



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

**IN THE MATTER OF** ) **Resolution 15-01**  
**Adopting Municipal Research and Services** )  
**Center (MRSC) for Small Public Works,** )  
**Consultant, and Vendor Rosters** )

WHEREAS: The Fire Commissioners of Central Whidbey Island Fire & Rescue, on the matter of establishing a Small Public Works Roster Process to award Public Works Contracts, a Consulting Services Roster for Architectural Engineering, and other professional services, and a Vendor Roster for goods and services not related to Public Works Contracts.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded be a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

IT IS HEREBY RESOLVED AS FOLLOWS:

## **Section 1-Repeal of Resolution 09-05**

Resolution No. 09-05 is hereby repealed.

## **Section 2-MRSC Rosters**

The District has contracted with Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for the District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorize the Fire Chief to sign that contract.

## **Section 3-Small Public Works Roster**

The following small works roster procedures are established for use by the District pursuant to RCW 39.04.155:

5. **Determining the Lowest Responsible Bidder:** The Board of Commissioner's shall award the contract for the public works project to the lowest 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 of Commissioner's may call for new bids. A responsible bidder shall be registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Board of Commissioner's.
6. **Award:** All of the bids or quotations shall be collected by the Fire Chief or his designee.
  - a) The Fire Chief or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest bidder, and award the contract; or
  - b) If the Board of Commissioners delegates the authority to award bids to the Fire Chief of the District for public works projects costing less than or equal to \$10,000.00 the Fire Chief shall have the authority to award public works contracts without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the Fire Chief's approval at the next scheduled Board of Commissioner meeting by means of the consent agenda. For public works projects costing more than \$10,000.00 the Board of Commissioners shall award all public works contracts.

#### **Section 4-Consulting Services Roster**

The following consulting services roster procedures are established for use by the District pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meet minimum State requirements for roster listing.
3. **Review and Selection of Statement of Qualification Proposals.** The District shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

- a) The Board of Commissioners shall establish criteria that the Fire Chief, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran owned firms shall be consistent with their general availability within the jurisdiction of the Central Whidbey Island Fire & Rescue.
  - b) The Fire Chief, or their designee, shall evaluate the written statements of qualifications and performance data on file with the Central Whidbey Island Fire & Rescue at the time that architectural or engineering services are required;
  - c) Such evaluations shall be based on the criteria established by the Board of Commissioners; and
  - d) The Fire Chief, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
  - e) The firm deemed most highly qualified by the agency to do the project will be selected.
4. **Award:** The District shall use the following process for awarding contracts for consulting services:
- a) The Board of Commissioners considers the proposal received and awards the contract; or
  - b) If the Board of Commissioners delegates the authority to award projects to the Fire Chief of the District for consulting services costing less than or equal to \$10,000.00 the Fire Chief shall have the authority to award contracts for consulting services without the Board of Commissioners approval, provided that the Board Of Commissioners shall ratify the Fire Chief's approval at the next scheduled Board of Commissioner meeting by means of consent agenda. For consulting services costing more than \$10,000.00 the Board of Commissioner's shall award all contracts for consulting services.

#### **Section 5-Vendor List Roster.**

The following vendor list roster procedures are established for use by the District pursuant to RCW 39.04.190:

1. **Purchase of Material, Supplies, or Equipment:** The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$49,999.00. The District will attempt to obtain the lowest practical price for such goods and services.

- b) If the Board of Commissioner's delegates the authority to award bids to the Fire Chief of the District for materials, supplies, or equipment costing less than or equal to \$10,000.00 the Fire Chief shall have the authority to award public works contracts without the Board of Commissioner's approval, provided that the Board of Commissioner's shall ratify the Fire Chief's approval at the next scheduled Board of Commissioner meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$10,000.00 the Board of Commissioner's shall award all vendor contracts.

6. **Posting:** A list of all contracts awarded under these procedures shall be posted on the District's website. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

ADOPTED at the regular meeting of the Central Whidbey Island Fire & Rescue Board of Commissioners, this 9<sup>th</sup> Day of April, 2015.

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Paul Messner, Board Chairperson

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*Cheryl Engle*  
Cheryl Engle, Commissioner

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*Steve Hutchinson*  
Steve Hutchinson, Commissioner

Attest:

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*Kim Harpe*  
Kim Harpe, District Secretary