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RESOLUTION NO. 322

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARNATION, WASHINGTON, ADOPTING A POLICY GOVERNING THE PURCHASE OF EQUIPMENT, SUPPLIES, MATERIAL, SERVICES AND PUBLIC WORKS; ESTABLISHING SMALL WORKS ROSTER PROCEDURES; ESTABLISHING AN ALTERNATIVE PROCESS FOR PURCHASING ITEMS VALUED BETWEEN \$7,500 AND \$15,000; REPEALING RESOLUTION NO. 290; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City has codified regulations governing the procurement of equipment, supplies, materials, services and public works at Chapter 3.19 CMC; and

WHEREAS, as part of the City's 2007 Code Audit process, the City has significantly amended its codified regulations and has provided for the adoption of an updated, comprehensive purchase policy via resolution; and

WHEREAS, the City desires to replace its existing policies and regulations governing procurement, specifically including but not limited to the small works roster procedures contained in Resolution No. 290, with the policy set forth herein; NOW, THEREFORE,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARNATION AS FOLLOWS:

Section 1. Repealer. Resolution No. 290 is hereby repealed in its entirety.

Section 2. Adoption of Purchase Policy. The “City of Carnation Purchasing Policy” attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full, is hereby adopted pursuant to Chapter 3.19 CMC.

Section 3. Severability. If any clause, sentence or provision of this resolution, including any attachment or exhibit hereto, is ultimately invalidated by a court of competent jurisdiction, such invalidation shall not affect the validity of any other clause, sentence or provision hereof.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 6TH DAY OF NOVEMBER, 2007.

CITY OF CARNATION

MAYOR, BILL PAULSEN

ATTEST/AUTHENTICATED:

CITY CLERK, MARY OTNESS

CITY OF CARNATION PURCHASING POLICY

I. GENERAL PRINCIPLES

This policy shall be construed and administered in accordance with the following general principles:

A. Budget. City employees shall assure that the acquisition of goods and services is consistent with relevant budget appropriations.

B. Quality and Cost-Effectiveness. City employees shall strive to obtain the most cost-effective and highest quality purchases for the City.

C. Conflict. It is the express intent of this policy to provide for the acquisition of necessary goods, services and public works in the most expedient, efficient and legally compliant manner. Nothing in this policy shall be construed as imposing binding procedural requirements more stringent than those established by state law. If a corollary provision of state law expressly imposes requirements different than those set forth herein, the state law provision shall control to the extent of any such conflict.

D. Segmentation. The deliberate segmentation of any purchase or public works project into component units, classes or segments in order to circumvent applicable competitive bidding requirements is prohibited.

E. Disclaimer. This policy is established solely for the convenience of the City, its officials and employees. Nothing herein shall be construed as establishing any rights, duties, privileges or causes of action in and/or for third parties.

II. DEFINITIONS

The following definitions shall apply for purposes of this policy:

A. “Architectural and engineering services” means those services performed by service providers retained by the City pursuant to Chapter 39.80 RCW.

B. “Contractor” means the firm, company or agent retained by the City under contract to perform public works projects.

C. “Emergency” means unforeseen circumstances beyond the City’s control that either (1) present a real, immediate threat to the proper performance of essential functions,¹ or (2) will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.²

¹ RCW 39.04.010(4).

² RCW 39.04.280(3).

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- D. “Goods” means equipment, material and supplies.
- E. “Public works” means all work, construction, alteration, repair or improvement other than ordinary maintenance that is executed at the cost of the City or another public entity, or which is by law a lien or charge on any property. Public works generally include all permanent, physical improvements to real property or structures.
- F. “Service provider” means the firm, company, consultant or agent retained by the City to perform services.
- G. “Services” means assistance provided by consultants or other agents retained by the City, but excluding public works projects.

