

RESOLUTION NO. 95-12  
AMENDING RESOLUTION 86-09, AMENDING CHAPTER 3.48, COMPETITIVE BIDDING  
MASON COUNTY CODE

A RESOLUTION OF THE BOARD OF MASON COUNTY COMMISSIONERS,  
ESTABLISHING NEW PROCEDURES RELATING TO PURCHASING; ESTABLISHES A  
VENDOR LIST PROCESS FOR THE PURCHASING OF SUPPLIES, MATERIALS, AND  
EQUIPMENT.

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies or equipment not  
connected to a public works project, allows certain purchasing contracts to be awarded by a  
vendor list process; and

WHEREAS, in order to be able to implement vendor list process, the County is required by law  
to adopt a resolution establishing specific procedures;

NOW, THEREFORE, THE BOARD OF MASON COUNTY COMMISSIONERS HEREBY  
RESOLVES AS FOLLOWS:

**Section 1.** Purchase of materials, supplies or equipment not connected to a public works project  
in an amount of \$5,000 or less. The County is not required to use informal or formal sealed  
bidding procedures or the procedures set forth in this resolution to purchase materials, supplies,  
or equipment for the purchase of any materials, supplies of equipment where the cost of same  
will not exceed \$5,000. The County will attempt to obtain the lowest practical price for such  
goods and services.

**Section 2.** Purchase of materials, supplies or equipment not connected to a public works project  
in an amount between \$5,000 and \$25,000.

1. **Publication of Notice.** At least twice a year, the County shall publish, in the County's  
official newspaper, notice of the existence of a roster of vendors for materials, supplies,  
and equipment, and shall solicit names of vendors for the roster.

2. **Electronic Rosters.** In addition to paper and/or electronic vendor lists kept on file in  
the appropriate department, the County may also use that state wide electronic database  
developed and maintained jointly by the Daily Journal of Commerce and the Municipal  
Research and Services Center of Washington.

3 **Telephone Quotations.** The County shall use the following process to obtain telephone  
quotations from vendors for the purchase of materials, supplies, or equipment:

a. A written description shall be drafted of the specific materials, supplies, or  
equipment to be purchased, including the number, quantity, quality, and type desired,  
the proposed delivery date, and any other significant terms of purchase;

- b. A county representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;
- c. The county representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;
- d. A written record shall be made by the county representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

**4. Determining the Lowest Responsible Bidder.** The County shall purchase the materials, supplies or equipment from the lowest responsible bidder (RCW 43.19.1911(9)), 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 County may call for new bids. The County, in determining the lowest responsible bidder may take the following factors, to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Board may call for new bids. RCW 43.19.1911(9) states:

“In determining "lowest responsible bidder", in addition to price, the following elements shall be given consideration:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c) Whether the bidder can perform the contract within the time specified;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
- (f) Such other information as may be secured having a bearing on the decision to award the contract:

PROVIDED, That in considering bids for purchase, manufacture, or lease, and in determining the "lowest responsible bidder," whenever there is reason to believe that applying the "life cycle costing" technique to bid evaluation would result in lowest total cost to the state, first consideration shall be given by state purchasing activities to the bid with the lowest life cycle cost which complies with specifications. "Life cycle cost" means the total cost of an item to the state over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably



be determined, minus the salvage value at the end of its estimated useful life. The "estimated useful life" of an item means the estimated time from the date of acquisition to the date of replacement or disposal, determined in any reasonable manner. Nothing in this section shall prohibit any state agency, department,

board, commission, committee, or other state-level entity from allowing for preferential purchase of products made from recycled materials or products that may be recycled or reused.

5. **Award.** The county representative shall present to the Board all telephone quotations and a recommendation for award of the contract to the lowest responsible bidder. The Board may authorize the Department head or his/her designee to advertise, set bid date/time, award and the Chair to sign all pertinent documents with notification of award at the next scheduled Board of County Commissioners meeting. Any contract awarded under this subsection need not be advertised.

6. **Sole Source.** A sole source purchase of goods or services shall require a "Sole Source Purchase Request" form to be completed and submitted to the Department Head. For purchases that would otherwise require informal bid/quote, the Department Head may approve the purchase.


In the case of purchase of goods or services that otherwise would require a formal bid or request for proposals, the form must be submitted and approved by the Board of Commissioners.


7. **Posting.** A list of all contracts awarded under these procedures shall be posted at the County main administrative offices once every two months. 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.

Effective this 4<sup>th</sup> day of December, 2012.


BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ATTEST:

  
Shannon Goudy, Clerk of the Board

  
Lynda Ring Erickson, Chair

APPROVED AS TO FORM:

  
Tim Whitehead, Ch. Deputy  
Prosecuting Attorney

  
Tim Sheldon, Commissioner

  
Terri Jeffreys, Commissioner

cc: All Departments