

## About

# Purchase Limits

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

<b>Purchase Limit (with tax &amp; freight)</b>	<b>Competitive Requirement</b>
Up to \$9,999 *	None
\$10,000 - \$50,000	Get 3 quotes
Over \$50,000	Advertise contract

\* *The federal spending micro purchase threshold of \$10,000 matches King County's direct buy threshold per the National Defense Authorization Act of 2018 and 2 CFR 200.67*

## Talk to us!

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

## Field Guides for Public Purchasing

Vol. 02

# 3-Quote Buys

## Purchases \$10,000 - \$50,000

## If there's a contract, use it

Don't go through the hassle of requesting quotes if there's already a contract. Save time, and search the Awarded Contracts list first:

[kingcounty.gov/procurement/contracts](http://kingcounty.gov/procurement/contracts)



### Step 1

## Request quotes from three (3) registered suppliers

If available, one supplier must be a certified small business.

1. Search the SCS small business directory:  
[kingcounty.gov/bdcc](http://kingcounty.gov/bdcc)
2. Search the King County vendor database:  
[procurement.kingcounty.gov/ProcureAdmin](http://procurement.kingcounty.gov/ProcureAdmin)

### Exception

If there aren't 3 registered suppliers, you may also contact other suppliers (take screenshots to document your search).

### PRO TIP



## Shopping online

Take a screenshot of the seller, price, location, date, and time. You may use Amazon Business to collect all 3 quotes, but you'll still need one from a small business.

### Step 2

## Always choose the lowest price

Always award to the supplier with the lowest total price, comparing similar features ("apples-to-apples").

### Step 3

## P-Card payment option

For the fastest and most convenient payment method, your office may choose to pay with a P-Card. Simply note the use of the 3-quote process in Oracle iExpense justification field.

### Step 4

## Reporting requirements

Keep the screenshots or quotes you receive with your records for six (6) years. Quotes must be available by phone immediately to anyone who asks.

Your 3-quote awards will be reported on the Procurement & Payables website.



## Ongoing services?

Consider a "term contract" for ongoing services or frequent purchases, instead of requesting quotes each time. Submit a service request for an Oracle Purchase Agreement:

[kingcounty.gov/procurement/services](http://kingcounty.gov/procurement/services)