III. DELEGATION OF PURCHASING AUTHORITY

- A. The City’s purchase authority shall be exercised pursuant to the following cost limitations:
1. City Council. The City Council shall approve all purchases of goods, services and public works that exceed \$25,000.
 2. City Manager. The City Manager may approve any purchase of goods, services and public works that does not exceed \$25,000.
 3. Department Heads. Department heads may approve any purchase of goods, services and public works that does not exceed \$2,000, provided that such purchase is authorized by the City’s budget.
 4. Employees. Any employee may approve purchases of goods not exceeding \$500, provided that such purchase is authorized by the City’s budget.

B. Whenever an amendment to a contract for the purchase of goods, services or public works would cause the total contract amount to exceed the purchase authority set forth in Section A of this article by greater than 15 percent, such amendment shall be approved by the official(s) with authority to approve purchases of the amended contract amount.

IV. PURCHASES OF EQUIPMENT, MATERIALS, SUPPLIES

- A. Applicability. The provisions of this article govern the purchase of equipment, material and supplies (“goods”) that are not connected with a public works project. The purchase of goods connected with a public works project is governed by Article V.
- B. Requisition. Purchases exceeding \$500 require a requisition approved by the City official(s) with authority to approve purchases of the amount in question pursuant to Article III. (See Appendix A-1 for template requisition form.)

C. Open Account. Upon approval of the City Manager, an open purchase order (i.e., open account) may be authorized with respect to selected vendors. All receipts shall be obtained and submitted with the proper BARS account number to the City Treasurer within one day of the purchase. Any open purchase order shall be preapproved by the City Treasurer and shall remain valid for the length of time, purchase limit and cumulative amount specified on the order itself.

D. Credit Purchases. Upon approval by the City Manager, a credit card for selected vendors and uses may be authorized. All receipts for such purchases shall be submitted to the City Treasurer no later than the business day immediately following the purchase.

E. Reimbursement. Upon prior department head approval, an employee may personally pay for an approved purchase and then seek reimbursement through an expense voucher.

F. Invoices. All invoices received pursuant to this policy shall be approved for payment by the relevant department head, or his/her designee, on either the invoice itself or on the City voucher.

G. Competitive Procurement Requirements. The following price limitations shall apply with respect to purchases:

1. Under \$7,500. No competitive process is required for purchases of goods valued less than \$7,500.³

2. Over \$7,500. Purchases of goods exceeding \$7,500 require the use of the formal competitive (sealed) bidding process unless an exception enumerated in Section IV(G)(3) applies.⁴

3. Exceptions. The following exceptions to the competitive bidding requirement shall apply:

a. Sole Source. No competitive procurement requirement shall apply with respect to purchases of goods that are clearly and legitimately limited to a single source of supply. Any use of this exception shall be approved by the City Manager after consultation with the City Attorney, and shall be documented using the form set forth in Appendix A-3 or by City Council resolution.⁵

b. Special Facilities or Market Conditions. No competitive procurement requirement shall apply with respect to purchases of goods that are constrained by special facilities or market conditions. Any use of this exception shall be

³ RCW 35.23.352(6).

⁴ RCW 35.23.352(6).

⁵ RCW 39.04.280(1)(a).

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approved by the City Manager after consultation with the City Attorney, and shall be documented using the form set forth in Appendix A-3 or by City Council resolution.⁶

c. Emergencies. No competitive procurement requirement shall apply with respect to purchases of goods that are necessitated by an emergency. Any use of this exception shall be predicated upon a formal declaration of emergency by the City Manager or City Council, and shall be documented using the form set forth in Appendix A-3 or by City Council resolution.⁷ The resolution or completed form shall be duly entered into the public record within two weeks following the award of the contract.

d. Insurance or Bonds. No competitive procurement requirement shall apply with respect to purchases of insurance policies or bonds.⁸

e. Interlocal Agreements. No competitive procurement requirement shall apply with respect to purchases made through an interlocal agreement duly executed pursuant to Chapter 39.34 RCW.⁹

f. Electronic Data Processing Equipment and Telecommunications Systems. No competitive procurement requirement shall apply with respect to purchases of electronic data processing or telecommunication equipment, software or services provided that the “competitive negotiation” procedures of this section are used.

