women and minority-owned business, veteran-owned business, or small business or other appropriate matters on file with the City as a condition of being placed on a roster or rosters. The small works roster used by the City will be established and maintained by the Treasurer, or their designee. The City may use a roster service in lieu of maintaining its own rosters. An interlocal contract or agreement between the City and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
- 12.4. **Publication.** At least once a year, the City shall publish in a newspaper of general circulation within the jurisdiction and provide the office of minority and women's business enterprises' directory of certified firms a notice of the existence of the roster or rosters and solicit the contractors/consultants/service providers/vendors for such roster or rosters.
- 12.4.1. Responsible contractors must be added to an appropriate roster or rosters at any time that they submit a written request and necessary records.
- 12.4.2. The contractors must agree and be able to receive notifications and other communications via email.
- 12.4.3. Contractors that meet the definitions of women and minority-owned business (RCW 39.19.030(7)(b), as may be amended),

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veteran-owned business (RCW 43.60A.0101, as may be amended), or small business (RCW 39.04.010, as may be amended) are required to indicate such and keep current records of any applicable licenses, certifications, registration, bonding, or insurance on file.

12.4.4. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

12.4.5. A PW Contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

12.4.6. Bids shall be invited from all appropriate contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being requested, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

12.5. For PW Contracts awarded under \$5,000, retainage or bonds are not required. PW Contracts awarded between \$5,001 and \$350,000, are subject to bonds but may reduce or waive the retainage requirements of RCW 60.28.011(1)(a), as may be amended, thereby assuming the liability for contractor's nonpayment of: (i) laborers, mechanics, subcontractors, material, person, and suppliers; and (ii) taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. However, the City has the right of recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits are the first priority for actions filed against the contract.

12.6. Once a year, the City must publish on the City's website a list of small works contracts awarded pursuant to RCW 39.04.200, as may be amended. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed under contract, and the date it was awarded. The list shall also state the location where the bid quotes for the contracts are available for public inspection.

12.7. In lieu of the requirements of this Section 12, the City may contract with the MRSC Rosters for the City's small works roster.

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**III. Special Requirements: Purchases of Supplies, Materials, and Equipment (not related to a Public Works)**

**Approval Authority – Purchase of Supplies, Materials, and Equipment (not related to a Public Works)**

<b>Amount</b>	<b>Approval Authority</b>	<b>Requisition Needed?</b>
\$0 to \$1,000	Authorized employees	Yes
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

**Bid Requirements – Purchase of Supplies, Materials, and Equipment (not related to a Public Works)**

<b>Amount*</b>	<b>Purchase Type</b>	<b>Bid Requirements</b>
\$0 to \$40,000	Supplies Materials, & Equipment (RCW 35.23.352)	Vendor List Minimal Competition Process - Multiple quotes are not required, however professional judgment should be used to ensure quoted price is in the best interests of the City.
\$40,001 to \$50,000	Supplies Materials, & Equipment RCW 39.04.190	Vendor List - three quotes needed
<b>Alternatives</b>		
Any Amount	Supplies Materials, & Equipment	Piggyback on contract with DES, GSA, or other approved cooperative purchasing arrangement
Any Amount	Telecommunication and data processing (computer) equipment	Competitive negotiation (RCW 39.04.270)

\*includes state sales tax

**Approval Requirements**

1. Purchases of supplies, materials and equipment, which do not exceed \$1,000, may be made by authorized employees as designated by the Mayor.
2. Purchases that exceed \$1,000 but are less than \$50,000 require a contract approved by the City Council.

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3. Purchases that exceed \$50,000 require a contract approved by the City Council.
4. The Finance Department issues open purchase orders on a periodic basis. Such purchase orders must specify the valid length of time, the single purchase limit, and cumulative amount.

### **Bidding Requirements**

5. The City will attempt to obtain the lowest practical price for such goods and services.
6. Purchases between \$0 and \$20,000 do not require multiple quotes; however, staff are to use professional judgment to weigh the cost/benefits of obtaining multiple quotes.
7. Multiple quotes are also not required if items are from a sole source vendor pursuant to RCW 35.23.352(10) , as may be amended, and RCW 39.04.280, as may be amended, or the vendor has a contract with a City Council approved cooperative organization or the Department of Enterprise Services pursuant to RCW 39.34.030, as may be amended. Approval of the Department Director, and a properly executed requisition approved by the Treasurer or their designee is required.
8. Telecommunication and data processing (computer) equipment may, pursuant to RCW 39.04.270, as may be amended, follow a "competitive negotiation" process as an alternative to the bid process.
9. The City is not required to use informal or formal sealed bidding procedures, or the procedures set forth in these policies for the purchase of any materials, supplies of equipment if purchased from vendors under contract with the Department of Enterprise Services, U.S. General Services Administration (GSA), or through other City Council approved cooperative purchasing organizations.

