

## Public Works Contracts in Washington Cities and Counties

(See Purchasing in Washington Cities and Counties Flowcharts Also)

Allowable Procurement Processes	Minimum Procurement Process	City		County		Notification	Retainage	Bonding	Prevailing Wages <sup>3,4</sup>	
		Dollar Value of Contract	Class and Population	Dollar Value of Contract	Class and Population					
↑ CB ↑ SWR ↓ CB ↓ SWR	CB	Over \$200,000	All	Over \$200,000	All	Advertise	5%	100%	Required	
	SWR	\$100,000 - \$200,000	All	\$100,000 - \$200,000	All	Solicit quotes from at least 5, notify all others in category.	5%	100%	Required	
	SWR	Under \$100,000	All	Under \$100,000	All	Solicit quotes from at least 5 in category.	5%	100%	Required	
					Bid Limits Under \$70,000 MC Under \$25,000 SC	PD	Per Agency Policy	5%	100%	Required
	SW	Bid Limits Under \$50,000 MC Under \$25,000 SC	1st Class (1st) Over 150,000 <sup>1</sup>				Per Agency Policy	5%	100%	Required
	SW	Bid Limits Under \$35,000 MC Under \$20,000 SC	1st < 150,000 Code City (CC) Over 20,000 <sup>1</sup>				Per Agency Policy	5%	100%	Required
	SW	Bid Limits Under \$30,000 MC Under \$20,000 SC	CC < 20,000 2nd Class City Towns <sup>2</sup>				Per Agency Policy	5%	100%	Required
	SW	Under \$25,000 RCW 39.08.010	All	Under \$25,000 RCW 39.08.010	All		Per Agency Policy	5% OR (at contractor's option) 50%	100% OR (at contractor's option) 0%	Required
					Bid Limits Under \$10,000	PD	Per Agency Policy	5% OR (at contractor's option) 50%	100% OR (at contractor's option) 0%	Required
	SW	Under \$2,500 RCW 39.12.040	All	Under \$2,500 RCW 39.12.040	All		Per Agency Policy	5% OR (at contractor's option) 50%	100% OR (at contractor's option) 0%	Required <sup>5</sup>

CB = Competitive Bids  
 SWR = Small Works Roster  
 SW = Small Works (under bid limits)  
 PD = Purchasing Department  
 MC = Multiple Crafts  
 SC = Single Craft

RCW 60.28.050 requires notification of contract completion to the Department of Revenue for all contracts over \$20,000. (Form REV 31 0020)

- Notes:
- 1) RCW 35.22.620(2) further limits the dollar value of public works performed by city employees or day labor to ten (10) percent of the total public works construction budget in a given budget period. Work performed within a city by county employees under an interlocal agreement is to be included in this limit.
  - 2) Note 1 does not apply.
  - 3) Intent to pay prevailing wages must be approved by Department of Labor and Industries before payment is made under contract
  - 4) Affidavit that prevailing wages have been paid is always required following completion of contract.
  - 5) For contracts under \$2,500, the Intent and Affidavit may be combined and sent to Department of Labor and Industries after contract completion.