(1) The City shall prepare and submit a request for proposal (RFP) to a number of qualified vendors deemed adequate by the City Manager to permit reasonable competition. Notice of the RFP shall be published in the City’s official newspaper at least 13 days before the proposal deadline. The RFP shall identify and designate the relative importance of the City’s significant evaluation factors, including price.

(2) The City shall establish reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

(3) The award shall be made to the qualified bidder whose proposal is most advantageous to the City with price and other relevant factors considered. The City shall may in its discretion reject any and all proposals for good cause and request new proposals.¹⁰

g. Vendor Lists. Purchases costing between \$7,500 and \$15,000 may be procured through the alternative vendor list process established pursuant to this subsection.¹¹

⁶ RCW 39.04.280(1)(b).

⁷ RCW 39.04.280(1)(c) -.280(2).

⁸ RCW 39.04.280(1)(d).

⁹ RCW 39.34.030; RCW 39.34.080.

¹⁰ RCW 39.04.270.

¹¹ RCW 39.04.190; RCW 35.23.352(8).

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(1) At least twice a year, the City shall publish, in the City's official newspaper, notice of the existence of a roster(s) of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster(s).

(2) The City shall use the following process to obtain telephone quotations from vendors:

(a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.

(b) A City representative shall make a good faith effort to obtain telephone solicitation quotations from at least three (3) of the vendors on the roster for the required materials, supplies, or equipment. Quotations from one vendor shall not be shared with other vendors until after the purchase decision is made.

(c) A written record of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor, shall be created.

(d) If the City opts to continue with the purchase, it shall award of the contract to the lowest responsible bidder. The criteria for determining the lowest responsible bidder are enumerated in Appendix A-2.

(e) A written record of each vendor's quotations shall be made open to public inspection or telephone inquiry after the award of the contract.

(f) A list of all contracts awarded under these procedures shall be posted at City Hall once every two months. The list shall contain the name of the vendors to which contracts were awarded, the amount of each contract, a brief description of the items purchased, and the date each contract was awarded.

h. Lease with an Option to Purchase. No competitive procurement requirement shall apply with respect to any lease with an option to purchase where the estimated cost does not exceed \$7,500.¹² Provided, that the foregoing shall be subject to the debt limitations set forth in RCW 35.42.210.

V. PUBLIC WORKS

A. Applicability. The provisions of this article govern public works projects, including the purchase of equipment, supplies and material that are connected with a public works project.

¹² RCW 35.42.210.
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B. Cost. For purposes of estimating the total cost of a public works project, all equipment, supplies, material and labor necessary to complete the project shall be included, together with applicable sales taxes.

C. Competitive Bidding Requirements. The following price limitations shall apply with respect to public works:

1. Under \$30,000 (single craft or trade) or \$45,000 (multiple crafts or trades). For public works projects under \$30,000 and involving a single craft or trade, no competitive process is required. For public works projects under \$45,000 and involving multiple crafts or trades, no competitive process is required. Provided, that any public works project involving street signalization or street lighting is subject to competitive bidding requirements if the estimated cost of the project exceeds \$30,000.¹³

2. Over \$30,000 (single craft or trade) or \$45,000 (multiple crafts or trades). For public works projects exceeding \$30,000 and involving a single craft or trade, formal competitive bidding is required. For public works projects exceeding \$45,000 and involving multiple crafts or trades, formal competitive bidding is required.¹⁴

3. Exceptions. The following exceptions to the competitive bidding requirement shall apply:

a. Emergencies. No competitive bidding requirement shall apply with respect to public works that are necessitated by an emergency. Any use of this exception shall be predicated upon a formal declaration of emergency by the City Manager or City Council, and shall be documented either through a City Council resolution or by using the form set forth in Appendix A-3.¹⁵ The resolution or completed form shall be duly entered into the public record within two weeks following the award of the contract.

b. Interlocal Agreements. No competitive procurement requirement shall apply with respect to public works contracts let through an interlocal agreement duly executed pursuant to Chapter 39.34 RCW.¹⁶

c. Small Works/Limited Small Works Process. In lieu of using formal sealed bidding for public works projects that do not exceed \$200,000, the City may use the small works roster/limited small works process set forth in Sections F and G of this article.

