

**PEND OREILLE COUNTY  
NEWPORT, WASHINGTON**

**RESOLUTION NO. 2020- 96**

A RESOLUTION OF THE COMMISSIONERS OF PEND OREILLE COUNTY ADOPTING  
REVISIONS TO PURCHASING POLICIES AND PROCEDURES  
FOR PEND OREILLE COUNTY

**WHEREAS**, establishing policies and procedures for purchases for Pend Oreille County are necessary to ensure compliance with State, Federal and local laws, and provide for effective and efficient procurement of professional services, materials, supplies, equipment and public works; and

**WHEREAS**, statutory changes necessitate the updating of the County purchasing policies and procedures to remain in compliance with State, Federal and local laws; and

**WHEREAS**, RCW 36.32.245(3) provides for dispensing with advertisement and formal sealed bidding for all purchases of materials, equipment and supplies valued less than \$10,000 by order of the county legislative authority; and

**WHEREAS**, RCW 36.32.245(3) also provides that the county legislative authority may by resolution dispense with advertisement and formal sealed bidding for purchases of materials, equipment and supplies valued between \$10,000 and \$50,000 when using the uniform process to award contracts provided in RCW 39.04.190; and

**WHEREAS**, RCW 36.32.250 authorizes a county by order of the county legislative authority to dispense with competitive bids for public works projects valued less than \$40,000 and allow use of the small works roster, consonant with RCW 39.04.155, for public works valued at \$350,000 or less; and

**WHEREAS**, updated language was added to the "Procedure to Obtain Informal Quotes" section, as well as updated appendix forms have been included in this revised policy.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that Pend County adopts the following procedures and/or policies:

- Advertisement and formal sealed bidding for purchases of materials, supplies, and equipment or services below \$10,000 are hereby dispensed with by order of the Pend Oreille County Board of Commissioners as authorized in RCW 36.32.245(3);
- Advertisement and formal sealed bidding may be dispensed with for purchases of materials, supplies, equipment or services valued between \$10,000 and \$50,000 by order of the Pend Oreille County Board of Commissioners as authorized by RCW 39.04.190;
- Advertisement and competitive bidding for public works projects below \$40,000 are hereby dispensed with by order of the Pend Oreille County Board of Commissioners as authorized by RCW 36.32.250;

- Hereby adopts a uniform process to award contracts for public works projects using a small works roster as provided by RCW 39.04.155 and RCW 36.77.075 in lieu of the requirements of formal sealed bidding.
- Hereby adopts the attached document titled "Pend Oreille County Purchasing Policy."
- Resolution 2010-31, Resolution 2011-27, and R-2020-92 are hereby repealed.

ADOPTED this 5<sup>th</sup> day of October 2020.

**BOARD OF COUNTY COMMISSIONERS  
PEND OREILLE COUNTY, WASHINGTON**

Absent  
Mike Manus, Chairman

Stephen Kiss  
Stephen Kiss, Vice-Chairman

Karen Skoog  
Karen Skoog, Member

ATTEST:

Crystal Zieske  
Crystal Zieske, Clerk of the Board



# **Pend Oreille County Purchasing Policy**

Revised 9/22/2020  
Revised 10/5/2020  
Effective 10/1/2020

## **Purpose and Applicability**

The purpose of the Pend Oreille County Purchasing Policy is to establish procedures for purchases for Pend Oreille County that comply with State and local laws and provide for effective and efficient procurement of professional services, materials, supplies, equipment and public works.

These Purchasing Policies and Procedures apply to all departments and all funds of Pend Oreille County.

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## I. DEFINITIONS.

For the purposes of this document the words set out in these sections shall have the following meanings:

**Board:** shall mean the Pend Oreille County Board of Commissioners.

**Chair:** means Chair of the Board.

**Consultant Roster:** is a list kept by a state agency or local government consisting of all responsible consultants providing professional services that have requested to be on the list, and, where required by law, are properly licensed and registered to perform such work in this state. The County utilizes the MRSC consultant roster at [www.mrscrosters.org](http://www.mrscrosters.org).

**Contract:** A contract is a legally binding and enforceable agreement between two or more parties stating the terms and conditions for an exchange of something of value (usually money, goods, or services) between the parties. A contract can take many different forms, ranging from major, heavily negotiated written contracts to a simple purchase order or telephone order for goods or services. The Prosecutor's Office should be contacted if there is uncertainty as to the need for a written contract and how to go about it. Only the Board of County Commissioners have the authority to sign contracts UNLESS they have delegated their authority over to an individual via an approved Resolution.

**Controlled Commodity:** Items which may require consultation and approval from the Information Technology Services Department (ITS) or ER&R. (i.e. products, communication equipment, computer equipment that connects to the county network, or a vehicle).

**Department Head:** shall mean an elected official or an appointed department head.

**Emergency Purchases:** Emergency purchases occur when an emergency situation arises that was unforeseen and must be remedied immediately.

**Finance Committee:** is the committee consisting of the County Treasurer, County Auditor and Chair of the Board of County Commissioners that is responsible in reviewing debt requests and advising the Board of County Commissioners as to debt management for the County.

**F.O.B. (Free (or Freight) on Board)** -- The stated F.O.B. point is usually the location where title to the goods passes from the seller to the buyer. The seller is liable for transportation charges and the risks of loss or damage to the goods up to the point where title passes to the buyer. The buyer is liable for such charges and risks after passing of title.

**Limited Public Works Process:** means the process used to award small works roster contracts valued at less than \$50,000. RCW 39.04.155(3)

**MRSC:** means the Municipal Research and Service Center of Washington

**Personal Service Contract:** An employment contract with an independent contractor for the rendering of personal services to the County. The Board of County Commissioners must sign all Personal Service Contracts.

