

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE (Replaces ADMIN 5600-21-03, ADMIN 0500-14-03, ADMIN 0040-11-09 and ADMIN 0040-11-08)	ADMIN 5500-25-01 LGL 2004-0020
TITLE: PURCHASING POLICY EFFECTIVE DATE: July 22, 2025 REVISION EFFECTIVE DATE:	

1.0 GENERAL

1.1 PURPOSE

The purchasing policy is provided to guide and assist City staff on requirements for procurement of goods, services, and public works. This does not apply to the purchase of real property.

1.2 CONTROLLING LAW

All procurements shall comply with appropriate and relevant Federal, State and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, or requirements are more restrictive than this policy, such laws, regulations, grants, or requirements must be followed.

Purchases that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200), as well as any specific funder requirements.

The City Attorney's office shall be consulted when questions regarding potential conflicts arise.

Any deviations from this policy will be at the direction of the Director of Purchasing and Contracts and/or their designee with the approval of the Chief Financial Officer.

1.3 PROPER AUTHORIZATION

Only authorized individuals, pre-approved by the Director of Purchasing and Contracts and/or their designee may obligate the City to acquire goods and services. These individuals are designated as a buyer. Buyers outside the Purchasing department, e.g. (department buyers, purchasing card holders, etc.) will be required to sign an authorization agreement prior to being allowed to make procurements.

Except under special circumstances authorized by the Director of Purchasing & Contracts Director, only permanent employees will be authorized as buyers.

Individuals making procurements on behalf of the City without proper authorization shall be personally liable to the vendor and the City and shall be subject to disciplinary action up to and including discharge.

Certain items will require additional authorization prior to proceeding. These items include but are not limited to IT hardware and software, vehicles, and furniture.

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2.0 DEPARTMENT/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions except the Library Department.

3.0 REFERENCES

Uniform Guidance 2 CFR 200
Revised Code of Washington (RCW) Various sections in Titles 18, 35, and 39.
Washington Administrative Code (WAC) Various sections, 200-320, 296-127-010
Spokane Municipal Code (SMC 07.06 Procurement of Goods, Services & Works)
Spokane Municipal Code (SMC 02.04.100)
Purchasing Cards Administrative Policy – ADMIN 5600-25-01
Purchasing Desk Manual (SharePoint)
State of Washington Local Government Records Retention Schedules

4.0 DEFINITIONS

“Applicable or appropriate roster” - A specific roster or list of businesses created for a given scope of work. The City utilizes multiple rosters such as small works, consultant, and vendor which are defined below.

“Architecture, Engineering & Surveying” - Services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96).

“Bid” – A written offer to perform services by contract or supply goods in response to a solicitation. WAC 200-320-010(4)

“Bid Bond/Bid Guarantee” – Is a monetary deposit that public work contractors submit along with their bids to ensure that the bidder will enter into a contract if their bid is accepted.

“Bidder” – A supplier who submits a bid, quotation or proposal. WAC 200-320-010 (5)

“Buyer” - A person authorized to handle procurement for the City. This includes Purchasing department staff dedicated to procurement (e.g., Senior Procurement Specialist, Procurement Specialist) and department staff with additional buyer duties, such as Department Buyers and Purchasing Card holders.

“Consultant Roster” – A list of registered architecture, engineering, and surveying services as referenced in RCW 39.80, as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting businesses.

“Debarred” – Also referred to as suspended or excluded parties list. There are both Federal and State debarment lists for which certain contractors are prohibited from being awarded contracts.

“Department Buyer” - An authorized individual within a department, separate from the Purchasing and Contracts Department, who is designated to conduct procurement activities for the department. These individuals are designated by department or division heads and approved by the Director of Purchasing and Contracts or designee.

“Formal Competition” - The process of advertising and receiving sealed bids or proposals from prospective contractors or suppliers. Submissions to formal solicitations are opened in a public setting, on a date specified in the solicitation.

