

## RESOLUTION NO. 798

### A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE APPROVAL AND ADOPTION OF A VENDOR LIST POLICY

**WHEREAS**, Kittitas County Public Utility District No. 1 finds that it will be beneficial to adopt a Vendor List Policy for the purchase of equipment, materials and supplies; and

**WHEREAS**, The Vendor List Policy will provide a consistent and beneficial policy for competitive bidding on equipment, materials and supplies.

**NOW, THEREFORE, BE IT RESOLVED** that the Commissioners of Kittitas County Public Utility District No. 1 approve and adopt the Vendor List Policy, as set forth in Exhibit A attached hereto.

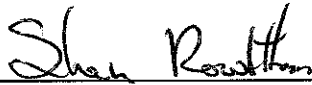
**IN WITNESS WHEREOF**, the undersigned, being all the members of the Board of Commissioners of Kittitas County Public Utility District No. 1 have executed this Resolution of the Board of Commissioners on this 27<sup>th</sup> day of May, 2014.



\_\_\_\_\_  
President, Paul Rogers



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Vice President, Roger Sparks



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Secretary, Shan Rowbotham

Exhibit A  
VENDOR LIST  
POLICY

May 22, 2014

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## **Policy Intent**

Kittitas County Public Utility District No. 1 ("District") must accomplish projects and purchase goods and services in the course of doing business. Statutes governing purchasing are intended to insure that quality projects, goods and services are purchased at the least cost. Other goals are to reduce, if not eliminate, the impact of favoritism and cronyism in purchasing and to prevent fraud.

In accordance with RCW 39.04.190, the District will establish a Vendor List to allow purchases of equipment, materials, or supplies not connected to a public works project.

## **Cost**

The vendor list may be utilized in the purchase of equipment, materials, or supplies not connected to a public works project. The District will attempt to obtain the lowest practical price for such goods.

### **Equipment, Materials, or Supplies less than \$2,500**

Purchases, including taxes, less than \$2,500 shall have quotes from the Vendor List.

### **Equipment, Materials, or Supplies over \$2,500 and less than \$15,000**

Purchases between \$2,500 and \$15,000 shall obtain a minimum of three (3) quotes from the Vendor List.

### **Equipment, Materials, or Supplies over \$15,000**

Purchases over \$15,000 shall be by contract in accordance with RCW 54.04.070(1).

## **Procedures**

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

## **Publication**

In accordance with RCW 39.04.190, at least twice a year, the District shall publish, in the District's official newspaper, a notice of the existence of vendors lists, solicit the names of vendors for this lists and post the notice on the District website.

## **Quotation**

The District shall use the following process to obtain quotations from vendors for the purchase of materials, supplies or equipment, not connected with a public works project:

1. A written description shall be drafted and specific materials, supplies, or equipment to be purchased, including the quantity, quality, and type desired, the proposed delivery date, and any other significant terms of the purchase;
2. The District shall not share quotations from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

3. A written record shall be made by the District of each vendor's quote on the materials, supplies, or equipment and of any conditions imposed on the quote by such vendor.

### **Determining the Lowest Responsible Bidder**

The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. The District, in determining the lowest responsible bidder may take the following factors, in addition to price, into account:

- Any preference provided by law to Washington products and vendors;
- The quality of the materials, supplies, or equipment to the District's specifications;
- The conformity of materials, supplies, or equipment to the District's specifications;
- The purpose for which the materials, supplies, or equipment are required.

### **Award**

The General Manager shall review quotations and recommendations by the District staff and award the contract to the lowest responsible bidder. A written record of each vendor's quotation shall be made open to public inspection after the award of the contract.

### **Posting**

A list of contracts awarded under these procedures shall be posted at the District office and on the District 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.