**Professional Service Contract:** An agreement with an independent contractor for the rendering of professional services to the County. The County does not provide direction to the provider. The County states a goal and objective and the provider, under his/her own direction, accomplishes the goal.

**Public Work:** A project including all work, construction, alteration, repair or improvement other than ordinary maintenance executed at the cost of the County.

**Responsible Bidder:** means a contractor who meets the criteria in RCW 39.04.350.

**Small Works Roster:** is a list kept by a state agency or local government consisting of all responsible contractors who have requested to be on the list, and, where required by law, are properly licensed or registered to perform such work in the state. The County utilizes the MRSC small works roster at [www.mrscrosters.org](http://www.mrscrosters.org).

**Vendor Roster:** is a list kept by a state agency or local government consisting of vendors who are interested in selling equipment, materials, and supplies to that agency. The County utilizes the MRSC vendor roster at [www.mrscrosters.org](http://www.mrscrosters.org).

## II. COUNTY PURCHASING CODE OF ETHICS.

To instill public confidence in the award of public contracts and the expenditures of public funds, the County adopts the following code of ethics with regard to public contracting:

1. Actions of County employees shall be impartial and fair;
2. County decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure;
3. Public employment shall not be used for personal gain;
4. County employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that results in their personal gain which may affect their impartiality in making decisions on the job. Purchasing decisions shall be made impartially, based upon the County's specifications for the contract and the responses of those bidding on the contract; and
5. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Officers, employees, and agents may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to a subcontract

supported by a federal award. Disciplinary action may occur for violation of the purchasing code of ethics.

**Goals:**

1. To protect and enhance the reputation of Pend Oreille County and its employees.
2. To treat all citizens equally with courtesy and impartiality, and refrain from granting any special advantage to any citizen beyond what is available to all citizens.
3. To give efficient, productive, and economic service to the public.
4. To avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.
5. To keep confidential all information acquired by reason of one's position, which may be used for personal or financial gain for the employee or other persons.
6. To refrain from securing special privileges or exemptions for one's self or other persons that are not available to all citizens.
7. To avoid receiving, soliciting or otherwise obtaining anything of value that is greater than nominal intrinsic value from any other public official, employee or citizen which is intended to influence the performance of official duties.
8. To disclose to the appropriate authority the nature and extent of any financial or personal interest in a County contract, legislation, or in any type of transaction involving the County, when participating in the development of or giving an official opinion on the matter.

**III. GENERAL PROVISIONS AND SIGNATURE AUTHORITY.**

**A. Contract Review**

1. Department Heads and County Employees shall utilize the procedures outlined below and referenced in the Risk Management Policy (Resolution 2014-20(k)) for the review of contracts.
2. **Contract/Agreement Approvals.** Prior to the signing of any contract, personal services agreement, lease or rental agreement by the Board of County Commissioners and/or Department Heads where authorized by Resolution, the following approvals must be secured:
  - a. The Prosecuting Attorney's Office must review to ensure proper contracting authority and form of legal document.

- b. The Risk Manager review to ensure acceptable risk, insurance, and hold harmless and indemnification stipulations.

## **B. Signature Authority**

1. All contracts and change orders for any purpose up to the amount of \$10,000, and part of the County budget, may be signed by the department head. This includes projects awarded under the limited small works roster and consultant roster.
2. Contracts of more than \$10,000 may be signed by the Chair, except that the following types of contracts shall be signed by the Board:
  - a. Contracts that are not part of the current County budget.
  - b. Public works contracts over \$10,000 that are part of the County budget and obtained through the formal bidding process.

## **C. All Contracts, Projects, or Purchases**

Prior to awarding any contract it must be verified that the contractor meets the following qualifications:

1. Licensed as required by State law.
  - Business and/or Professional license-[WA Department of Licensing](#)
  - Trades and/or Contractor license-[WA Department of Labor and Industries](#)
2. Registered with the WA State Department of Revenue, as required by State law.
3. Contractor is current on Workers Compensation premium- [WA Department of Labor and Industries](#)
4. Contractor is not debarred from bidding on public work projects-[WA Department of Labor and Industries at \[secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx\]\(https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx\)](#).
5. [Federal Database on excluded entities/contractors-](#) System of Award Management (SAM) <https://www.sam.gov/SAM/>

## **D. Training Requirements**

County employees involved in the purchasing process for their respective departments are strongly encouraged to complete training on these policies and procedures.

#### IV. GRANT AND FEDERAL FUNDING.

Are you trying to procure or purchase something involving any type of grant or federal funding? **STOP!**

Purchases or Work that have received a grant or federal funding may not be covered by this manual. **These types of purchases often have their own procurement requirements.**



**ALL GRANTS ARE DIFFERENT**, so one size does not fit all. Some grants simply require you to use your own procurement rules, while others require you to insert their contracting clauses into your contract.

When spending Federal Funding, the County must comply with the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” published in Title 2 of the Code of Federal Regulations (2 CFR 200), specifically 2 CFR 200.318 through 200.362, which can be accessed at <https://www.federalregister.gov/documents/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

**\*\*\*Review carefully grant and federal funding documents and requirements.\*\*\***

#### V. CONTROLLED COMMODITIES.

The following items require consultation and approval (NO MATTER WHAT THE DOLLAR AMOUNT) from designated departments/people. They are:

- a. Computers and related equipment, fax machines, printers, scanners and copiers, Cell phones, telephone equipment, pagers, software or systems - **ITS Department.**
- b. Anything the **ITS Department** is requested or required to install, connect, service, maintain or support on the County Network.
- c. Anything purchased using Equipment Rental and Revolving (ER & R) funds must go through the **Public Works Department.**

#### VI. HOW TO PURCHASE MATERIAL, SUPPLIES OR EQUIPMENT (Unrelated to Services, Architectural and Engineering (A&E) or Construction/Public Works Projects).

