

CENTRAL WHIDBEY ISLAND FIRE & RESCUE
Fire Protection District 5

IN THE MATTER OF ADOPTION OF)
PROCEDURES FOR A VENDOR LIST AND)
SMALL PURCHASE CONTRACTS)

Resolution # 02-02

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

WHEREAS, RCW 52.14.110 and RCW 39.04.280 require a standard procedure to be in place for purchases, supplies or services whenever the estimated cost exceed \$10,000.00; and

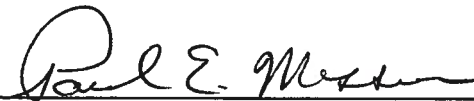
WHEREAS, RCW 52.14.110 and RCW 29.04.190 provides a waiver of competitive bidding for purchases when the estimated cost does not exceed \$50,000.00 so long as the Board of Commissioners have elected to use written guidelines required in RCW 39.04.280; and

WHEREAS, Addendum "A" (as attached) is approv as the established guidelines required by RCW39.04.190 to be used by authorized District personnel for purchases estimated to be between \$10,000 and not exceeding \$50,000; and

WHEREAS, by the adoption of this Resolution, be it further resolved that **Resolution 98-04** is repealed and considered null and void.

ADOPTED this 14 day of February , 2002.


Cheryl J. Engle, Chair


Paul E. Messner, Commissioner


Tom L. Smith, Commissioner

Attest: 
Joe Biller, District Secretary

Addendum "A"

Guidelines for Vendor List Purchase Contracts between \$10,000.00 and less than \$50,000.00

(As per RCW 52.14.110, RCW 39.04.280 RCW 39.04.190)

1. Bidding not required for clear and legitimate single source supply.
 - A. Provide written factual basis information to be recorded and available for public inspection.
2. Twice per year, the District shall publish notice in the Newspaper of Record the existence of the vendor list and solicit vendors for the list.
3. Secure written, electronic or telephonic quotations from at least three (3) different vendors. If less than three (3) vendors are available on the existing list, district personnel will secure quotes from the listed vendors and are encouraged to find any other known merchants, sales representative/s or supplier/s of like material, equipment or services.
4. The Board of Commissioners shall by majority vote approve or disapprove the award of a contract proposed under these guidelines. The District shall award the contract to the lowest responsible bidder, except; however the District reserves the right to reject any or all bids for cause and to waive any informality.
5. Immediately after an award is made, the bid quotations shall be recorded and posted at the District Business Office. Contracts awarded pursuant to this process need not be advertised.
6. A list of contracts awarded under these guidelines shall be kept and available for public inspection or telephone inquiry. The list shall contain the date of award, description of material/s provided, name of the vendor/contractor and the amount of the contract.

Approved February 14, 2002