

# WCOG Procurement Procedure Limits

Modified 6/28/2013

<b>Purchased Goods &amp; Services</b>			
<b>Value of Good or Services</b>			
	less than \$2,500	\$2,500 to \$10,000	over \$10,000
Typical items include: office supplies, equipment, software and printing services	Seeking competititon recommended but not required. (All employees authorized)	Obtain & retain 3 documented quotes via fax, phone, email, Internet, or mail. (All employees authorized)	Formal bids required (values over \$50,000 require Full Council or Executive Board approval)
<b>Professional Service Contracts</b>			
<b>Contract Amount</b>			
<b>SOURCE OF FUNDS</b>	up to \$50,000	over \$50,000	
Architectural and Engineering Services	Procured in accordance with RCW 39.80 and (when applicable) WSDOT Local Agency Guidelines.	Procured in accordance with RCW 39.80 and (when applicable) WSDOT Local Agency Guidelines. (Requires Full Council or Executive Approval)	
Landscape architects, land surveying, long range planning and studies, economic analysis, environmental and biological assessments	Procured in accordance with WSDOT Local Agency Guidelines when applicable.	Procured in accordance with WSDOT Local Agency Guidelines when applicable. (Requires Full Council or Exeuctive Board Approval)	
Other	Seeking competititon recommended but not required.	Request for Qualifications, Request for Proposals or Sole Source. (Requires Full Council or Executive Board approval).	

Notes:

1. Aggrieved contractors are to use the WCOG Complaint Policy.