

Title 4

SMALL WORKS/PURCHASES

Chapters:

- 4.04 Small Works Roster**
- 4.08 Telephone/Written Quotations**

Chapter 4.04

SMALL WORKS ROSTER

Sections:

- 4.04.010 Roster established.**
- 4.04.020 Update procedure.**
- 4.04.030 Utilization.**

4.04.010 Roster established.

There is hereby established for the City of North Bonneville a small works roster comprised of all contractors who request to be on the roster and who are, where required by law, properly licensed or registered to perform contracting work in the State of Washington. This roster may be maintained by an external party. (Ord. 972, 2010; Ord. 621 § 1, 1988)

4.04.020 Update procedure.

At least once every year, the City of North Bonneville shall cause to be advertised in a newspaper of general circulation the existence of a small works roster. The City or its contracted agency shall add to the roster those contractors who respond to the advertisement and request to be included on the roster. (Ord. 972, 2010; Ord. 621 § 2, 1988)

4.04.030 Utilization.

The small works roster shall be utilized as follows:

1. Whenever the City of North Bonneville seeks to construct any public work or improvement, the estimated cost of which, including costs of material, supplies and equipment is \$100,000 or less, or such other amount as may from time to time be established by the laws of the State of Washington, the small works roster may be utilized.
2. When the small works roster is utilized, the City of North Bonneville shall invite proposals from all appropriate contractors on the small works roster including, whenever possible, at least one proposal from a minority contractor who otherwise qualifies.
3. The invitation to the contractor on the small works roster shall include an estimate of the scope and nature of the work to be performed and materials and equipment to be furnished.
4. When awarding a contract for work under the small works roster, the City of North Bonneville shall award the contract to the contractor submitting the lowest responsible bid, provided, that the City of North Bonneville reserves its right under applicable law to reject any or all bids, and to waive procedural irregularities. (Ord. 972, 2010; Ord. 621 § 3(1--4), 1988)

Chapter 4.08

TELEPHONE/WRITTEN QUOTATIONS

Sections:

4.08.010 Purpose/Authorization.

4.08.020 Procedure.

4.08.010 Purpose/Authorization.

RCW 35.23.352 provides that advertisement and competitive bidding may be dispensed with on purchase of supplies, material, equipment or services between \$7,500 and \$15,000 if a procedure is established for securing telephone and/or written quotations to assure establishment of a competitive price and for awarding such contracts for purchase of materials, equipment or services to the lowest responsible bidder. (Res. 279, 1988)

4.08.020 Procedure.

The Mayor, or his designee, may solicit telephone and/or written quotations for purchase of supplies, materials, equipment or services, in an amount not to exceed \$15,000 or such other amount as may from time to time be established by the laws of the State of Washington, provided that the following procedures are followed:

1. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Specifications for quotations shall, whenever possible, be drafted to permit at least three vendors to submit quotations.
2. Whenever possible, quotations will be solicited on a lump sum or fixed unit price basis.
3. Telephone or written requests for quotations shall specify at a minimum the following:
 - (a) Item(s) to be purchased
 - (b) Number of units
 - (c) Tax
 - (d) Delivery time requirements
 - (e) Freight costs
 - (f) Point of delivery
 - (g) Terms of payment
4. Tabulation of telephone or written quotations shall be used on forms provided by the City and shall include at a minimum the information described in Paragraph 3 hereof.
5. Upon Council approval and written authorization of the Mayor or his designee, the materials, equipment or services shall be ordered from the individual or entity submitting the lowest quotation, whose quotation meets all specifications established for the item or items being purchased.
6. Written confirmation of telephone quotations from responsible vendors may be requested.
7. Immediately after the award is made, the quotations are to be recorded and open to public inspection and are to be available by telephone inquiry. (Res. 279, 1988)