D. Competitive Bidding Process. Public works projects that are not exempt from competitive bidding shall comply with the following process unless otherwise indicated by this policy or state law:

¹³ RCW 35.23.352(1).

¹⁴ RCW 35.23.352(1).

¹⁵ RCW 39.04.280(1)(c) -.280(2).

¹⁶ RCW 39.34.030; RCW 39.34.080.

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1. The City will publish a notice calling for sealed bids in the City's official newspaper at least 13 days prior to the bid submission deadline. The notice shall generally state the nature of the work requested, acknowledge that relevant plans and specifications therefor are available for inspection at City Hall, and require that bids be sealed and filed with the City by the applicable deadline.

2. Each bid must be accompanied by a bid proposal deposit in the form of a cashier's check, postal money order, or surety bond to the City for a sum of at least five percent of the bid amount. No bid shall be considered unless accompanied by such a deposit.

3. The City shall award the bid to the lowest responsible bidder or shall by resolution reject any or all bids and make further calls for bids in the same manner as the original call. Provided, that if no bid is received on the first call the City may (a) readvertise and make a second call, (b) enter into a contract without any further call, or (c) purchase the necessary supplies, material and/or equipment itself and complete the project using day labor.

4. When the contract is let, all bid proposal deposits shall be returned to the bidders except that of the successful bidder, which shall be retained until the contract is fully executed and the bidder has furnished a performance bond pursuant to Chapter 39.08 RCW. If the bidder fails to enter into the contract in accordance with his/her bid and furnish a bond within 10 days of notification of successful bidder status, the amount of the deposit shall be forfeited to the City.¹⁷

E. Public Works Performed by City Employees. Every public works project exceeding \$5,000 that is not let by contract shall be reported on the form required by the State Auditor.¹⁸ (See Attachment A-6 for form.)

F. Small Works Roster Process. For public works projects costing less than \$200,000, the City may use the small works roster procedures for public works projects as set forth herein in lieu of formal sealed bidding.

1. Number of Rosters. The City may create a single general small works roster, or may create a small works roster for different categories of anticipated work. Small works rosters may distinguish between contractors based upon different geographic areas served by the contractor.

2. Contractors on Small Works Roster(s). The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s) and are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the City.

¹⁷ RCW 35.23.352(1).

¹⁸ RCW 35.23.352(4); RCW 39.04.070; RCW 43.09.205.
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3. Publication. At least once a year, the City shall publish in a newspaper of general circulation within the City a notice of the existence of the roster or rosters and shall solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The City may require master contracts be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the City and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.

4. Electronic, Telephone, or Written Quotations. The City shall obtain electronic, telephone, or written quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 39.04.010, as follows:

a. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes;

b. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that attempts to equitably distribute opportunities among the contractors on the appropriate roster;

c. If the estimated cost of the work is between \$100,000 to \$200,000, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by: (1) publishing notice in a legal newspaper of general circulation in the area where the work is to be performed; (2) mailing a notice to these contractors; or, (3) sending a notice to these contractors by facsimile or other electronic means;

d. For purposes of these procedures, “equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project;

e. A written record shall be made by the City representative of each contractor’s bid on the project and of any conditions imposed on the bid.

Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and made available by telephone inquiry; and

f. At least once every year a list of contracts awarded under that process shall be furnished to the City Council and made available to the general public. The list shall contain the name of the contractor or vendor awarded each contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

5. Determining Lowest Responsible Bidder. The City shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids. In addition to price, the factors set forth in Chapter 39.04 RCW, and any supplemental criteria developed by the City, the City shall take into account the following:

a. The ability, capacity and skill of the bidder to perform the contract;

b. Whether the bidder can perform the contract within the time specified by the City;

c. The quality of the bidder's performance of previous contracts or services; and

d. The previous and existing compliance by the bidder with laws relating to the contract or services.

e. In considering bids for the construction of public works projects, whenever there is reason to believe that applying the "life cycle costing" method to bid evaluation would result in the lowest total cost to the City, first consideration shall be given to the bid with the lowest life cycle cost which complies with the specifications.

