

About

Purchase Limits

Purchase limits apply to the total cost of like goods and services you intend to buy within a calendar year (January - December), per cost center.*

Purchase Limit (with tax & freight)	Competitive Requirement
Up to \$9,999*	None
\$10,000 - \$49,999	Get 3 quotes
\$50,000 +	Advertise contract

* "Like" goods & services are anything a reasonable person would describe as similar. "Intent" is how much you think you need, based on estimates such as your budget or past experience.

Talk to us!

(206) 263-9400
Procurement.Web@kingcounty.gov

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3-Quote Buys

Purchases \$10,000 - \$49,999

Only accept quotes from registered suppliers

Request 3 quotes,
1 from a small business
(if possible)

Step 1

Find registered suppliers

- Request quotes from at least 3 registered suppliers. Search the King County Vendor Database at <https://procurement.kingcounty.gov/ProcureAdmin>
- If possible, get a quote from a certified Small Contractor or Supplier (SCS) firm. Check the online directory of SCS firms at kingcounty.gov/bdcc

Step 2

Request 3 quotes

- Always choose the lowest responsive bidder. Make sure the quotes compare similar features, “apples-to-apples.”
- Keep the quotes with your records. Quotes must be available by telephone immediately to anyone who asks.
- Your 3-quote awards will be made public on the Procurement & Payables website.

Step 3

Pay with P-Card

Pay with your Purchasing Card (P-Card) whenever possible. If you can't pay with a P-Card, you may submit a requisition for a Purchase Order (PO) via Oracle with your quotes. Always note the use of the 3-quote process when processing the expense in Oracle.

Consider a Contract

Search the list of Available Contracts you can use at kingcounty.gov/procurement

For an ongoing cost (such as janitorial services) you may want to use a contract, even if the purchase is less than \$50,000. Submit a Service Request for a new solicitation at <https://procurement.kingcounty.gov/ProcureAdmin>