

RESOLUTION 2001/02

A RESOLUTION OF THE CITY OF MONROE, ESTABLISHING NEW PROCEDURES RELATING TO PURCHASING, ESTABLISHING A VENDOR LIST PROCESS FOR THE PURCHASING OF SUPPLIES, MATERIALS AND EQUIPMENT.

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies or equipment not connected to a public work project, allows certain purchasing contracts to be awarded by a vendor list process; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, does resolve as follows:

Section 1. Purchase of materials, supplies or equipment not connected to a public works project in an amount of \$7,500 or less. The City is not required to use informal or formal sealed bidding procedures or the procedures set forth in this resolution to purchase materials, supplies, or equipment for the purchase of any materials, supplies of equipment where the cost of same will not exceed \$7,500. The City will attempt to obtain the lowest practical price for such goods and services.

Section 2. Purchase of materials, supplies or equipment not connected to a public works project in an amount between \$7,500 and \$15,000.

1. Publication of Notice. 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 telephone quotations from vendors for the purchase of materials, supplies, or equipment and shall solicit names of vendors for the roster.

2. Telephone Quotations. The City shall use the following process to obtain telephone quotations from vendors for the purchase of materials, supplies, or equipment:

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 contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;

c. The City Representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

d. A written record shall be made by the City Representative of each vendor's bid on the material, supplies, or equipment and of any conditions imposed on the bid by such vendor;

3. Determining the Lowest Responsible Bidder. The City shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is 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. The City, in determining the lowest responsible bidder may take the following factors, in addition to price, into account:

- a. any preferences provided by law to Washington products and vendors;
- b. the quality of the materials, supplies, and equipment to the City's specifications;
- c. the conformity of the materials, supplies and equipment to the City's specifications;
- d. the purposes for which the materials, supplies, or equipment are required;
- e. the times for delivery of the materials, supplies, or equipment;
- f. the character, integrity, reputation, judgement, experience, and efficiency of the bidder;
- g. such other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.

4. Award. The City Administrator shall review quotations and recommendation by City staff and award the contract to the lowest responsible bidder. A written record of each vendor's quotations shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

5. Posting. A list of all contracts awarded under these procedures shall be posted at the City main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 21st day of February, 2001.

Bob R.Holman, Mayor

ATTEST:

Betty King, City Clerk

APPROVED AS TO FORM:

Donald Lyderson, City Attorney