6. Award. All of the telephone bids or quotations shall be collected and presented at the same time to the relevant City official(s) for consideration, determination of the lowest responsible bidder, and award of the contract.

G. Limited Small Works Roster. In lieu of awarding public works contracts under Section F hereof, the City may award a contract for work, construction, alteration, repair, or improvement of real property where the estimated cost does not exceed \$35,000 using the limited small works roster procedures set forth herein. Public works contracts awarded under this section are exempt from the other requirements of the small works process outlined under Section F hereof.

1. Electronic or Written Quotations. The City shall solicit electronic or written quotations from contractors on the appropriate small works roster and shall award the contract to the lowest responsible bidder, as defined by Chapter 39.04 RCW

and any supplemental criteria established by the City. The following procedures shall be utilized:

a. A contract awarded using the limited small works roster process need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes;

b. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least three (3) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that attempts to equitably distribute opportunities among the contractors on the appropriate roster;

c. For purposes of these procedures, “equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project;

d. A written record shall be made by the City representative of each contractor’s bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by electronic request; and

e. The City shall maintain a list of the contractors contacted and the contracts awarded under the limited small works roster process for a period of twenty four (24) months. The list shall contain the name of the contractor, the contractor’s registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

2. Bonding and Retainage. For limited public works roster projects, the City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage bond requirements of Chapter 60.28 RCW, and thereby assume full responsibility and liability for the contractor’s non-payment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the project. Provided, however, that such a waiver shall not constitute a waiver of the City’s right of recovery against the contractor for any payments made on the contractor’s behalf by the City.

3. Determining Lowest Responsible Bidder - Award. The City Council shall determine the lowest responsible bidder and award the contract utilizing the procedures for small works roster projects set forth in Section F hereof.

H. Rosters Maintained by Third Parties. For purposes of the small works roster and limited small works roster processes set forth in Sections F and G hereof, respectively, the City may select contractors from any roster maintained by a public
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agency or other entity with which the City has executed an agreement authorizing such practice.

VI. CONTRACTING FOR SERVICES OTHER THAN ARCHITECTURAL AND ENGINEERING

A. Competitive Bidding Not Required. No competitive process is required for the purchase of services unrelated to architectural or engineering matters.

B. Duration. Except for ongoing services that are not task-specific, contracts for services should generally not exceed two years. Ongoing contracts for services may be renewed in one-year increments, provided that there is a review of the contract form and requirements, the fee schedule remains competitive and the quality of services remains competitive.

VII. CONTRACTING FOR ARCHITECTURAL AND ENGINEERING SERVICES

A. Selection and Negotiation Process. The City shall follow the procedures contained in Chapter 39.80 RCW and this article when contracting for architectural and engineering services.

1. The City shall provide advance publication of its need for architecture and engineering services. This requirement may be met by reviewing the Statement of Qualifications (SOQ) submitted by firms in response to the City's annual publication, or by issuing a request for proposals (RFP) from qualified firms.

2. The City shall evaluate the SOQs and/or RFPs and shall conduct discussions with one or more firms regarding the project.

3. The City shall establish selection criteria, and based upon such criteria shall select the firm "most highly qualified" to provide the service. After the most qualified firm has been selected, the City may negotiate a contract for the service at a price which the City determines is fair and reasonable, considering the estimated value of the services, as well as the scope and complexity of the project.

4. If a satisfactory contract cannot be negotiated, the City shall formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm.

5. If the City chooses to negotiate with only one firm from the SOQ list, a memorandum outlining the selection criteria and reasons for only considering one firm shall be forwarded to the City Manager and placed in the project file.

B. Emergencies. The requirements of this article may be waived in the event of an emergency.

C. Rosters Maintained by Third Parties. For purposes of this article, the City may select a firm from any roster maintained by a public agency or other entity with which the City has executed an agreement authorizing such practice.

