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ORDINANCE NO. 15 2000

An Ordinance amending the the procedures for purchases, contracts, and bonds.

Chapter 3.12

Purchasing, Contracts, and Bonds

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Amend Section 3.12.070 and 3.12.085 to read as follows:

Sections:

- 3.12.70 Purchases and Contracts Under \$~~((10,000))~~25,000
- 3.12.85 Small Works Roster

C.C.C. 3.12.070. Purchases and Contracts Under \$25,000.00.

(1) All purchases of supplies and contractual services of less than the estimated value of Twenty-five Thousand Dollars (\$25,000), but more than Five Thousand Dollars (\$5,000.00) may be made without newspaper advertisement and without observing the formal purchasing and contracting provisions of 3.12.080. All such purchases shall be based on at least three (3) written competitive bids, and shall be awarded to the lowest responsible bidder or rejected in accordance with 3.12.080(3); provided, however, that if it can be proven by the department head that due to the uniqueness of the supplies, materials or equipment being purchased, there is a limited number of suppliers available, the County Commissioners may waive the minimum requirement of three (3) written estimates.

(2) Purchases of supplies and contractual services of less than the estimated value of Five Thousand Dollars (\$5,000) may be made upon the authorization of the department head without observing the requirements of 3.12.070(1).

(3) ~~((2))~~For purchases under 3.12.070(1), written bids may be solicited by mail, fax, electronic communications or by telephone ~~((to))~~from prospective vendors. Copies of the ~~((W))~~written, FAX, or electronic quotations~~((bids))~~ will be attached to the voucher submitted to the Auditor's office for payment of these purchases.

(4) ~~((3))~~Each Department Head or his designee shall keep a record of all purchases under 3.12.070(1) and the bids submitted in competition thereon, which bids shall be open to public inspection and shall be available by telephone inquiry.

C.C.C. 3.12.085. Small Works Roster.

(1) Any county department engaging in the contracting of public work projects shall maintain a ~~((A))~~small works roster or rosters for different specialties or categories of anticipated work ~~((shall be maintained))~~for public work projects which roster(s) shall be comprised of all contractors requesting to be on the roster(s) and who are, where required by law, properly licensed or registered to perform work in the State of Washington. Whenever possible, participation by women and minority contractors shall be actively solicited. A department may satisfy the requirement to maintain its own roster(s) either by maintaining its own or by utilizing the roster(s) maintained by another county department or other public agency provided that all requirements of this section are met. It is the intent of the Board that other public agencies may utilize the small works roster(s) maintained by county departments as long as they satisfy all statutory and other regulatory requirements pertaining to their agency.

(2) As a condition of being placed on a roster or rosters, any contractor desiring to be listed may be required to sign a master contract that becomes effective when an award is made from a roster. Contractors may also be required to keep current records of any applicable licenses, certifications, registrations, bonding, insurance, and

other appropriate matters on file with the department maintaining the roster(s) as a condition of listing on such roster(s). Once a year county departments maintaining such roster(s) shall publish notice of the existence of the roster(s) in a newspaper of general circulation within the county and solicit names of contractors for such roster(s). Additionally, responsible contractors shall be added to the roster(s) at any time they submit a written request and any required records.

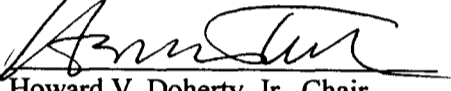
~~((2))~~(3) Whenever projects are done by contract for which the estimated cost is ~~((one))~~two hundred thousand dollars (\$~~((100))~~200,000.00) or less, proposals from appropriate contractors on the small works roster shall be invited. Such invitation shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. ~~((Whenever possible, not less than five separate appropriate contractors shall be requested to submit proposals on any individual contract.))~~Quotations may be invited from all contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on such roster. If the estimated cost of the work is from one hundred thousand dollars to two hundred thousand dollars, quotations shall be invited from all contractors on the appropriate roster.

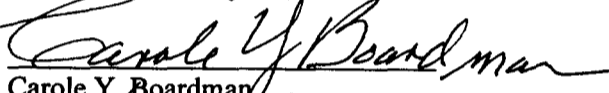
~~((Once a contractor on the small works roster has been offered an opportunity to submit a proposal, that contractor shall not be offered another opportunity on any contract until all other appropriate contractors, including minority and women contractors, have been afforded an opportunity to submit a proposal on contract.))~~

~~((3))~~(4) When considering awarding a public work contract the estimated cost of which is ~~((one))~~two hundred thousand dollars (\$~~((100))~~200,000.00) or less, the contract shall be awarded or bids rejected in conformance with C.C.C. 3.12.080 (3) and (4).

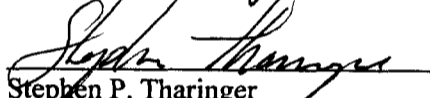
PASSED AND ADOPTED THIS first DAY OF August, 2000.


BOARD OF CLALLAM COUNTY COMMISSIONERS

  
Howard V. Doherty, Jr., Chair

  
Carole Y. Boardman

ATTEST:

  
Stephen P. Tharinger

  
Trish Perrott,  
Clerk of the Board