



2025 Bid Limits & Thresholds (remain in effect until changes are announced)		
Subject	Description	Code/Law
Purchasing	<p>Blanket contracts must be used if available and appropriate. If no blanket contract exists, you may:</p> <ul style="list-style-type: none"> • Direct Voucher: \$10,000 or less (excluding sales tax) without competition. Departments are required to collect proof of prevailing wages when appropriate. Total combined purchases shall not exceed \$69,000 per year, per vendor, per department. • Informal Bid: For acquisitions above \$10,000 (excluding sales tax) with a total anticipated spend under \$69,000, obtain 3 quotes. • Formal Bid: Acquisitions above \$69,000 require Purchasing to conduct acquisition process. 	<p>SMC 20.60.116 SMC 20.60.112 SMC 20.60.106</p>
Consultant Contracts*	<p>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"> • Direct selection is allowed for projects under \$69,000. • Contracts above \$69,000 require competitive solicitation or selection from the Consultant Roster. • Consultant Roster may be used for projects under \$410,000. Total value including amendments must remain under \$512,000. • You may invite one or more Consultant Roster firms to compete or simply select one firm. • Departments may contract with a Roster firm multiple times as long as the total value of all such department contracts remain less than \$819,000 per year, per category. <p><u>*This does not apply to architect and engineering selection processes. Please see section below.</u></p>	<p>SMC 20.50.110</p>
Architectural and Engineering Services	<p>Direct selection of architects and engineers is prohibited per RCW 39.80. Refer to the Consultant Guidelines or contact your contracting office for additional guidance.</p> <ul style="list-style-type: none"> • You must undergo a competitive selection process and select based on qualifications. • Per RCW, price may not be a consideration in the selection process. <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>	<p>RCW 39.80</p>

Subject	Description	Code/Law
Technology Purchases	All technology-related purchases must be first submitted to Seattle IT. Purchases that are appropriate will then be routed to FAS Purchasing or the administering department. All others will be separately acquired by Seattle IT. Purchasing and consultant bid limits & thresholds guidelines shall be followed accordingly.	
Job Order Contract (JOC) Projects	\$500,000 or less per work order (Per RCW 39.10.450)	RCW 39.10.450
Public/Private Construction Agreements	Departments must notify PC Deputy Division Director, Mark Nakagawara of any construction project intended for public/private partnerships, prior to agreement negotiations.	
Small Public Works	\$10,000 (excluding sales tax) or less may be done as a Direct Voucher, proof of licensing and prevailing wages is required to be collected by the Department.	
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
Equal Benefits	Required for contracts above \$69,000	SMC 20.45.010
WMBE Inclusion Plans	<ul style="list-style-type: none"> • Consultant contracts above \$410,000 must include an Inclusion Plan worth at least 10% of selection points. Departments may require an Inclusion Plan for contracts below \$410,000 when WMBE opportunities exists. • Public Works contracts above \$300,000 shall include an Inclusion Plan. • FAS Purchasing and Contracting will apply to appropriate Purchasing contracts. 	SMC 20.42.050 SMC 20.42.060