

RESOLUTION NO. 600

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER & SEWER DISTRICT, WHATCOM COUNTY,
WASHINGTON, AUTHORIZING SMALL WORKS ROSTERS AND VENDOR LISTS;
AUTHORIZING THE AWARD OF CONTRACTS TO ENTITIES ON THE SMALL
WORKS ROSTERS AND VENDOR LISTS IN LIEU OF FORMAL SEALED BIDDING

WHEREAS, Washington State law authorizes water and sewer districts to establish small works rosters and vendor lists, and to award contracts to entities on a small works roster or vendors list in lieu of the requirements for formal sealed bidding; and,

WHEREAS, the Board of Commissioners of Birch Bay Water & Sewer District ("District") has determined that it is in the District's best interests to establish small works rosters and vendor lists pursuant to state law; now, therefore,

BE IT RESOLVED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington as follows;

Section 1: All contracts for materials, equipment or supplies with an estimated cost of less than \$50,000, and all contracts for work with an estimated cost of less than \$200,000 and more than \$5,000 may be awarded as provided herein.

Section 2: The District shall adopt a vendor's list and a small works roster which shall consist of all responsible vendors and contractors who have requested to be placed on a roster, and where required by law are properly licensed or registered to perform work in Washington. Twice each year for the vendors list, and once each year for the small works roster, the District general manager shall publish notice of the existence of the list and the roster in a newspaper of general circulation within the District, which shall solicit the names of vendors and contractors for the list and roster.

Section 3: The District's department managers shall secure telephone or written quotations, or both, from vendors or contractors on the list or roster for the appropriate category of materials or work; provided that, the District may accept electronically transmitted quotations from contractors on the small works roster. This process is intended to assure a competitive price and to award contracts to the lowest responsible bidder. The District's invitation for quotations shall include an estimate of the scope and nature of the work and materials and equipment required. Whenever possible, at least five contractors or three vendors from the list shall be invited to submit quotations; provided that, when quotations are solicited for work with an estimated cost from \$100,000 to \$200,000, the District shall notify the remaining contractors on the small works roster that quotations on the work are being sought. Said notice may be provided by any means authorized by state law (See RCW 39.04.155(4)). The District will attempt to equitably distribute the opportunity to provide a quotation from qualified contractors on the small works roster. Immediately after an award of a contract is made, the District's general manager shall record the quotations obtained for the

contract, and shall make the bid quotations open to public inspection and available to the public by telephone inquiry.

Section 4: Once every two months a list of contracts awarded under this resolution shall be posted at the District office. The list shall identify the contractor or vendor awarded the contract; the amount of the contract; the work performed or materials purchased; the date the contract was awarded; and where the bid quotations for these contracts are available for public inspection.

Section 5: This Resolution does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

ADOPTED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 23rd day of August, 2000.


COMMISSIONER


COMMISSIONER


COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 600 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on August 23, 2000.


SECRETARY