Appendix A-1
Requisition Form

Determining the Lowest Responsible Bidder

A. Factors. In determining the lowest responsible bidder, the City may take into account the following factors, in addition to price, as well as any other considerations permissible by law:

1. any preferences provided by law to Washington products and vendors;
2. the quality of the materials, supplies, and equipment to the City's specifications;
3. the conformity of the materials, supplies, and equipment to the City's specifications;
4. the purposes for which the materials, supplies, or equipment are required;
5. the times for delivery of the materials, supplies, or equipment;
6. the character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
7. such other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.

B. Life Cycle Costing. In considering bids for purchase or lease, whenever there is reason to believe that applying the "life cycle costing" method to bid evaluation would result in the lowest total cost to the City, first consideration shall be given to the bid with the lowest life cycle cost which complies with the specifications. "Life cycle cost" mean the total cost of an item to the City over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life. The "estimated useful life" of an item means the estimated time from the date of acquisition to the date of replacement or disposal, determined in any reasonable manner.

Appendix A-3

Competitive Bidding Waiver Form

I. Description of Purchase, Service or Public Work

II. Cost of Purchase, Service or Public Work

III. Justification for Waiver of Competitive Bidding/Procurement Requirements

IV. Legal Authority for Waiver of Competitive Bidding/Procurement Requirements

City Manager

City Attorney

Appendix A-4

VENDOR LIST QUOTATION FORM

ITEM TO BE PURCHASED:		
QUANTITY:		
PREFERRED BRAND:		
SUBSTITUTION:		
SPECIAL REQUIREMENTS:		
OPTIONAL:		
WHEN NEEDED:		
REQUESTED BY:	DATE:	

VENDOR NAME:	PHONE #	
CONTACT PERSON:	DATE:	
ADDRESS:		
CITY:	STATE:	ZIP:
PRICE:	# PRICE BREAK:	PRICE BREAK:
IN STOCK:	HOW LONG:	DELIVERY TIME:
COMMENTS:	VIA:	

VENDOR NAME:	PHONE #	
CONTACT PERSON:	DATE:	
ADDRESS:		
CITY:	STATE:	ZIP:
PRICE:	# PRICE BREAK:	PRICE BREAK:
IN STOCK:	HOW LONG:	DELIVERY TIME:
COMMENTS:	VIA:	

VENDOR NAME:	PHONE #	
CONTACT PERSON:	DATE:	
ADDRESS:		
CITY:	STATE:	ZIP:
PRICE:	# PRICE BREAK:	PRICE BREAK:
IN STOCK:	HOW LONG:	DELIVERY TIME:
COMMENTS:	VIA:	