### **Vendor List Procedures**

10. Purchases between \$20,001 and \$50,000 require the use of a Vendor List pursuant to RCW 39.04.190, as may be amended. When a vendor list is used, a minimum of three (3) quotes and a requisition approved by the Department Director is required.

10.1.1. The following purchasing procedures are established for the purchase of materials, supplies or equipment not connected to a Public Works Project pursuant to RCW 39.04.190, as may be amended:

10.1.2. The vendor list shall consist of all responsible vendors who have requested to be on the list(s). The vendor roster used by the City will be established and maintained by the Treasurer, or their designee. Alternatively, the City may use a roster service in lieu of maintaining its own vendor list. An interlocal contract or

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agreement between the City and other local governments establishing a vendor list to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the vendor list provisions.

10.1.3. If the City uses a vendor list, at least twice a year, the City shall publish, in the City's official newspaper, notice of the existence of a roster(s) of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster.

10.1.4. The City shall use the process outlined to obtain telephone or written quotations, including electronic means such as email, from vendors for the purchase of materials, supplies, or equipment.

10.1.4.1. The City shall use the following process to obtain telephone, facsimile, or email quotations from vendors for the purchase of materials, supplies, or equipment:

10.1.4.1.1. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

10.1.4.1.2. A City representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone facsimile, or email solicitation quotations from the vendors for the required materials, supplies, or equipment;

10.1.4.1.3. The City representative shall not share telephone facsimile, or email quotations from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

10.1.4.1.4. A written record shall be made by the City representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

10.1.4.1.5. The City representative shall present to the Department Director and Treasurer all telephone facsimile, or email quotations and a recommendation for award of the contract to the lowest responsible bidder.

10.1.5. City shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected, and the City may call for new quotes. The City shall determine the lowest

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responsible bidder in accordance with the criteria established in RCW 39.26.160, as may be amended.

10.1.6. The Mayor shall review the quotations and the recommendation by City staff and award the contract to the lowest responsible bidder. A written record of each vendor's quotation shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

10.1.7. If change orders and/or amendments cause the total to exceed \$50,000, the change order and/or amendment must be approved by the City Council.

10.1.8. A list of all the contracts awarded under RCW 39.04.190, as may be amended, must be posted at least once every two months. The list shall contain the name of the vendor awarded the contract, amount of the contract, brief description of the purchase, and the date awarded. The list shall also state the location where the bid quotes are available for public inspection.

10.1.9. In lieu of the requirements of this Section 9.1, the City may contract with the MRSC Rosters for the City's vendor roster.

11. Purchases of materials, supplies, and equipment, which exceed \$50,001, must be bid competitively per RCW 35.23.352, as may be amended. The purchase must be approved by the Mayor. If change orders and/or amendments cause the accumulated total to exceed \$25,000, the change order and/or amendment must be approved by the City Council.

12. Pursuant to RCW 35.23.352(7), as may be amended, competitive bidding is not required if the estimated cost does not exceed \$740,000, subject to debt limits.

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IV. Special Requirements: Purchase of Services other than Architecture and Engineering.

Approval Authority – Purchase of Services other than Architect and Engineering

Amount	Approval Authority	Requisition and Contract Needed?
\$0 to \$1,000	Authorized employees	No
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

Bid Requirements – Purchase of Services other than Architect and Engineering

Amount	Purchase Type	Bid Requirements
All	Non-A&E Service	Not required to seek competitive bids

There are two specific types of professional services other than Architectural and Engineering services:

**Personal Services:** technical expertise provided by a consultant to accomplish a specific study, project, task or other work statement. These types of services may or may not reasonably be required in connection with a Public Works Project, activity or product is mostly intellectual in nature, and license or certifications may or may not be required depending on the type of personal service. Some examples include:

- Legal services
- Geotech review (if asking for testing and raw data reports analyzed by city staff)
- Meeting facilitation
- Public outreach coordination
- Strategic or Economic type planning or development
- Rate setting studies

**Purchased Services:** these are provided by vendors for routine, necessary and continuing functions of the City that do not constitute public works, mostly relating to physical activities that are repetitive, routine, or mechanical in nature. Some examples include:

- Delivery/courier services
- Landscaping and building maintenance and janitorial
- Herbicide application service
- Vehicle inspections and repair services

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\_\_\_\_\_, 2026

- Security monitoring
- Computer hardware and software maintenance

Prevailing wage may still be required for the purchases services.