It is the Department Heads responsibility to appoint who shall make purchases for their department on the County’s behalf. Only authorized purchases used to conduct County

business, consistent with County policy, and state and local laws that are within predetermined budgets are allowed.

All local governments in Washington are subject to the state’s *Conflicts of Interest* statute (Chapter 42.23 RCW). Generally, municipal officers are prohibited from having financial interests in contracts made by or under the officer’s supervision or for the benefit of their office. RCW 42.23.020(2) defines “municipal officer” rather broadly and basically means any county employee acting on behalf of the County.

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and possible forfeiture of employment. Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult with the Prosecutor’s Office.

**A. THRESHOLDS for the Purchase of Goods, Equipment, Supplies or Materials NOT connected with a Public Works Project and Services (Per Calendar Year for one or more identical, similar or like items, and items used in conjunction with one another):**

<b>Purchases under \$10,000</b>	Department NOT required to use informal or formal sealed bidding procedures. <ul style="list-style-type: none"> <li>• The department will attempt to obtain the lowest practical price for such good and services.</li> </ul>
<b>Purchases between \$ 10,000 and \$50,000*</b>	Department may use: <ul style="list-style-type: none"> <li>• Vendor list; or</li> <li>• Formal competitive bidding.</li> </ul>
<b>Purchases more than \$50,000</b>	Department must use: <ul style="list-style-type: none"> <li>• Formal competitive bidding.</li> </ul>

\*Per RCW 39.04.190- Purchases utilizing the “vendor list” procedure, enables quotes to be obtained between \$10,000 and \$50,000.

**All dollar limits include** freight, handling, and set-up cost, plus appropriate sales tax. If there will be a trade-in, the dollar limit is of the gross purchase, not the net purchase after trade-in.

Per RCW 36.34.070, County equipment being traded in must have been included as part of the original bid, or it must be offered at auction or other competitive means.

## B. PROCEDURE TO OBTAIN INFORMAL QUOTES (\$10,000 to \$50,000)

Department personnel may obtain informal quotes using the Quote Form-See Appendix for Form

1. Any contract awarded under this section need not be advertised. 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. Be sure vendors are quoting on equal and comparable items. All vendors must be provided the same information. If one vendor offers an acceptable alternate, **new quote must be requested, using the alternate specifications;**
2. The County shall make a good faith effort to secure telephone or written quotations from at least three (3) of the vendors, and preferably all vendors listed in the appropriate category of the roster to ensure a competitive process and that the County receives the maximum benefit;
3. The County will not pay for any technical information from the vendor. Department personnel shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide materials, supplies, or equipment. If you use a vendor's technical information without their approval, you may find yourself in a legal tangle;
4. On-site demonstrations or delivery of preview/trial merchandise should be arranged if appropriate. Just because you have received a demonstration of someone's product, does not mean you will be able to buy it. Competition may still be required.
5. Department personnel may use the County approved Quote Form. This quote form should be completed and submitted with the voucher for payment for the purchased materials, supplies, equipment and services. Obtain freight pricing (FOB Destination), if not indicated by vendor. Include vendor contact information in case we need to get a hold of them;
6. Vendor selection is made by the County considering price, quality and product availability;
7. Immediately after the award, all quotes that the County secured must be recorded and made open to public inspection. This information must also be available to those who inquire by phone.
8. **Exception:** The foregoing shall not apply if it has been determined that the County seeks a single source product or contractor, or a declaration of emergency had been declared by the Board of County Commissioners. *see* Sections X and XI.

9. Pend Oreille County shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is a reason to believe the lowest acceptable bidder is not the best price obtainable, all quotes may be rejected, and the County may call for new bids. The County, in determining the lowest responsible bidder, may take in consideration the factors listed in RCW 39.04.350.

### C. PROCEDURE FOR FORMAL BIDS or RFP's - Over \$50,000:

Sealed Bids/RFP's are required whenever the cost of materials, supplies, equipment or *ordinary* services exceeds \$50,000 per RCW 36.32.245. Responsibilities for the Bidding/RFP process are shared by Department and the Board. The responsibilities are as follows:

#### 1. Department and Board Duties in the Bidding/RFP Process

- a. Determine the need.
- b. Notify the Auditor's Office regarding any budget transfers to cover funding.
- c. Assemble bid package and check for legalities.
- d. Perform final review of technical specifications and be prepared to answer technical questions from vendors. If applicable, attend pre-bid conference and answer technical questions.
- e. Establish bid opening date and place ad in newspaper per requirements of RCW 36.32.245.
- f. Distribute bid packages to vendors and maintain accurate vendor records.
- g. Conduct bid opening with the Board/Clerk of the Board
- h. Tabulate bids and verify responsiveness.
- i. **AWARD:** After bids have been opened, recommend award on Headsheet which can be obtained from the Clerk of the Board. Bid must be awarded for the most responsive bid from a responsible bidder. If recommendation for award is being made to anyone other than the low bidder, attach memo stating specific reasons why the low bid is not acceptable. Don't reveal status of your recommendation to the vendor.
- j. If Department is satisfied with the award, bid is routed to the Board for approval.

