

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

**IN THE MATTER OF ADOPTION OF)
PROCEDURES FOR UTILIZING A VENDOR) Resolution # 98-04
LIST FOR SMALL PURCHASE CONTRACTS)**

**BE IT RESOLVED BY THE COMMISSIONERS OF CENTRAL WHIDBEY ISLAND
FIRE & RESCUE AS FOLLOWS:**

There shall be established for Central Whidbey Island Fire & Rescue a Vendor List for Small Purchase Contracts as authorized by RCW 52.14.110 for the purchase of any materials, equipment, supplies, or services whenever the estimated cost is from \$4,500 up to \$10,000.

At least twice yearly, the District shall publish in a newspaper of general circulation in the area a notice of the existence of a vendor list and solicit the names of vendors for the list.

A procedure is established which may be used for securing telephone or written quotations, or both, from at least three different vendors whenever possible to assure that a competitive price is established and for awarding the contracts for the purchase of any materials, equipment, supplies, or services to the lowest responsible bidder as defined in RCW 43.19.1911.

The Small Purchase Contract awards process shall be as authorized in RCW 39.04.190. The District shall award the contract to the lowest responsible bidder; except, however, that the Fire District reserves the right to reject any or all bids for cause and to waive any informalities.

Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. A contract awarded pursuant to RCW 39.04.190 need not be advertised.

A list of the contracts awarded under RCW 39.04.190 shall be posted at the District Business Office at least once every two months. The list shall contain the name of the contractor awarded the 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.

ADOPTED this 10th day of December, 1998.


Paul E. Messner, Commissioner


Cheryl J. Engle, Commissioner


Tom L. Smith, Commissioner

ATTEST: 
Delane Taylor, District Secretary