



Bid Limits and Thresholds		
Subject	Description	Code/Law
Equal Benefits	Required for contracts above \$58,000	SMC 20.45.010
Inclusion Plans	<ul style="list-style-type: none"> <li>Consultant contracts above \$343,000 must include an Inclusion Plan and be worth at least 10% of selection points.</li> <li>Public Works contracts above \$300,000 shall include an Inclusion Plan.</li> <li>PC will apply to appropriate Purchasing contracts.</li> </ul>	SMC.20.42.050 SMC 20.42.060
Architectural and Engineering Services	<p>Direct Selection of architects and engineers is prohibited per RCW 39.80. Refer to the <b>Consultant Guidelines</b> or contact your contracting office for additional guidance.</p> <ul style="list-style-type: none"> <li>You must undergo a competitive selection process and select based on qualifications.</li> <li>Per RCW, price may not be a consideration in the selection process.</li> </ul> <p>Soliciting from the Consultant Roster requires inviting more than one firm of comparable experience to determine the highest qualified. Direct selection is prohibited.</p>	RCW 39.80
Consultant Contracts	<p>This table does not apply to architect and engineering selection processes. Verify the firm has the experience and responsibility appropriate to your needs, and that your approach complies with any additional policies that your department may have.</p> <ul style="list-style-type: none"> <li>Direct selection is allowed for projects under \$58,000</li> <li>Contracts above \$58,000 require competitive solicitation or selection from the Consultant Roster.</li> <li>Consultant Roster may be used for projects under \$343,000. Total value including amendments must remain under \$428,000.</li> <li>You may invite one or more Consultant Roster firms to compete or simply select one firm.</li> </ul> <p>Departments may contract with a Roster firm multiple times as long as the total value of all such department contracts remain less than \$685,000 per year, per category.</p>	SMC 20.50.110
Technology Acquisitions	All technology-related acquisitions must be first submitted to Seattle IT. Acquisitions that are appropriate will then be routed to Purchasing or the administering department. All others will be separately acquired by Seattle IT. Purchasing and Consultant bid limits and thresholds guidelines shall be followed accordingly.	
Purchasing	<ul style="list-style-type: none"> <li>Blanket contracts must be used if available and appropriate.</li> <li>If no blanket, you may expend up to \$10,000 (excluding sales tax &amp; freight) without competition. Total combined purchases shall not exceed \$58,000 per year, per vendor, per department.</li> <li>For acquisitions above \$10,000 with a total anticipated spend under \$58,000, obtain 3 quotes.</li> <li>Acquisitions above \$58,000 require formal bids through Purchasing.</li> </ul>	SMC 20.60.116 SMC 20.60.112 SMC 20.60.106
JOC Projects	\$500,000 or less per work order.	RCW 39.10.450
Public/Private Construction Agreements	Departments must notify Mark Nakagawara (PC) of any construction project intended for public/private partnerships, prior to agreement negotiations. This will be packaged and routed to the Mayor for consideration regarding WMBE and/or the City Community Workforce Agreement.	
Public Works Apprenticeship	Engineers Estimate \$1,000,000 or more.	SMC 20.38.005
Bidder/Subcontractor List	Engineers Estimate \$1,000,000 or more.	RCW 39.30.060