“Informal Competition” - A competitive bid, price quotation or proposal for supplies (goods) or services that are solicited with less requirements than the formal process.

“Materials, equipment, and supplies” - Materials, equipment and supplies (Goods) as defined by SMC 07.06.050, tangible, transferable, property that is movable at the time of purchase.

“Micro-Purchases” – means the acquisition of supplies (goods) or services without competitive solicitation, the aggregate dollar amount which does not exceed the micro-purchase threshold when using federal dollars per Uniform Guidance 2 CFR 200.320(a)(1).

“MRSC”- Municipal Research and Services Center is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic.

“MRSC Rosters”- A roster service that provides a membership database used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting.

“Payment Bond” – A payment bond is to guarantee that suppliers and subcontractors are paid for labor, services, and materials on public works projects.

“Performance Bond” – A performance bond is to guarantee that the work and obligations under contract are completed on public works projects.

“Personal Services” - Technical expertise provided by a consultant to accomplish a specific study, project, tasks or other work. Activities and products are mostly intellectual in nature. Does not include Architecture, Engineering, and Surveying services.

“Public Works” - Defined by RCW 39.04.010 and SMC 07.06.080, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

“Purchased Services” - Provided by a vendor to accomplish routine, continuing, and necessary functions. Typically, repetitive or mechanical in nature, mostly physical activities, involving completion of specific tasks or projects, requiring minimal decision-making.

“Protest” – means a written objection by an interested party to a solicitation or proposed award.

“Responsible bidder” - A bidder who possess the experience, applicable licenses, facilities, reputation, financial resources as required by the solicitation and are fully capable of performing the contract. For public works additionally includes requirements per RCW 39.04.350

“Responsive bid” – A bid that is received on time and is compliant with the specifications and terms of the solicitation, without material or significant deviation.

“Simplified Acquisitions” – means the acquisition of supplies (goods) or services for which the aggregate dollar amount of the procurement that is higher than micro-purchase but does not exceed the simplified acquisition threshold. Solicitation of at least three sources is required to promote competition to the maximum extent practicable when using federal dollars per Uniform Guidance 2 CFR 200.320(a)(2)

“Small works roster” – A list of contractors who have requested to be on the list and where required by law are properly licensed or registered to perform a given scope of work. RCW 39.04.151 The roster maintained for use in the small works roster process.

“Small works roster process” – A public works contracting method described in [RCW 39.04.152](#), as an alternative to formal competition, to compete and/or award public works projects using the pre-established list of responsible contractors.

“State agency” - The Department of Enterprise Services, the State Parks and Recreation Commission, the Department of Natural Resources, the Department of Fish and Wildlife, the Department of Transportation, any institution of higher education as defined under [RCW 28B.10.016](#), and any other state agency delegated authority by the Department of Enterprise Services to engage in construction, building, renovation, remodeling, alteration, improvement, or repair activities ([RCW 39.04.010](#)) (9).

“Unit-priced Contracts” – also known as “on-call” contracts. RCW 35.22.620 (11). For the purpose of completing anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades. (c) Unit priced contracts must be executed for an initial contract term not to exceed three years, with the city having the option of extending or renewing the unit priced contract for one additional year, for a maximum of 4 years.

“Vendor Roster” - A roster of businesses conducting product sales and purchased services as referenced in RCW 39.04.190.

5.0 POLICY

5.1 POLICY STATEMENT

It is the policy of the City of Spokane to provide for the fair and equitable treatment of persons who deal with the City procurement process; to maximize economy in procurement activities; and to foster effective broad-based competition in the purchase of goods, the acquisition of services and the performance of Public Works.

Specifications shall provide for a maximum competition possible among contractors, products and suppliers.

