

RESOLUTION NO. 2005-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON,
ADOPTING A PURCHASING POLICY.

WHEREAS, the city council has developed a purchasing policy to ensure that purchases of materials, supplies and services are made in a manner that is both economical and efficient and meets the requirements of state law and local ordinances;

NOW THEREFORE, the City Council of the City of Clarkston does resolve as follows:

Section 1. The City of Clarkston "Purchasing Policy" as set forth in Exhibit "A", attached hereto and incorporated by this reference, is hereby adopted.

Section 2. This policy is effective immediately upon passage of this Resolution by the City Council.

DATED this _____ day of May, 2005.

Donna M. Engle, Mayor

Attest:

Vickie Storey, City Clerk

CITY OF CLARKSTON POLICY AND PROCEDURE

SUBJECT: PURCHASING POLICY

RELATING TO: ALL DEPARTMENTS

EFFECTIVE DATE: MAY 24, 2005

1.0 PURPOSE:

To establish a policy that will ensure that purchases of materials, supplies and services are made in a manner that is economical and efficient, while staying within the limits and guidelines set by state law and local ordinances and resolutions.

2.0 DEPARTMENTS AFFECTED:

All Departments

3.0 POLICY:

Objectives:

- To procure within the limits imposed by law and in accordance with adopted policies and procedures, the best value in goods and services necessary to the performance of operations.
- To maximize the purchasing value of the City of Clarkston's funds by obtaining required goods, services or equipment at the best price. Promotion of effective competition in public purchasing by open and fair competitive bidding, bulk purchasing and quantity discounts when practicable.
- To procure the materials, supplies and equipment best suited to accomplish the job of the using department.
- To provide a channel through which governmental expenditures may be monitored.
- To assure fair and equitable treatment of people who deal with the City of Clarkston.
- To ensure that businesses situated within the city limits of Clarkston are encouraged to participate in its procurement process to the extent permitted by federal law, state law, city laws, regulations, grants, contracts and this guideline.

Responsibility:

The City of Clarkston uses a Decentralized Purchasing method. This means there is no central purchasing agent and as such the responsibility rests with each department head. Department heads are responsible for managing their budgets in accordance with sound management principles. The department head may authorize staff to make purchases, but will remain accountable for all purchases. Only authorized individuals may obligate the City to acquire goods and services. Individuals purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City and may be disciplined.

Guidelines:

- Supplies should be purchased at the lowest available price. Price comparisons should be made whenever feasible, keeping in mind the ratio between time expended and money saved.

- Purchase of supplies and equipment under \$7,500.00 do not require a bid process, however, it is in the best interest of the City to comparison shop to obtain the best value. Purchase of supplies and equipment between \$7,500.00 and \$15,000.00 follow an adopted procedure for obtaining telephone quotes. Purchases over \$15,000.00 require a competitive bid process per RCW 35.23.352.
- Certain equipment purchases, such as communication, electronic data processing equipment and energy saving equipment or services do not require competitive bidding, but do require competitive negotiation to ensure that the proposal most advantageous to the City is accepted. Competitive negotiation can allow consideration of factors other than prices, such as the ability of the bidder to perform the contract work, ability to provide adequate follow-up service contractor provide the serve, experience of the bidder, quality of performance on previous projects, or other issues the may have a bearing on the decision to award the contract. RCW 39.04.270
- Services should be performed at the lowest cost, without sacrificing quality of work.
- Public works projects shall follow a formal bid process when preliminary estimates indicate that the cost of the project requires it. Formal bids are required when the project over \$30,000 for a single craft or trade and over \$45,000 for a multi-craft or trade. Bids shall be reviewed by the appropriate council sub-committee who will make a recommendation to the full council prior to bid award.
- A small works roster shall be established and advertised as required by law. The small works roster shall be used for those public works projects that do not require the formal bid process. Selection of contractors from the small works roster to bid on a project will be made according to law. Bids shall be reviewed by the appropriate council sub-committee who will make a recommendation to the full council prior to bid award.
- Capital outlay purchases shall be presented to the appropriate council sub-committee and to the Finance Committee prior to ordering. If a committee should have objections or suggestions concerning cost issues, these suggestions should be made in writing. The written suggestion should include what action needs to be taken, who is expected to take the action and how quickly it can be taken in order to minimize delays. Recommendation shall be made to the full council for approval prior to bid award.

Emergencies:

Competitive bidding is not required when an emergency exists; however, in making emergency purchases, an effort will be made to include the level of competition that is practical under the circumstances.

An “emergency” means unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life is immediate action is not taken.

If an emergency exists, the Mayor and his/her designee are authorized to act and will seek a resolution from Council that will: (a) declare an emergency situation exists; (b) waive competitive requirements; and (c) award, on behalf of the City, contracts necessary to address the emergency situation.

Sole Source:

Occasions may arise when competition among potential vendors is not possible for a particular procurement. These situations may occur: (a) when there is clearly and legitimately only one source capable of supplying the subject matter in a timely fashion; (b) when there are special facilities or market conditions that result in only one source; (c) in the event of emergencies; and (d) when there is only one source capable of supplying the subject matter in a timely fashion such that seeking competitive bids would be impractical.

Purchases may be made directly from a sole source vendor without soliciting other bids or quotes. In the event the material, equipment, supplies or services are available from only one supplier, written documentation demonstrating the appropriateness of sole source procurement should be submitted and approved by the city council. The Council should adopt a resolution citing the factual basis for the exception to competitive bidding.