

**The City of Seattle  
Department of Finance and Administrative Services**

**Rules Establishing exceptions to City Purchases of Goods and Services**

**Number: FAS-01-15**

**Effective Date: February 13, 2015**

**Supersedes DEA Rule 07-2**

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CITY OF SEATTLE  
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CITY CLERK

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**I. Ordinance Authority for these Administrative Rules**

SMC 20.60 allows the Director of the Department of Finance and Administrative Services and his or her successor, to exempt acquisitions that are impracticable to bid and contract because of market conditions or other factors from SMC Chapter 20.60.

**II. Repeal of Prior Administrative Rules**

All prior administrative rule(s) regarding Delegated Authority for Purchasing of Goods and Services are hereby repealed, including but not limited to DEA Rule 07-2.

**III. Intent**

This rule exempts certain acquisitions from Chapter 20.60.100 and delegates the acquisition and all management of such acquisitions to the City department or office requiring such acquisitions.

**IV. Competitive Exceptions**

The Director of Finance and Administrative Services delegates to City departments the authority to directly procure without competitive bidding and without a dollar limit, goods and services that are impracticable to bid and contract because of market conditions or other factors. The Director may retract or clarify delegation of this authority. Specific exceptions are as follows:


1. The cost of discretionary advertising in printed, audio, visual, and electronic media. This includes printing, design or graphics services if performed by the same advertisement source. This exception does not include those public notices that Article VII, Section 3 of the Charter of the City of Seattle requires to be published in the City's official newspaper (established annually by bid).
2. Payments for deeds and easements, escrow services, title searches, and other services related to the purchase or sale of real property; this exception does not include consultant, maintenance or Public Works services.
3. Payments for arbitration and litigation services, witness expenses, or expert witness services, and related services that SMC 20.50.010 exempts from consultant requirements.
4. Costs for artwork, artist work and services including art conservation, and payments to performing artists. This exception does not include services of graphic artists.
5. Payments of financial fees and services including such costs as bond rating services, registration fees, all costs and expenses related to issuance of municipal bonds, credit card payments, and other financial services for which statutory authority is granted.
6. Costs and payments for city- sponsored charities.
7. Compensation fees and expense reimbursement to commission and board members, and honorariums for technical advisors to ad hoc committees.
8. Death Benefits as authorized by SMC 4.36.320
9. Reimbursement for authorized expenses incurred by City employees while conducting City business that are allowed by SMC and not associated with training. Includes such items as over-time meal compensation, mileage reimbursements, damaged uniform allowance, and other reasonable and necessary expenses, and employee travel for conducting business, construction, maintenance, and repair at City facilities.

10. Payments made to other government jurisdictions including but not limited to taxes, claims, permit fees and other assessments levied by governmental agencies.
11. Payments of freight and shipping costs, all types of delivery services, legal messengers, international custom fees, and postage.
12. Payments and distribution of grant funds, rebates, and loans. It also includes the acquisition and payment of products and services that are for direct distribution to grant recipients without acquisition competition if intended and allowed by the grantor. Examples of such acquisitions are emergency food packages for homeless shelters or housing vouchers.
13. All insurance costs such as, but not limited to general liability insurance, fraud insurance, any premiums, service fees and similar.
14. Payment of judgment and other claims against the City
15. Medical or dental payments including but not limited to such costs as laboratory fees, prescriptions, exams for new recruits, employees, or others.
16. Payment and distribution of payroll.
17. Payment of specialized police and fire such as arson investigations, dignitary protection, and similar.
18. Payment of professional dues, memberships, professional licenses, accreditation and certifications. This might include costs for memberships that come with a subscription as well.
19. Publications and subscription costs for subscriptions, newspapers, magazines, electronic publications, CD ROMS, or online information resources.
20. Payment to referees, trainers and instructors for programs offered to the public. Although performing artists can be coded here, they are expected to be coded under DX 4.
21. Any costs related to the City's relocation of individuals, businesses, farms, and non-profit organizations, for City business needs and in accordance with SMC 20.84.
22. Revenue refunds such as return of deposits, license fees, permits, overpayments made to the City, parking reimbursements and other such refunds or repayment.
23. Payment or reimbursements of testing and travel expenses for employment applicants. This also includes moving expenses for eligible personnel and travel expenses of certain out-of-state job applicants.
24. Payments to off-duty police officers for traffic control.
25. Payment of education, training and convention expenses for City employees. Includes such costs as registration fees, transportation, meals, tuition, and other expenses authorized by SMC 4.72.030 and 4.72.010. This also includes expenses incurred by the City to host a training event or convention, and payment of specialized trainers and instructors that are engaged for city employees.
26. Utility payments, including but not limited to water, electricity, solid waste services, outsourced utility operations, natural gas, cable TV, internet services, cell phones, telephone and other telecommunications services. Note that all such acquisitions or payments must be compliant to the authority of the Chief Technology Officer under SMC 3.20.
27. Costs for animal hospitalization and veterinarians, as well as associated support services or costs such as laboratory fees, vaccinations, and prescriptions.
28. All costs for service animals, including purchase and expenses. This includes but is not limited to service animals for the SPD Canine Unit and horses for the Mounted Patrol.
29. Payments of lease and rental payments for real property.
30. Payment of acquisitions from The Gift Catalogue established under SMC 5.78 and other funds established for donations received. DX6 may also be used for charity, although this DX is intended for expending those funds that were donated to the City for support of city operations and service needs.
31. Payment of interest expenses and late payment fees. This is in addition to DX5, which is intended for debt payments.
32. Collective Bargaining Agreement costs and payments.
33. Translation and interpretation services provided by individuals or others.
34. Agreements approved by ordinance as independent of purchases or consultants, such as the golf concessionaire or monorail agreements.



City of Seattle  
Edward B. Murray, Mayor

**Finance and Administrative Services**  
Fred Podesta, Director

Applicant:  City of Seattle Department of Finance & Administrative Services	Page: 1 of 4	Supersedes:  Rule No. 7-02
	Publication: 1/28/15	Effective: 2/13/15
Directors Rule: FAS-01-15	Code and Section Reference 20.60	
Approved:   _____ Fred Podesta, Director		
		_____ 9/27/16 Date

\* Replacement for original documents submitted March 2015

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STATE OF WASHINGTON -- KING COUNTY

--SS.

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No.

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

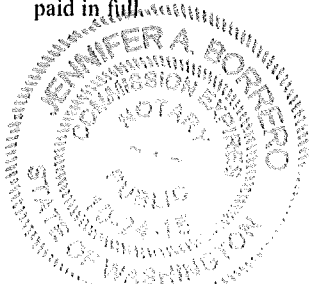
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:PROPOSED RULEMAKING

was published on

01/28/15

The amount of the fee charged for the foregoing publication is the sum of \$31.00 which amount has been paid in full.



Affidavit of Publication

*Panela Celisby*  
Subscribed and sworn to before me on  
01/28/2015  
*[Signature]*

Notary public for the State of Washington,  
residing in Seattle

## State of Washington, King County

### City of Seattle

#### NOTICE OF PROPOSED RULEMAKING

Pursuant to Seattle Municipal Code Sections 3.02.090 and 3.39.020, the Director of Finance and Administrative Services will receive written comments on proposed new rules establishing exceptions to City purchases of goods and services. The proposed rules may be viewed at: <http://www.seattle.gov/city-purchasing-and-contracting/city-purchasing>

Written comments may be submitted to [nancy.locke@seattle.gov](mailto:nancy.locke@seattle.gov) until Wednesday, February 11, 2015

Dated: January 27, 2015

Fred H. Podesta, Director, Department of Finance and Administrative Services

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