

Ordinance 843

Amending Clallam County Code 3.12, Purchasing, Contracts, and Bonds, to change amounts triggering bid solicitation

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

**Section 1. Section .050, Purchases under \$25,000, is amended to read as follows:**

(1) All purchases estimated to have a purchase price in an amount less than \$2,500,5,000 and public works estimated to involve less than \$10,000, may be made without observing a bid solicitation process. It is the intent of this chapter that County Officials have flexibility and discretion for the expenditure of funds for minor purchases and public works.

(2) For all purchases estimated to have a purchase price in an amount between \$2,5005,000 and \$25,000 inclusive, the County Official shall secure written bids from at least three (3) different vendors whenever possible to assure that a competitive price is established and for awarding the contract for the purchase to the lowest responsible bidder. The solicitation of bids may be made by telephone, mail, electronic facsimile, or electronic mail. Bids shall be in writing, which includes prices published by vendors such as catalogs and/or advertisements, electronic facsimile, and electronic mail.

Immediately after the award is made, the solicitation and written bids shall be recorded in the records of the office or department, open to public inspection and made available by telephone inquiry.

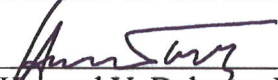
A copy of the record or written bid shall be attached to the voucher submitted to the County Auditor for payment, along with a copy of any contract, invoice, or purchase order and shall clearly identify that the purchase was made pursuant to this section. Alternatively, the Board may establish procedures for the recording of bids and/or indexing of contracts.

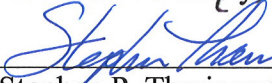
(3) At least twice each year, the Clerk of the Board shall publish in the County's legal newspaper a notice of the existence of vendor lists and shall solicit the names of vendors for the lists. For purchases, solicitations for bids shall be made to those on the vendor lists. Nothing herein shall preclude the direct solicitation of bids from vendors not on the vendor list in addition to the use of the vendor lists.

(4) A list of the contracts awarded or purchases made pursuant to subsection (2) of this section shall be posted at least once every two (2) months by the Auditor upon information provided by County Officials. The list shall contain the name of the vendor awarded the contract or purchase, the amount of the contract or purchase, a brief description of the items purchased, the date of award, and the location where the bids for these contracts or purchases are available for public inspection.

ADOPTED this second day of June 2009

BOARD OF CLALLAM COUNTY COMMISSIONERS

  
Howard V. Doherty, Jr., Chair

  
Stephen P. Tharinger

ATTEST:

  
Trish Holden, CMC, Clerk of the Board

  
Michael C. Chapman