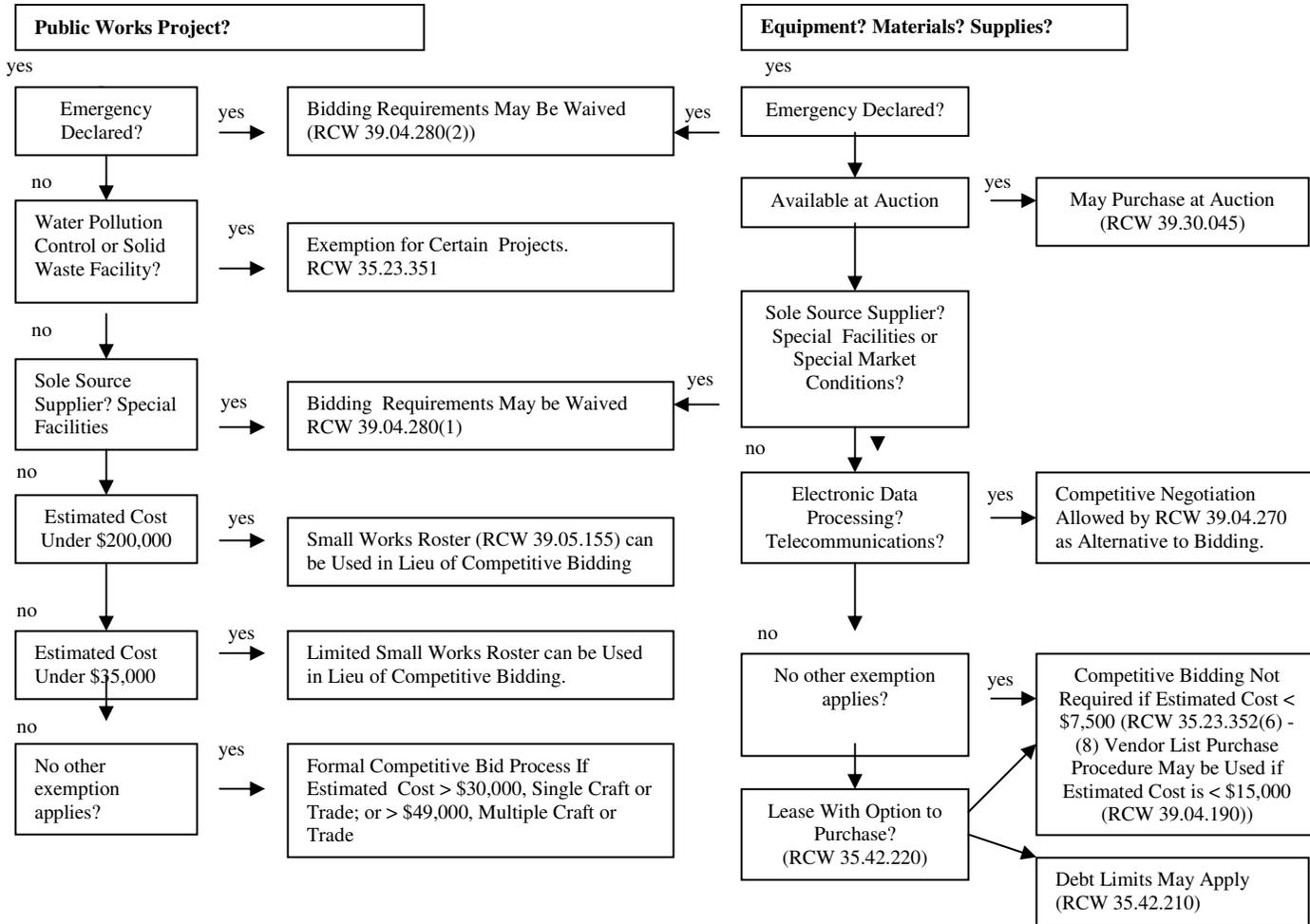
Appendix A-5

Public Works Projects - Matrix

	CONTRACT CHECKLIST		DATE
1	Project included in current budget		
2	Approval of project by Council ___ City Manager ___ Dpt. ___		
3	Bid proposal and specification package completed		
4	Publication of call for bids		
5	Affidavit of publications		
6	Opening of bids		
7	Award of bid		
8	Notice of award to successful bidder		
9	Contract signed by City and Contractor (Approved as to form by City Attorney)		
10	Performance bond provided by Contractor		
11	Proof of insurance provided by Contractor		
12	City sends letter of notice to proceed		
13	Notify other bidders of award and return bid bonds		
14	Preconstruction Conference (notes attendees, items discussed, schedules agreed upon)		
15	City files Notification of Award of Contract with Labor and Industries (FORM F214-003-000)		
16	Contractor files intent to pay prevailing wages with Labor and Industries		
17	Change orders if and when necessary (*only* in writing)		
18	Acceptance of project by Council ___ City Manager ___ Dpt. ___		
19	Start of 30-day retainage period		
20	File Notice of Completion with Department of Revenue (Form REV31-0020)		
21	Contractor requests release of liability from Labor and Industries		
22	Receive affidavit of wages paid from Labor and Industries		
23	City receives letter of release of liability from Labor and Industries		
24	Certificate of payment of State Excise Taxes from Dept. of Revenue		
25	Release of retainage		

Appendix A-7

PURCHASING FLOW CHART What Kind of Purchase or Contract Is It?



Note 3: Leases without Option to Purchase are Not Subject to Bid Limits Above, But Debt Limits May Apply (RCW 35.42.200)