

KITSAP COUNTY SEWER DISTRICT #7
RESOLUTION #2000- 7

WHEREAS RCW 39.04.155 provides government agencies, such as municipalities, water or sewer districts, the mechanism to establish a Vendor List Process for the purchase of supplies, materials, and equipment, and a Small Works Roster for projects under \$200,000 in cost, and

WHEREAS Kitsap County Sewer District #7 wishes to establish a vendor list and a roster,

NOW, THEREFORE, BE IT RESOLVED that the District establish a Vendor List Process and a Small Works Roster using the following procedures:

A. Vendor List Process

1. The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment where the cost of same will not exceed Seven Thousand Five Hundred Dollars (\$7,500.00). When the District desires to purchase materials, supplies, or equipment estimated to cost between \$7,500 and \$15,000, the following procedures shall apply.
2. At least once a year, the District shall publish in the Bainbridge Review and the Daily Journal of Commerce, the existence of the City's roster of vendors for materials, supplies, and equipment, and shall solicit the names of vendors for the roster.
3. The District will solicit telephone quotations from at least three of the vendors on the roster qualified to provide such material, supplies, or equipment.
4. The District will present the telephone quotations to the Board of Commissioners to determine the lowest responsible bidder and award the contract.
5. Immediately after the contract award is made, the written record of each vendors' bids or quotations shall be open to public inspection and available to the public by telephone inquiry. Any contract awarded under this subsection need not be advertised.

B. Small Works Roster

1. Cost – The District need not comply with formal sealed bidding procedures for contracting public works where the estimated cost does not exceed \$100,000, which includes the cost of materials, labor & equipment. Instead the District will use the procedures outlined in 2 through 6 below.
2. The District will create a general small works roster.
3. The Small Works Roster shall consist of contractors who:
 - a. have requested to be on the roster, and
 - b. are properly licensed or registered in this state to perform the work.

4. Once a year, the District will publish a notice in the Bainbridge Review and the Daily Journal of Commerce, stating the existing of the small works roster and soliciting the names of contractors.

5. The District Engineer will obtain telephone or written quotations for public works contracts under the small works roster by:

a. writing a description of the scope and nature of the work to be done, together with any other specifications pertinent to the bid.

b. contacting at least three appropriate contractors from the small works roster and soliciting telephone or written bids from the contractors.

c. recording each contractor's bid on the project, and any conditions imposed on the bid.

d. presenting the bids to the Board of Commissioners for consideration, determination of the lowest responsible bidder, and award of the contract.

6. Award – Immediately after the contract award is made, the written record of each contractor's bid shall be open to public inspection and available to the public by telephone inquiry. Any contract awarded under this subsection need not be advertised.

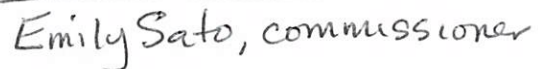
Be it resolved this 8th day of December, 2000

Approved:


C. L. Spier, President


Gayle B. Ashton, Secretary


Sarah Lee Bourlier, ~~Commissioner~~ President


Emily Sato, commissioner