### **Approval Requirements**

1. Purchases of services that do not exceed \$1,000 may be made by authorized employees as designated by the Mayor.
2. Purchases between \$1,000 and \$25,000 require a requisition approved by the Treasurer and a contract signed by the Mayor.
3. Purchase of services that exceed \$50,000 require a requisition approved by the Treasurer and a contract approved by the City Council.

### **Bidding Requirements**

1. While the purchase of services may not require a competitive solicitation process, a competitive process is encouraged; provided, state or federally funded services may require a competitive solicitation.
2. Contracts for services should not exceed three (3) years.

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**V. Special Requirements for Architecture and Engineering Services**

**Approval Authority – Architect and Engineering Services**

<b>Amount</b>	<b>Approval Authority</b>	<b>Requisition and Contract Needed?</b>
\$0 to \$1,000	Authorized employees	Yes
> \$1,000 to \$50,000	Mayor	Yes
> \$50,000	City Council	Yes

**Bid Requirements – Architect and Engineering Services**

<b>Amount</b>	<b>Bid Requirements</b>
All	Request for proposals or statement of qualifications; selection based on pre-determined criteria and negotiated price for services

Architectural & Engineering (“A&E”) services are professional services rendered by a consultant or any person, other than an employee of the City, contracting to perform activities with the scope of general definition of professional practice in chapters 18.08 (Architects), 18.43 (Engineers and Land Surveyors), or 18.96 (Landscape Architects) RCW. Some examples include:

- Architectural design
- Road design
- Sewer and water system design
- Geotech review (if asking for analysis of testing for compliance with specs or asking for professional judgement)

**Approval Requirements**

1. Purchases of A&E services that do not exceed \$1,000 may be made by authorized employees as designated by the Mayor.
2. Purchases of A&E services between \$1,000 and \$25,000 require a requisition approved by the Treasurer and a contract signed by the Mayor.
4. Purchases of A&E services that exceed \$50,000, require a requisition approved by the Treasurer and a contract approved by the City Council.

**Bidding Requirements**

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5. Procurement of A&E services shall be in accordance with chapter 39.80 RCW. RCW 39.80.030, as may be amended, requires advance publication of the requirement for A&E services, which may be met by publishing an announcement each time such services are required or by announcing generally to the public the City's projected needs for any category or type of services.

5.1 The City shall evaluate the Statement of Qualifications (SOQ) received or on file with the City and shall conduct discussions with one or more firms regarding the project (interviews are not required but encouraged).

5.2 The City shall establish selection criteria and based on the criteria select the firm "most highly qualified" to provide the service. After the most qualified firm has been chosen, the City may negotiate a contract for the service at a price which the City determines is fair and reasonable, considering the estimated value of the services, as well as the scope and complexity of the project.

5.3 Pursuant to RCW 39.08.050(2), as may be amended, if a satisfactory contract cannot be negotiated, the City shall formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm.

5.4 If the City chooses to negotiate with only one firm off the roster list, a memo outlining the selection criteria and reasons for only considering one firm shall be forwarded to the Mayor and placed in the project file.

6. Pursuant to RCW 39.80.040, as may be amended, the City shall ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain City contract for A&E services. When calling for SOQs for architectural and engineering services, the City shall encourage minority and women-owned firms and veteran-owned firms to submit SOQs.

7. If the City declares an emergency, the requirements of chapter 39.80 RCW may be waived.

8. The City may also enter into a contract for A&E services with another public agency for the joint utilization of services if the agency contracting with the architectural or engineering firm complies with the requirements for contracting for such services under chapter 39.80 RCW; and the services to be provided to the other agency or agencies are related to, and within the general scope of, the services the architectural or engineering firm was selected to perform. An ILA specific to the A&E scope of work must be executed between the City and public agency prior to the procurement of A&E services. Pursuant to RCW 39.34.030(6), as may be amended, the procurement documents for A&E services under an ILA must clearly identify that the final negotiated contract of services will be utilized by multiple public agencies.

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9. The process for all on-call A&E services (i.e.: engineering and geotech firms that are used on an as-needed basis) requires the following:

9.1 Advance publication for the Request for Qualifications (“RFQ”)

9.2 The following is required for the RFQ:

9.2.1 A scope of work.

9.2.2. Clear details if the City intends to award to more than one firm.

9.2.3. The release of work via the task order process must be defined.

9.2.4. Description of how SOQs will be reviewed and scored including details of the evaluation criteria.

9.3 The RFQ will be posted on the City's roster system.

9.4 All submitted SOQs will be reviewed, evaluated, and scored based on the defined evaluation criteria in the RFQ.

9.5 The City may conduct interviews if it determines interviews will be helpful for the review and evaluation process.

9.6 If it is determined that the City intends to award on-call contracts to more than one firm, negotiations will begin with those selected firms.

10 Contracts for services should not exceed five (5) years.