

CONTRACT/PURCHASE THRESHOLDS, AUTHORITY LEVELS
AND APPROVALS for BMC 2.76
TABLE 1-20-03 (A)

Contract or Purchase Ordinance / RCW	Management Authority & Criteria for Selection	Approvals	Filing Procedures
<p>1. Purchase of Services, Materials or Equipment \$10,000 or less</p> <p>BMC2.76.040(a)</p>	<p>Directors or Designees can approve contracts up to \$25,000.</p> <p>Direct Negotiations.</p> <p>Exempt from solicitations.</p> <p>No Capital Leases allowed. (Contact City's Finance Officer (ext 5296) prior to entering into any lease agrmt)</p>	<p>Director</p>	<p>Departments can retain contract documents. City Clerk filing is not required.</p>
<p>2. Purchase of Services, Materials or Equipment over \$10,000 but not exceeding \$25,000</p> <p>BMC2.76.040(b) & (d)</p>	<p>Director or Designees can contract up to \$25,000 as follows:</p> <p>A) Document Telephone or Written Comparable Bids from at least three (3) sources, or;</p> <p>B) Use Comparable Bid Lists that have been maintained and updated periodically, or;</p> <p>C) Request in Writing from at least three (3) sources written comparable bids. Request must include specifications and terms of purchase, or;</p> <p>D) Advertise Request for Bids in newspaper of general circulation most likely to reach responsive bidders ten (10) days before entering into contract. Must include specifications and terms of purchase. Bids to be filed with City Clerk or designated office within a specified time.</p> <p>E) Director can Award Contract on Best Bid based upon response to solicitation, or; reject all bids, or; enter in direct negotiations with identified best bidder.</p> <p>No Capital Leases allowed. (Contact City's Finance Officer (ext 5296) prior to entering into any lease agrmt)</p>	<p>Director</p>	<p>Contracts of \$10,000 or more must be in writing and filed with City Clerk.</p> <p><i>-DLE PAULA E-MAIL OTD 2/2/07, RESS LEGAL REVIEW.</i></p>

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<p>3. Purchase of Services over \$25,000</p> <p>BMC2.76.040(c) &(d) BMC 2.76.100(c)</p>	<p>Director or Designees can prepare contract over \$25,000 (subject to Council approval) as follows:</p> <p>1) Written Request for Bids pursuant to 2.(C) above, or;</p> <p>2) Advertise Request for Bids pursuant to 2.(D) above.</p> <p>Award Contract on Best Bid (subject to Council Approval) based upon response to solicitation, or; reject all bids, or; enter in direct negotiations with identified best bidder.</p>	<p>City Council</p>	<p>Schedule & prepare agenda bill for Council approval</p>
<p>4. Purchase, Lease or Rental of Materials, Equipment or Supply Contracts over \$25,000</p> <p>BMC2.76.040(c) & (d) BMC 2.76.100(c)</p>	<p>Director or Designees can prepare contract over \$25,000 (subject to Council approval) as follows:</p> <p>1)Written Request for Bids pursuant to 2.(C) above, or;</p> <p>2)Advertise Request for Bids pursuant to 2.(D) above.</p> <p>Award Contract on Best Bid (subject to Council Approval) based upon response to solicitation, or; reject all bids, or; enter in direct negotiations with identified best bidder.</p>	<p>City Council</p>	<p>Schedule & prepare agenda bill for Council approval</p>
<p>5. Professional or Technical Services/ Consultants Contracts \$10,000 or less</p> <p>BMC 2.76.060 BMC2.76.100(a) RCW 39.80 may apply (see No.8)</p>	<p>Directors or Designees can approve contracts up to \$25,000.</p> <p>Direct Negotiations.</p> <p>Exempt from solicitations.</p> <p>Must be a firm recognized for experience within a specialized area of expertise.</p>	<p>Director</p>	<p>Departments can retain contract documents. City Clerk filing is not required.</p>

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<p>6. Professional or Technical Services/ Consultants Contracts up to \$25,000</p> <p>BMC 2.76.060 BMC2.76.100(a) RCW 39.80 may apply (see No.8)</p>	<p>Directors or Designees can approve contracts up to \$25,000. Direct Negotiations. Exempt from solicitations. Must be a firm recognized for experience within a specialized area of expertise.</p>	<p>Director</p>	<p>Contracts of \$10,000 or more must be in writing and filed with City Clerk.</p>
<p>7. Professional or Technical Services/ Consultants Contracts over \$25,000</p> <p>BMC 2.76.060 BMC2.76.100(e) RCW 39.80 may apply (see No.8)</p>	<p>Direct Negotiations. Exempt from solicitations. Must be a firm recognized for experience within a specialized area of expertise.</p>	<p>City Council</p>	<p>Schedule & prepare agenda bill for Council approval</p>

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<p>8. Professional Services Engineers, Surveyors, Architects & Landscape Architects (as defined in RCW 18.08, 18.43, 18.96) BMC 2.76.020(b) BMC 2.76.100 BMC 2.76.110 RCW 39.80</p>	<p>Same as 5 - 7 above except that statute requires: (1) advance publication of City requirements for services;(2) potential contractors must submit qualifications; (3)selection by City of most qualified without consideration of cost/price (4)negotiation of contract with most qualified contractor</p>	<p>City Council Required over \$25,000</p>	<p>\$10,000 to \$25,000 file with City Clerk. Over \$25,000 same as 7. above.</p>
<p>9.Change Orders for Contracts less than \$100,000 BMC 2.76.110</p>	<p>Mayor can approve up to 30% of original contract amount not to exceed change order limit of \$30,000 (min 0 – max \$30,000) Must be within scope of the project Consistent with initial bid process, if any Executed in writing Value of all change orders must be aggregated</p>	<p>Mayor City Council for all Change Orders exceeding approved limits</p>	<p>Filed with the City Clerk</p>
<p>10..Change Orders for Contracts from \$100,000 to \$500,000 BMC 2.76.110</p>	<p>Mayor can approve up to 20% of original contract amount not to exceed change order limit of \$100,000, but with a minimum of \$30,000 (min \$30,000 – max \$100,000) Must be within scope of the project Consistent with initial bid process, if any Executed in writing Value of all change orders must be aggregated</p>	<p>Mayor City Council for all Change Orders exceeding approved limits</p>	<p>Filed with the City Clerk</p>

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11. Change Orders for Contracts greater than \$500,000 BMC 2.76.110	Mayor can approve up to 10% of original contract amount not to exceed change order limit of \$200,000, but with a minimum of \$100,000 (min \$100,000 – max \$200,000) Must be within scope of the project Consistent with initial bid process, if any Executed in writing Value of all change orders must be aggregated	Mayor City Council for all Change Orders exceeding approved limits	Filed with the City Clerk