5.2 PURCHASING CODE OF ETHICS

Employees making procurements for the City shall conduct themselves in an ethical manner according to SMC 01.04B and the following:

- They shall not participate in the selection, award, or administration of a purchase if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or member of the employee's immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract.
- They will refrain from the acquisition of unnecessary and/or duplicative items.
- They will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs them.
- They will behave with impartiality, fairness, openness, integrity, and professionalism in their dealings with suppliers.
- They will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- They will not seek or dispense personal favors that conflict with their professional responsibility.
- They will strive to obtain the maximum ultimate value of each dollar expenditure.

- They will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.
- They will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.
- They will behave with impartiality, fairness, openness, integrity, and professionalism in dealings with suppliers.
- They will follow the policies and procedures of the City of Spokane, using reasonable care and granted authority.

5.3 FEDERAL FUNDED PROCUREMENT

For any federally funded procurement transaction, Buyers must follow the Uniform Guidance procurement standards in [2 CFR §200.318-200.327](#) (except where explicitly excluded by the federal agency) and any additional requirements imposed by the federal agency or pass-through entity. In the case of a conflict between requirements the most restrictive shall be used.

It is the Buyer's responsibility to validate the funding source, as well as identify any statutory exceptions or additional requirements, prior to initiating the procurement process.

Federal regulations stipulate the following:

- 5.3.1 Micro-purchase procedures: Buyers may use these procedures for Federal funded purchases as long as the funded source does not explicitly prohibit them, if the expected procurement is \$10,000 or less. However, the Buyer must apply a lower threshold if the local or state laws are more restrictive. The procedures allow the Buyer to contract for purchases without competitively soliciting or obtaining quotations, if the Buyer considers the price to be reasonable based on research, experience, purchase history or other information. The Buyer should also distribute micro-purchases equitably among qualified suppliers, to the maximum extent practicable.
- 5.3.2 Verify and document that vendors are not suspended or debarred from doing business with the Federal government. 2 CFR 200.214. Verification shall occur after selection and completed prior to contract award.

Federal Funded Procurement Thresholds CFR §200.320			
Procurement	Goods/Supplies	Services	Requirements
Micro-Purchase (No quotes required)	<i>Less than \$10,000</i> Note: Must use more restrictive federal threshold instead of City's requirement of under \$50,000.	<i>Less than \$10,000</i> Note: Must use more restrictive federal threshold instead of City's requirement of under \$50,000.	Consider price to be reasonable. Distribute equitably among suppliers to the extent practical.
Simplified Acquisition	<i>\$10,000 - \$250,000</i> Note: Must use the more restrictive \$10,000 and \$250,000 Federal threshold.	<i>\$10,000 - \$250,000</i> Note: Must use the more restrictive \$10,000 and \$250,000 Federal threshold.	Obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per FAR 13.104) Written or documented quotes
Formal Procurement (Sealed bids, RFPs)	<i>\$250,00 or more</i> Note: Must use more restrictive Federal threshold.	<i>\$250,000 or more</i> Note: Must use more restrictive Federal threshold.	Competitive, public notice (formally advertised), publicly available, sealed bids/responses.
Non-competitive proposals		Available only from single source (sole source) or Public Emergency	
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

5.4 CITY FUNDED PROCUREMENT

For any project that is **not** federally funded, utilizing funds that originate from city, state and/or non-federal grant funds. This is the most common type of procurement. Buyers will follow the procurement standards outlined in this policy and related procedure manual.

Note that some state funds are pass-through for federal funds, so it is important to review funding sources to confirm the existence of any additional requirement(s).

It is the Buyer's responsibility to validate the funding source, as well as identify any statutory exceptions or additional requirements, prior to initiating the procurement process.

- 5.4.1 Anticipated cost: The anticipated 12-month need for a particular good, service or public work should be used to determine the appropriate process. Closely related goods should be considered as one purchase when determining the appropriate procurement process. The total cost and quantity should be considered.
- 5.4.2 Total costs should include any applicable freight, set-up or related charges, but does not include estimated sales tax. If there will be a trade-in, the cost is the gross purchase amount, not the net amount after trade in.

