

**RESOLUTION NO. 296**

A RESOLUTION OF LAKE FOREST PARK WATER DISTRICT ADOPTING LEGISLATIVE CHANGES TO THE SMALL WORKS CONSTRUCTION AND EQUIPMENT, SUPPLIES AND MATERIALS ACQUISITION PROCEDURES.

WHEREAS RCW 57.08.050 was amended to enable water districts to adopt expanded procedures to contract for work and purchase supplies, material and equipment without having to use a public advertisement process; AND

WHEREAS the legislature has updated and expanded the rules for the small works roster process; and

WHEREAS counsel for the District has prepared a proposed policy to take advantage of such procedures and a copy of such procedures is attached hereto as Exhibit 1; and

WHEREAS, District management and staff have reviewed the attached procedures and have recommended their adoption by the Board of Commissioners; and it appears to the Board of Commissioners that it would be in the best interest of the District to adopt the procedures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the small works construction and equipment, supplies and material acquisition procedures attached hereto as Exhibit 1 are hereby adopted and approved NAD Resolution 279 is hereby rescinded.

PASSED BY THE Board of Commissioners of the Lake Forest Park water District at their regular meeting held on September 8, 2003.

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Commissioners

**EXHIBIT 1  
RESOLUTION 296**

**SMALL WORKS CONSTRUCTION AND  
EQUIPMENT, SUPPLIES AND MATERIALS  
ACQUISITION PROCEDURES (RCW 57.08.050)**

I. Small Works Construction - Amounts

\$ -0- to \$ 5,000	No contract/process required
\$ 5,001 to \$99,999	Solicit bids from at least five applicable contractors
\$100,000 to \$200,000	All applicable contractors on small works roster notified
\$200,001 and over	Publicly advertise for proposals

Note: Prevailing wage, retainage and performance bond requirements apply to all jobs; however, on all jobs of \$25,000 or less, a contractor may elect to have 50% retainage in lieu of a performance bond.

II. Supplies, Materials and Equipment

\$ -0- to \$10,000	No contract required
\$10,000 to \$49,000	Vendor roster
\$10,001 and over	Issue contract
\$50,000 and over	Publicly advertise for proposals
All amounts	Alternative process in section III.5.a

III. Small Works Roster (RCW 39.04.155) and Vendor Roster (RCW 39.04.190) Procedures

1. Separate contractor and vendor rosters shall be maintained. Contractors and vendors may request at any time to be included on the respective rosters. The District may invite specific contractors and vendors to join the rosters.
2. At least twice per year for vendors and once per year for contractors, the District shall publicly advertise an invitation to join the rosters (1). Contractors and vendors shall provide proof of experience and compliance with State licensing requirements.

3. When the District has a need for work having a cost of less than \$200,000, or goods having a cost of less than \$50,000, it shall prepare a general description of the scope and nature of the work or goods. Detailed plans and specification are not necessary.
4. In the case of work having a cost of over \$5,000 and under \$100,000, at least five (5) small works contractors who have indicated the capability of performing the kind of work offered, shall be invited, in a manner designed to avoid favoritism, to make proposals from the small works roster. If the work is estimated to cost from \$100,000 to \$200,00, bids must be solicited from all such contractors on the small works roster. In the case of goods, whenever possible, at least three (3) vendors shall be invited to make proposals from the vendor roster.
5. For purchases of goods having a cost of less than \$50,000, at least three (3) vendors shall be invited to make proposals from the vendor roster. The District shall publicly advertise for proposals for the purchase of goods having a cost of \$50,000 and over.
  - a. Alternatively, the District may make such purchases from suppliers designated on current state agency, county, city or town purchasing rosters established pursuant to State law. The price and terms for purchase shall be as provided on the applicable roster.
6. All solicitations for proposals may be made by telephone, electronic or facsimile transmission. Proposals may be transmitted in the same way. Once a contractor or vendor has been invited to make a proposal, the contractor or vendor shall not be given another such invitation until all other invitees have been afforded an opportunity to make a proposal.
7. The District shall award the work or the purchase to the contractor or vendor making the lowest responsible proposal, as determined by the District, provided, however, the District may reject any and all proposals. The District may allow reasonable variations from its plans or specifications for goods or work. Immediately after the award, the proposals shall be recorded, open to public inspection and available by telephone inquiry.
8. All awards of work and purchases hereunder are subject to the approval of the District's Board of Commissioners. A list of contracts for purchases of \$10,000 and over for materials, supplies, or equipment awarded under this small works roster process must be posted in a public place in the District office once every two months. A list of work ordered must be made available for inspection upon request at least once every year.

#### IV. Statutory Amendments

The foregoing procedures shall be automatically amended to conform to statutory changes.