- k. Place the order.
  - l. Administer bid for the life of the contract, i.e. price increases, lapses in insurance coverage, bonding, prevailing wage, etc.
  - m. **POOR PERFORMANCE?** When things go wrong, don't remain silent! Contact the Prosecutor's Office and let us remedy the problem. Remember to **DOCUMENT, DOCUMENT, DOCUMENT!!** Even if you have had on-going problems with a vendor, we will have a very hard time canceling a contract or not awarding them a new contract, unless we have proper documentation of the problem.
2. Splitting up Items to Avoid a Bid? **NOT LEGAL!**
- a. **The breaking of any project into units, or accomplishing any projects by phases, is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract and is against state law.**
  - b. Combine the total of foreseen **identical** items purchased at the same time or **similar** items (or items that are **used together**) within a calendar years' time, in which the cost exceeds competition limits or consult with other departments to determine if there is volume discounts that can be obtained by combining County-wide usage (i.e. office supplies, laundry services, janitorial paper products, etc.)

3. Alternatives to Bidding:

a. **Inter-Governmental Cooperative Purchases or "Piggybacking."**

- i. RCW 39.34.030 permits governmental agencies to utilize other entities' contracts without going to bid. Contact the Public Works Department or Auditor's Office to determine if interlocal purchasing is feasible for your department's particular need. **The following criteria must first be met:**

- ✓ The host agency and the County must sign an interlocal agreement and file it with the county auditor or post it online by subject (RCW 39.34.040).

The host agency must comply with its statutory contracting requirements and post the solicitation online (RCW 39.34.030(5)(b)).

- ✓ The government entity, and the vendor, must be willing to share their contract pricing.

ii. **The Department must maintain all associated documents for these types of purchases.**

- b. Purchases at **Auctions**, per RCW 39.30.045.
- c. An **Emergency** has been declared (*see* Section X).
- d. **Special Facilities or Market Conditions**, per RCW 39.04.280(1)(b).
- e. **Sole Source** (*see* Section XI).
- f. **Purchases of Insurance or Bonds** per RCW 39.04.280(1)(d).
- g. **Electronic Data Processing or Telecommunications Purchases** per RCW 39.04.270.

## VII. HOW TO PURCHASE CONSTRUCTION (Public Work) ACTIVITIES:

This section provides a uniform process to award contracts for public works projects using a small works roster as provided in RCW 39.04.155 and RCW 36.77.075. A public work shall mean all work, construction, alteration, repair, or improvement other than ordinary maintenance executed at the cost of the County as defined in RCW 39.04.010. Performance bonds and the paying of prevailing wages are required on small works roster projects.

### A. THRESHOLDS for Public Works (This is State Law):

<b>Projects under \$40,000*</b>	Competition not required. <ul style="list-style-type: none"><li>• The department will attempt to obtain the lowest practical price.</li><li>• <b>Prevailing Wage and Insurance still required!</b></li></ul>
<b>Projects under \$50,000*</b>	Utilize “Limited Public Work” process as described in <a href="#">RCW 39.04.155 (3)</a> . <ul style="list-style-type: none"><li>• The department will attempt to obtain the lowest practical price.</li><li>• <b>Prevailing Wage and Insurance still required!</b></li></ul>
<b>Projects costing less than \$350,000*</b>	Utilize “ <a href="#">Small Works Roster</a> ” process as described in RCW <a href="#">39.04.155 (2)</a> or formal bidding process in 36.32.250. <b>Contact Public Works</b> for assistance.

**Projects over \$350,000** Must be competitively bid as described in RCW 39.04; 36.32.250. Contact Public Works.

1. Costs include labor, material, equipment and sales and/or use taxes as applicable. \*
2. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works project roster process.
3. **Determining Lowest Responsible Bidder.** The Board or department head or their designee 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 Board may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria as provided in RCW 39.04.010 and RCW 39.04.350, and who meets any supplementary bidder responsibility criteria established by the County.
4. **Award.** All the bids or quotations shall be collected by the department head or their designee.
  - a. The department head or their designee shall then present all bids or quotations and their recommendation for award of the contract to the Board. The Board shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
  - b. The Board may authorize a department head or their designee the authority to request informal or formal bids and award for public works projects to the lowest bidder. The Board shall be advised of these awards at the next scheduled Commission Meeting.
5. **Possible Exemptions to the bidding process for Public Works Projects:**
  - a. An **Emergency** has been declared (*see* Section X).
  - b. **Intergovernmental** contract per RCW 39.34.030, 39.34.080, 35.77.020 or 35.77.030.
  - c. **Community Service Group** contract per RCW 35.21.278.
  - d. **Pollution Control Facility** per RCW 70.95A.090.
  - e. **Water Pollution Control Facility** per 70.150 RCW and RCW 36.32.265.

## **B. SMALL WORKS ROSTER (SWR) PROCEDURES (non-A&E) – RCW 39.04.155**

1. The small works roster may be used to award contracts for construction, building, renovation, remodeling, alteration, repair or improvements of real property.
2. **Telephone, Written, or Electronic Quotations.** The County shall obtain telephone, written, or electronic 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 a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The County may establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.
  - 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.
  - 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 contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. “Equitably distribute” means that the County may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.
  - c. If the estimated cost of the work is from Two Hundred Fifty Thousand Dollars (\$250,000.00) to Three Hundred Fifty Thousand Dollars (\$350,000.00), the County may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The County has the sole option of determining whether this notice to the remaining contractors is made by:
    - i. publishing notice in a legal newspaper in general circulation in the area where work is to be done;
    - ii. mailing notice to these contractors; or
    - iii. sending notice to these contractors by facsimile or other electronic means.
  - d. At the time bids are solicited, department personnel 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 department personnel 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 telephone inquiry.
3. Projects that cost more than \$350,000 must use the **Formal Bid Process** per RCW 36.32.250.