City Procurement Thresholds	No Competition	Informal Competition	Formal Competition
Materials, Equipment and Supplies (Goods)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Architecture, Engineering & Surveying Services	N/A	\$0 up to \$349,999.99	\$350,000.00 or more
Personal and Purchased Services (Non-Prevailing Wage)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Public Works	\$10,000.00 or less	\$10,000.01 up to \$349,999.99	\$350,000.00 or more
Purchased Services with Prevailing Wages	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

5.5 EXEMPTIONS TO COMPETITIVE BIDDING

Competitive procurement may be waived for special circumstance, the following section is the most common exemptions used by the City. Other exemptions may be available, consult the Director of Purchasing and Contracts for guidance.

For purchases under this section, the factual basis for the exemption must be documented and retained by the responsible Buyer.

5.5.1 Sole Source

RCW 39.04.280(1)(a) and SMC 07.06.170 authorize purchases that are clearly and legitimately limited to a single source or supply.

5.5.2 Emergency Purchases

RCW 39.04.280(1)(C) and SMC 07.06.180 allows for purchases made in the event of an emergency.

The Purchasing and Contracts Director is an authorized designee of the Mayor to make emergency procurements consistent with the provisions of SMC 07.06.180 (ref. SMC 02.04.100)

5.5.3 Interlocal Purchase Agreements & Intergovernmental Purchases Contracts

RCW 39.34.030 and SMC 07.06.140 allows the City to enter into contracts utilizing other public agencies active previously competed contracts. The competitive process of the original jurisdiction must be met.

Interlocal agreements shall be in place prior to establishing a contract.

The Purchasing and Contracts Director is an authorized designee of the City Administrator for purposes of signing Interlocal Purchase Agreements (SMC 07.06.140)

5.5.4 Purchase of Used Goods

SMC 07.06.173 allows the purchase of used goods without competitive bidding. Purchase price of used items shall not be above fair market value (FMV). Documentation (e.g. date, time, vendor, justification of FMV etc.) on all purchases shall be retained for reference.

5.5.5 Legal and Special Counsel Contracts

The City Charter defines the City Attorney's responsibilities and the Mayor's ability to employ special counsel. The City Attorney's office, at the discretion of the City Attorney, may elect to enter into contracts for Legal or Special Counsel services without competitive procurement.

5.6 Award

Purchases and/or contracts shall be awarded per the criteria established in the solicitation.

Submissions (proposal, bid, quote, etc.) must substantially comply with the City's procedures and solicitation specifications to be considered responsive. Questions regarding responsiveness should be escalated to the Director of Purchasing and Contracts or designee.

5.7 Protest

SMC 07.06.155 defines the parameters and guidelines for an eligible protest.

5.8 Final Acceptance of Public Works

It is the policy of the City of Spokane that completed public works projects shall be accepted by an affirmative action of the City in an expeditious and efficient manner. Final acceptance does not require individual action by the City Council (SMC 07.06.264).

Division directors and department heads are an authorized designee of the Mayor and City Administrator for the purposes of final approval of final acceptance for projects completed under their respective authority.

6.0 PROCEDURE

The Purchasing Desk Manual, located on the Purchasing SharePoint contains expanded explanation and procedures for accomplishing the procurement of goods and services in accordance with this policy.

6.1 Materials, Equipment and Supplies (goods)

The following cost thresholds apply for procurement of materials, equipment and supplies unrelated to Public Works Projects.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Materials, Equipment and Supplies (Goods)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.1.1 Definition

Materials, equipment and supplies (goods) as defined by SMC 07.06.050, tangible, transferable, property that is movable at the time of purchase.

The City may use a Vendor Roster to identify suppliers for material, equipment, and supply purchases.

6.1.2 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.1.3 Informal

Purchasing Department will manage the informal process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.1.4 Formal Competition

Purchasing Department will manage the formal process.

For procurement or purchases in this range, publicly advertised, sealed bid, publicly opened/unsealed/acknowledged on a specified date.

