

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.09.04
SMALL PUBLIC WORKS
&
VENDOR LIST ROSTERS



Adopted: 12/20/16
Reviewed: 05/30/18
Revised: 05/30/18

Approved:

A handwritten signature in black ink, appearing to read "Amy Fisher".

Purpose: To outline the Small Public Works Roster process to award public works contracts, and to outline the Vendor List Roster process for the purchase of materials, supplies, or equipment not connected to a public works project.

References: Resolution 14-15; RCW 39.04.350; RCW 52.14.110; RCW 39.04.155; RCW 43.19.1911

Procedure:

Spokane County Fire District 8 has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for the District's use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

Small Works Roster:

1. **Process.** The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed \$300,000, which includes the cost of labor, material, equipment, sales, or use taxes as applicable.
 - a. Breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be get using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation with the District's jurisdiction a notice of the existence of the small works roster and solicit the names of the contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum state requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria.
 - a. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished.

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- b. Quotations may be invited from all appropriate 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 indicate the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.
 - c. If the estimated cost of the work is from \$150,000 to \$300,000, the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:
 - i. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - ii. Mailing a notice to these contractors; or
 - iii. Sending a notice to these contractors by facsimile or email.
 - d. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
 - e. A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than \$35,000 the District may award such a contract using the limited public works process. For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder. After an award is made the quotations shall be open to public inspection and available by electronic request.
- a. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.
5. **Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that,

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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 District may call for new bids. A responsible bidder shall be registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 11, Laws of 2007 (SHB 2010) who meets any supplementary bidder responsibility criteria established by the District.

6. **Award.** All of the bids or quotations shall be collected by the Fire Chief or his/her designee.
 - a. The Fire Chief or his/her designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Fire Commissioners. The District shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b. If the District delegates the authority to award bids to the Fire Chief for public works projects costing less than or equal to \$35,000, the Fire Chief shall have the authority to award public works contracts without Board approval, provided that the Board of Fire Commissioners shall ratify the Fire Chief's approval at the next scheduled Board of Fire Commissioners meeting by means of the consent agenda. The Board of Fire Commissioners shall award all public works contracts costing more than \$35,000.

Vendor List Roster:

7. **Process.** Spokane County Fire District 8 is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$50,000. The District will attempt to obtain the lowest practical price for such goods and services.
8. **Publication.** At least twice per year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time a vendor completes the online application provided by MRSC, and meets minimum state requirements for roster listing.
9. **Telephone, Written, or Electronic Quotations.** The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:

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- 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. The Fire Chief, or his/her designee, shall make a good faith effort to contact at least three of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
- c. The Fire Chief, or his/her designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
- d. A written record shall be made by the Fire Chief, or his/her designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.

10. 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.

11. Award. All of the bids or quotations shall be collected by the Fire Chief or his/her designee. The Fire Chief or his/her designee shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

- a. The Fire Chief or his/her designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Fire Commissioners. The Board shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
- b. If the Board of Fire Commissioners delegates the authority to award bids to the Fire Chief for materials, supplies, or equipment costing less than or equal to \$50,000, the Fire Chief shall have the authority to award public works contracts without Board approval, provided that the Board shall ratify the Fire Chief's approval at the next scheduled Board of Fire Commissioners meeting by means of the consent agenda. For materials, supplies, or equipment costing more than \$50,000, the Board of Fire shall award all vendor contracts.