*See, MRSC'S "Small Works Roster: A Guide for Washington's Local Governments."*

### **C. PROCEDURES FOR "LIMITED PUBLIC WORK" PROCESS**

1. If a work, construction, alternation, repair or improvement project is estimated to cost less than Fifty Thousand Dollars (\$50,000.00), the County may award such contract using the limited public works process provided under RCW 39.04.155(3).
2. **For Limited Public Work (\$10,000 to \$50,000), it is no longer possible to just meet contractors at your work site, give them the run-down on what you need done and ask for quotes. State Law has changed such that now the Contractors must be handed a packet of information ahead of time with requirements about Responsible Bidder's criteria, prevailing wage, insurance, and some general protective clauses.**
3. The County will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010 and RCW 39.04.350.
4. After an award is made, the quotations shall be open to public inspection and available by electronic requests.
5. For limited public works projects, the County may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the County shall have the right of recovery against the contractor for any payments made on the contractor's behalf.
6. Prevailing Wage Intents/Affidavits and insurance required.
7. The County shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including 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. The list shall be kept at the Pend Oreille County Public Works Department. It is the responsibility

of the department personnel using this process to provide the above information to the Public Works Office Manager.

#### **D. INSURANCE/LICENSES/PREVAILING WAGES**

When hiring anybody to do anything for the County, there are additional requirements below that need to be met:

##### 1. Certificates of Insurance

- a. Before any contractor is allowed to work on County property (no matter the dollar amount of the work), contact Risk Management to determine if a Certificate of Insurance is required. If required, the contractor must furnish the County with a Certificate of Insurance, naming Pend Oreille County as primary & noncontributory additional insureds with an additional attached endorsement.
- b. Certificates of Insurance are a complex issue, so please contact Risk Management! We will happily discuss Insurance Requirements and what the limits of coverage should be, according to how much risk is involved (Insurance requirements are determined by Risk Management in conjunction with the Prosecutor's Office).
- c. Department personnel shall maintain copies of all certificates of insurance relevant to their agreement/contract and should work with Risk Management to verify that the certificate of insurance meets the requirements of the contract/agreement.

##### 2. Responsibility Criteria for Contractors

- a. Washington State Contractor's License/Federal Registration –It is unlawful for the County to hire anyone to do construction work on our property that does not have a valid State of Washington Contractor's License - **Period**. If someone is not properly licensed, **DO NOT HIRE THEM**. You may look up a Contractor, Electrician or Plumber at: <https://fortress.wa.gov/lni/bbip/>
- b. Department of Revenue Business Records Database: <https://secure.dor.wa.gov/gteunauth/>
- c. Verify Workers' comp Premium Status: <https://fortress.wa.gov/lni/crpsi/>
- d. Check for debarment/exclusion:
  - i. **State of Washington:**  
<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>
  - ii. **Federal Exclusion:**  
It is unlawful to hire any firm to do business with the County that is not registered and in good standing with the US Government. You can check

the status of an entity so see if they have been excluded/debarred at [www.sam.gov](http://www.sam.gov).

Print out the resulting page (even if no records were found) and file it with your paperwork for audit.

3. Prevailing Wage Requirements.

- a. Chapter 39.12 RCW provides the state law on prevailing wages for public works. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts, NO MATTER WHAT THE DOLLAR AMOUNT.
- b. The State's booklet on Prevailing Wage can be found on the Washington State Department of Labor and Industries website at <http://www.lni.wa.gov/IPUB/700-032-000.pdf>.
- c. This Prevailing Wage law was enacted to protect the employees of contractors performing public works construction/maintenance from substandard earnings, and to preserve local wage standards.
- d. The Department of Labor and Industries administers the law; the Attorney General prosecutes violators; and the State Auditor ascertains if our policies, practices and procedures meet the requirements of the law.
- e. Owner/Operators that do not have any employees do not need to pay themselves prevailing wages, however, they do still need to file Intents and Affidavits with the Department of Labor and Industries.

**EXAMPLES:** Public Work is all work, construction, alteration, repair or improvement that the County has performed. It includes, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Painting
- Utilities Construction
- Offsite prefabrication of ducts, liners & steel products for Public Work
- Production & delivery of gravel, rock, concrete & asphalt (to a construction site (not to a stockpile))

Any worker, laborer or mechanic performing public work must be paid prevailing wages. It does not usually apply to work that is clerical, executive, administrative or professional (grant funded projects may be an exception).

- f. The Federal government has its own public works prevailing wage requirements, or wage decisions for public works projects receiving federal funding!



4. Department Responsibilities to Ensure Prevailing Wage Law is Followed:

- a. **Prior to Getting an Estimate or a Quote** – Notify vendor that they are to pay prevailing wages. More information may be obtained by the vendor from the Department of Labor and Industries (see link to booklet above). The list can also be obtained online at:

[www.lni.wa.gov/TradesLicensing/default.asp](http://www.lni.wa.gov/TradesLicensing/default.asp)

- b. **After a Vendor has been selected** – The vendor is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries PRIOR TO STARTING WORK. Most vendors file online at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>

There is a fee that the Vendor will have to pay L&I, and the completed Intents are also available online.

- c. **After the work is completed** – The vendor must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another fee that the Vendor will have to pay to L&I and completed Affidavits are also available online.

Final Payment must not be released until certified intents and affidavits have been received. See, RCW 39.12.040.