6.2 Architecture, Engineering and Surveying Services

The following cost thresholds apply for procurements of Architecture, Engineering and Surveying services.

City Procurement Threshold	Informal Competition	Formal Competition
Architecture, Engineering & Surveying Services	\$0 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00	

6.2.1 Definition

Architecture and Engineering are services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96). All procurements in this category must follow RCW 39.80.

6.2.2 Statutory Requirements

Shall use a qualification-based competition for these services, costs are not considered in the determination of award.

In lieu of formal competition buyers may use Consultant Roster for architectural, engineering, and surveying services.

6.2.3 No Competition

Not applicable for this procurement.

6.2.4 Informal

Purchasing Department will manage the Informal process above \$50,000.00.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering Department may manage the procurement process.

For procurement or purchases in this price range, solicitation is required and at least three proposals (or statements of qualifications from Consultant Roster) should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all proposals (or statements of qualifications) shall be retained for reference.

6.2.5 Formal Competition

Purchasing Department will manage the formal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within the Engineering Department may manage the procurement process.

For procurement or purchases in this range, publicly advertised, sealed request for qualifications, publicly opened/unsealed/acknowledged on a specified date.

6.3 Purchased and Personal Services without Prevailing Wage

The following cost thresholds apply for procurement of purchased and personal services without prevailing wage.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Personal and Purchased Services (Non-Prevailing Wage)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.3.1 Definition

6.3.1.1 Purchased Services

Purchased services mean services provided by a vendor to accomplish routine, continuing, and necessary functions. Purchased services includes, but is not limited to, services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; contract programming, and analysis. RCW 53.19.010

6.3.1.2 Personal Services

Personal service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not be required in connection with a public works project meeting the definition in RCW 39.04.010 (4). Personal service does not include purchased services with prevailing wage or Architecture, Engineering & Surveying services procured using the competitive selection requirements in RCW 39.80.

6.3.2 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.3.3 Informal

Purchasing Department will manage the informal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering may manage the procurement process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

Buyers may use a qualification-based competition for service categories listed on the consultant roster as deemed appropriate.

6.3.4 Formal Competition

Purchasing Department will manage the formal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering may manage the procurement process.

For procurement or purchases in this range, publicly advertised, sealed request for qualifications, publicly opened/unsealed/acknowledged on a specified date.

6.4 Public Works and Purchased Services with Prevailing Wage

6.4.1 Public Works

The following cost thresholds apply for procurement of public works.

City Procurement Threshold	No Competition	Informal Competition - Small Works Roster Process	Formal Competition
Public Works	\$10,000.00 or less	\$10,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.4.1.1 Definition

RCW 39.04.010 (5) defines “public work” as:

All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. ... “Public work” does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8)

In lieu of formal public bidding the City may use a Small Works Roster for all public works below three hundred and fifty dollars (\$350,000).

6.4.1.2 No Competition

Competitive bidding is not required for purchases less than \$10,000. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.1.3 Small Works Process

Purchasing Department will manage the informal process purchases above \$50,000.00

Approved Buyers within the Engineering Department may manage the procurement process when the resulting contract is related to projects managed by the Engineering Department.

For procurement or purchases in this price range, solicitation is required using the Small Works Roster process. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.1.4 Formal Competition

Purchasing Department will manage the formal process.

Approved Buyers within the Engineering Department may manage the procurement process when the resulting contract is related to projects managed by the Engineering Department.

For procurement or purchases in this range, publicly advertised, sealed public works invitation to bid, publicly opened/unsealed/acknowledged on a specified date.

6.4.1.5 Public Works Statutory Requirements

6.4.1.5.1 Prevailing wage

6.4.1.5.1.1 All public works is subject to prevailing wage as identified in RCW 39.12

6.4.1.5.2 Bonds and Retainage

6.4.1.5.2.1 For projects with an estimated cost under \$35,000: Retainage and performance/payment bonds are optional. RCW 39.04.152 (5). Bid bonds are not required.