## VIII. GUIDELINES FOR “SERVICE” CONTRACTS

State law does not provide guidelines for selecting most service providers. **Some federal and state funding sources provide guidance as to the solicitation process**, however, in general counties are left to their own discretion in hiring contractors for services. This policy establishes guidelines for department personnel for these types of services.

### A. ARCHITECT AND ENGINEERING SERVICES (A&E) CONTRACTS

1. Architects and Engineers (A&E’s) service contracting shall follow the requirements of Chapter 39.80.
2. Please contact the Prosecutor’s Office if you have any questions reference chapter RCW 39.80 and its requirements.

## **B. PURCHASED SERVICES CONTRACTS**

1. "Purchased Services" are those provided by vendors for routine, necessary and continuing functions of a local government agency, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support the agency's day to day operations, involve the completion of specific tasks or projects, and involve minimal decision-making.
2. Examples of purchased services include, but are not limited to:
  - a. Delivery/courier service
  - b. Landscaping
  - c. Herbicide application service
  - d. Recycling/disposal/litter pickup service
  - e. Vehicle inspection, lubricating and repair services
3. Purchased Services vs. Public Works
  - a. The state Department of Labor and Industries (L&I) considers some service contracts, such as HVAC maintenance or road striping, to be public works and subject to public works bidding requirements.
  - b. Some other services fall into a gray area between purchased services and public works. Purchased service contracts generally require much less paperwork than public works contracts, but if a particular contract is in that gray area, the conservative approach is to consider it a public works contract. Please contact the Prosecutor's Office or the Public Works Department to assist in making this determination.
4. Prevailing Wages
  - a. Some purchased services contracts are not subject to public works bidding requirements but still require prevailing wages under chapter 39.12 RCW.
  - b. If a purchased service requires prevailing wages to be paid, it may also be a good idea to require retainage and performance and payment bonds to protect against potential claims from workers not paid prevailing wages. State law is unclear on this issue.
  - c. A determination should be made by the department in consultation with the Prosecutor's Office and/or the Risk Manger whether to withhold retainage and require bonds for these types of projects, depending on the size of the project and the agency's potential financial liability.
  - d. Purchased Service Contracts in which only Prevailing Wages Apply.
    - If purchased services require prevailing wages, consider including the following information in your Invitation to Bid or Request for Proposals:

- Specifications for the performance and frequency of the service;
- Minimum qualifications that the contractor must meet, such as financial capability, experience, language skills, licenses, or equipment;
- A statement that prevailing wages are required;
- The applicable prevailing wage rates, or the URL address for L&I's Prevailing Wage Rates for Public Works Contracts with the exact wage publication date and county to use;
- Whether or not retainage will be withheld;
- Whether or not performance and payment bonds are required.

**C. PERSONAL SERVICES CONTRACTS**

1. "Personal Services" involve technical expertise provided by a consultant/independent contractor to accomplish a specific study, task, project or other work. These activities and products are mostly intellectual in nature, and they do not include architecture and engineering services, which have their own requirements. (See section A above).
2. Examples of personal services contracts include but are not limited to:
  - a. Meeting facilitation
  - b. Legal services
  - c. Management analyses

**D. THRESHOLDS for Services Contracts:**



- Contracts under \$10,000**
- Minimal Competition
  - Prevailing Wage and Insurance maybe required!

- Contracts between \$10,000 and \$50,000**
- Informal Competition

- Contracts over \$50,000**
- Formal Competitive Bidding

## E. GUIDELINES FOR SOLICITING PROPOSALS/BIDS FOR SERVICE CONTRACTS

### 1. Contracts under \$10,000-Minimal Competition:

- a. Contact **one to three** qualified firms or individuals describing the desired services.
- b. The department personnel may use written or other electronic means to solicit a proposal.
- c. The department personnel shall make a good faith effort to contact **at least three** qualified firms/individuals.
- d. Department personnel **need only contact one firm/individual** if the work is a continuation or extension of an existing services contract or the scope of work is so small that it is not practical to seek other consultants.
- e. Request prices, schedules and qualifications.
- f. Negotiate a contract with the lowest responsible bidder. (Personal Services)
- g. Make the purchase based on the agency's inquiries, experience, and knowledge of the market to obtain the highest-quality product at the lowest price. (Purchased Services)

### 2. Contracts between \$10,000 and \$50,000-Informal Competition:

- a. Prepare a written solicitation document including, at a minimum: a description of the required services, the project schedule, a request for the consultant's qualifications and costs/fees, and due date for the responses.
- b. Proposals for service contracts may be solicited in written or electronic format.
- c. If the consultant roster or vendor list contains fewer than three firms, the department personnel may, but is not required to, solicit from firms listed in the telephone book or on the internet. Additional solicitations may be sent to firms not on consultant roster, provided that the firm must be added to the roster before the firm may be awarded the contract. Department personnel shall make a good faith effort to contact **at least three qualified firms/individuals**.
- d. A written record shall be made by department personnel of each consultant's or vendor's proposal.