6.4.1.5.2.2 For projects with an estimated cost between \$35,000 and \$150,000: Retainage is required, but the City may reduce or waive the retainage requirements and assume liability for the contractor's nonpayment, taxes, increases, or penalties. RCW 39.04.152 (5). The contractor may request that the City withhold 10% retainage in lieu of performance and payment bonds. RCW 39.08.010 (3). Bid bonds are optional at the Buyers' discretion.

6.4.1.5.2.3 For projects over \$150,000 to \$350,000: Retainage is required by the City may reduce or waive the retainage requirements and assume liability for the contractor's nonpayment, taxes, increases, or penalties. (RCW 39.04.152(5)). Performance and payment bonds are required. Bid bonds are optional at the Buyers' discretion.

6.4.1.5.2.4 For projects over \$350,000: Retainage is required. Payment and Performance bonds are required. Bid bonds are required.

6.4.1.6 Small Works Roster

RCW 39.04 provides Small Works Roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below \$350,000.

Vendors/contractors selected from the Small Works Roster are not relieved from the City's contract requirements.

6.4.1.7 Supplemental Bidder Responsibility

Contractor for all public works projects to be performed by contract shall be reviewed for the mandatory bidder responsibility criteria in SMC 07.06.500.

6.4.1.8 Final Acceptance of Public Works Projects

Final acceptance can only occur when the physical work is complete and the contractor(s) have completed all necessary documentation required by the contract, and documentation has been verified by authorized representatives of the City.

Final acceptance shall be documented on the public works final acceptance form and filed with the City Clerk's office.

6.4.2 Purchased Services with Prevailing Wage

The following cost thresholds apply for procurement of purchased services with prevailing wage.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Purchased Services with Prevailing Wages	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.4.2.1 Definition

The City conducts certain work as a purchased service with prevailing wage. These are called maintenance, routine services, ordinary maintenance. WAC 296-127-010 (7) defines 'public work' for the purposes of prevailing wage laws to include all paid "work, construction, alteration, enlargement, improvement, repair, and/or demolition that is executed by contract, purchase order, or any other legal agreement," as well as maintenance performed by contract, except 'ordinary maintenance'.

6.4.2.2 Purchased Service with Prevailing wage Statutory Requirements

Services in this category are subject to prevailing wage requirements as identified in RCW 39.12.

6.4.2.3 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.2.4 Informal Competition

Purchasing Department will manage the informal process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.2.5 Formal Competition

Purchasing Department will manage the formal process.

For procurement or purchases in this range, publicly advertised, sealed public works invitation to bid, publicly opened/unsealed/acknowledged on a specified date.

7.0 RESPONSIBILITIES

The Purchasing Department is responsible for maintaining and administering this policy (and related materials) in accordance with appropriate and relevant Federal, State and City laws and policies.

Division/Department Heads are responsible for ensuring compliance with this policy for purchases made by Departmental Buyers.

Buyers are responsible for compliance with all purchasing laws, policies and procedures. They are also responsible for maintaining records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: all solicitation documentation, supplier selection or rejection, and basis for price. Records will be retained according to the State of Washington Records Retention Schedules.

The Director of Purchasing and Contracts is responsible for overseeing and managing the bid protest process. This includes ensuring that all bid protests are handled in compliance with applicable policies and regulations.

8.0 APPENDICES

None

APPROVED BY:

Michael J. Piccolo

Michael J. Piccolo (Jul 22, 2025 10:30 PDT)

City Attorney

Matthew Boston

Matthew Boston (Jul 22, 2025 11:11 PDT)

Division Director

Alex Scott

Alex Scott (Jul 22, 2025 13:28 PDT)

City Administrator

07/22/2025

Date

ADMIN 5500-25-01 Purchasing Admin Policy 07112025

Final Audit Report

2025-07-22

Created:	2025-07-22
By:	Nathan Basham (nbasham@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIm5mAZC1zeKfieg1b67957hnE2qmkqvL

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