- e. The responsible department shall present all proposals to the BOCC and make a recommendation for award of the contract to the most qualified firm or individual. The award of the service contract shall be a discretionary decision of the BOCC.
3. Contracts over \$50,000-Formal Competitive Bidding:
- a. Prepare a formal solicitation document, typically an Invitation to Bid or Request for Proposals/Qualifications. Describe all the project requirements in order for proposers to understand what the agency needs and how the responses will be evaluated.
  - b. Publish legal notice in the official county newspaper(s) to notify firms of the upcoming solicitation. Develop a bidder's list of all firms responding to the solicitation.
  - c. Post the solicitation document on the agency website (optional).
  - d. Develop score sheets to be used by evaluators.
  - e. Conduct a pre-proposal conference, if required, and provide answers to bidders' questions via addenda.
  - f. Require sealed bids and a public bid opening. Date and timestamp all proposals received.
  - g. Evaluate proposals according to the score sheets, using at least three evaluators. Interview the top finalists, if desired.
  - h. Negotiate a contract with the lowest responsible bidder.
4. Request for Qualifications (RFQs): ask only for a firm's general capabilities, including:
- a. List of principals
  - b. Previous projects
  - c. Number of employees
  - d. Licenses
5. Request for Proposals (RFPs): ask firm/individual to submit qualifications, if not already on file, and a proposed scope of services in response to the County's specific needs. At a minimum, every RFP should include:
- a. **Statement of need (scope).** This should be well-written with an adequate level of detail describing the project tasks and products and listing the availability of supporting documents.
  - b. **Estimated project budget.** State the estimated budget but note that the amount is only an estimate.

- c. **Estimated schedule.** This should be realistic and closely tied to the scope.
  - d. **Evaluation criteria.** Be clear and tie the criteria to the scope. Provide the scoring criteria and provide the decision schedule if available.
  - e. **Proposal elements.** List all the information that interested firms should submit, including the firm's general approach to the project, a list of key personnel who would work on the project with their experience and availability, and general scope and deliverables. Keep the submittal requirements, page limitations, and due date in the same section of the RFP. Allow for flexibility in the format of responses.
  - f. **Submittal deadline.** Allow an adequate response time. Accept electronic proposals and acknowledge receipt of all proposals.
  - g. **Agency's standard terms and conditions.** Attach a copy of the terms and conditions, if available, to the RFP.
  - h. Other common RFP elements include:
    - Background on the agency and project, including budgets;
    - Reference documents, although large documents may be posted to a website and referenced in the document;
    - Whether interviews will be included as part of the selection process;
    - The pre-proposal conference schedule;
    - Public disclosure guidance;
    - Notice that costs incurred in the development of proposals and the selection process will be assumed by the proposers;
    - Formal certification by the proposer of its authorization to submit the proposal, time validity of the proposal, non-collusion, etc.
6. Evaluation Criterion to consider (The order below does not necessarily reflect the importance of each criterion).
- a. Fees or costs;
  - b. Quality of previous performance;
  - c. Ability to meet contract deadlines;
  - d. Responsiveness to solicitation requirements;
  - e. Compliance with statutes and rules relating to contracts or services;
  - f. References;
  - g. Staff readily available for the project;
  - h. Financial capacity;
  - i. Licensing and certification, if applicable;
  - j. Safety record;
  - k. Ability to meet necessary response times for unscheduled work and emergencies
  - l. Additional criteria that may be identified within a specific solicitation;
  - m. Such other reasonable information as may be secured having a bearing on the decision to make the award.

## IX. HOW TO LEASE.

1. All leases must be reviewed by the Pend Oreille County Finance Committee (Contact the Treasurer and/or Auditor). Since leases are debt, many leases have hidden interest rates that are large and need to be reviewed prior to being adopted by the Board. All leases over \$10,000 must be obtained competitively following quote and bid limits per Section IV (Grants or Federal Funding) or per RCW 36.32.253.
2. **Lease vs. Rent:** Leasing is generally used for mid to long-term contracts. Renting is usually a short-term solution that is more casual. If you are confused on if you need a contract, contact the Prosecutor's Office.

## X. HOW TO DECLARE AN EMERGENCY.

Emergency situations are basically a single source and must follow the procedures below (XI). Emergency purchases occur when an emergency situation arises as determined by the Board that was unforeseen and must be remedied immediately.

1. Examples:
  - Acts of God, (i.e. flood damage); machinery that is critical to the operation of the County and rendered out of service
2. *See*, RCW 39.04.280.

## XI. HOW TO DECLARE SOLE SOURCE (or Single Source).

On a case by case basis, the bid or quote requirement may be waived and a sole/single source purchase approved, in accordance with RCW 39.04.280. There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up.

The Board must approve sole or single source purchases. The **Board** may waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier.

A **sole** source is where there is only ONE supplier of the product or service. A **single** source is where the vendor is "one vendor amongst others," when other competitive sources may be available.

1. A sole/single source purchase may be approved if one or more of the following conditions are met:
  - a. **Standardization** or **compatibility** to existing County standard or to existing equipment, inventory, systems, data, programs or service.

- b. **Licensed** or **patented** product with only one dealer (and the license or patent is paramount to your procurement).
- c. **Only** authorized Service Provider, Repair and/or Warranty Services, e.g. warranty may be negated if you let someone else work on it.
- d. **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that fits the specific needs of your department.
- e. **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

**NOTE:** Any sole/single source utilizing **Federal Grant money**  
**STOP** and review grant documents for requirements.



- 2. Procedure to obtain sole source purchase approval:
  - a. Call the Auditor first to discuss. The Auditor may be able to offer alternatives to sole/single sourcing, e.g. piggybacking contracts, etc.
  - b. Fill out the Sole/Single Source Justification Form (see appendix) and forward to the Board Clerk. If time allows, the Clerk of the Board will publish “Notice of Intent to Sole/Single Source” in the official county newspaper(s) and online, following the rules for advertising bids.
  - c. Once approved, the Department head or their designee will place the order.

## **XII. DISPOSAL OF SURPLUS PROPERTY.**

The County has separate Surplus Property Policies.

### XIII. TRADE-INS.

Per RCW 36.34.070, County equipment being traded in must have been included as of the original bid, or it must be offered at auction or other competitive means.

Fair Market Value can be obtained by finding comparable units that have been sold at online auctions, e.g. [www.publicsurplus.com](http://www.publicsurplus.com), [www.ebay.com](http://www.ebay.com), [www.rockanddirt.com](http://www.rockanddirt.com), [www.ironplanet.com](http://www.ironplanet.com) or other online sources such as Edmonds.com, Kelley Blue Book, or NADA. [www.govdeals.com](http://www.govdeals.com) are good places to find auction results for comparables.

Trade-Ins may also be requested ahead of time in the Bid Specifications as a “Guaranteed Buy Back.”

### XIV. FREIGHT.

#### A. Shipping Terms

Whenever you are shipping an item that will incur freight charges, always request that it be shipped free (or freight) on board (FOB) destination, freight prepaid. What this means is that the vendor you ordered the merchandise from owns it until it reaches your door and there won't be a separate invoice for freight. If anything should happen to the merchandise during shipping, the vendor is responsible for filing the claims with the carrier.

FOB determines at what point the ownership transfers. If an item is FOB origin, the County owns the merchandise from the point of shipping while it is in transit.

Freight prepaid or collect refers to who is responsible for paying shipping charges - the County or the seller.



#### B. Receiving Freight

*It is the responsibility of the individual who signs for UPS or carrier's delivery receipt to properly receive all cartons they are signing for. Anyone who accepts and signs for receipt of goods, acknowledges that the item was received and accepted as delivered.*

#### **Get what you sign for**

1. Confirm the package or carton is being delivered to the proper location.

2. Verify the number of cartons, crates or pieces is correct according to quantities on the packing slip.
3. Sign the delivery slip legibly so that when you call two weeks later and claim you haven't received the package; it can be tracked down!
4. Open packages and verify that the order is correct.

### **C. Damaged Cartons**

1. **Visible Damage.** Any person receiving freight must make a notation on the carrier's delivery receipt of apparent damage to packages. State the specific type of damage on the delivery receipt and obtain the driver's signature (not just initials) on your copy of the receipt.
2. **Concealed Damage.** If the shipment of goods received showed no sign of damage upon receipt, but damage to the contents is found upon opening, concealed damage exists.
  - a. Call the carrier immediately upon discovery of the damage and request an inspection. Notate the date and the person contacted.
  - b. Notify the vendor to file a claim.
  - c. All shipping cartons should be retained for inspection on any damage.
  - d. When making a request for an inspection, advise the carrier whenever possible what the value of the damaged goods is. If the value is less than \$50.00, most carriers will frequently waive inspection. Indicate person contacted on the claim form.
  - e. When an inspection is made, specific damages should be noted by both parties and signed by both on the inspection report. Send report to vendor.

## **XV. APPENDIX:**

Emergency Purchase Justification

Sole/Single Source Justification

Quotation Form



# Pend Oreille County

## EMERGENCY PURCHASE JUSTIFICATION

Your Name: \_\_\_\_\_ Your Department: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Requested Vendor: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

1. What is the emergency situation? Describe damages or loss of property or essential services that are/may be a result of this emergency. (Attach extra sheet if necessary)

2. What labor and/or material are required? Attach a copy of your quote or estimate?

3. Did vendor quote prevailing wages, if applicable (e.g. repairs, construction, maintenance)?

Yes

No

4. Was Vendor informed of the Intent and Affidavit filing requirements with L&I?

Yes

No

5. Does Vendor have current certificate of insurance on file with the County?

Yes

No

**STATEMENT OF NEED:**

**My department's recommendation for an emergency purchase and waiver of the quote or bid requirements is based upon an objective review of the emergency situation and appears to be in the best interest of the County.**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

*Please complete entire form and forward to Clerk of the Board*

\_\_\_\_\_  
Commissioner - Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date



**Pend Oreille County**  
**SOLE/SINGLE SOURCE JUSTIFICATION**

Your Name: \_\_\_\_\_ Your Department: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_ Cost Estimate: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Email: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

1. Are federal funds being used?  Yes  No

If Federal Funds are being used, a Cost Price Analysis prior to requesting Sole Source MUST also be attached.

2. Describe the product, service or system. Attach all information:

Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. List who you contacted, what they said and how you verified their accuracy.

- Compatibility to existing County standard or to existing equipment, inventory, systems, data, programs or service.** Describe. List efforts to find other sources.
- Licensed or patented product with only one dealer.** Describe. Attach documentation if available, to confirm your source is the only dealer or supplier for this region.
- Only authorized Service Provider, Repair and/or Warranty Services.** Attach documentation in writing, from the manufacturer (not the vendor), confirming there is only one dealer authorized to sell/service in our area.
- Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Describe.

**Used item:** Surplus item bought through an auction or distributor that would represent good value and is advantageous to the County.  
Describe/explain why these features are critical to your operation.

**Special Market Conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before the entity will have chance to complete bidding process. (e.g. a flood is coming and you must obtain sandbags immediately), or only one supplier can meet required delivery date (describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date).

**Other:** Please describe:

3. Is this product/service available only through one vendor?  Yes  No  
If yes, attach documentation that supports the screening process you performed to confirm.  
(e.g. internet screenshots, etc.)

4. Is this a onetime purchase?  Yes  No  
If no, please explain.

5. Why is this a sole source vendor? (Explain)

6. What efforts were made to assure the County is receiving the lowest or best price possible?  
Describe and attach a document showing due diligence

**STATEMENT OF NEED/CONFLICT OF INTEREST**

**My department's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the County. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.**

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

*Please complete entire form and forward to Clerk of the Board*

\_\_\_\_\_  
Commissioner - Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

