

RESOLUTION NO. 592

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 vendors 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 or work with an estimated cost of less than \$50,000 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, the District's 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, 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 shall be invited to submit quotations. Once a contractor has been afforded the opportunity to submit a quotation, that contractor shall not be offered another opportunity until all other appropriate contractors on the small works roster have been afforded an opportunity to submit a quotation on a contract. 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.

ADOPTED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 25th day of March, 1999.


COMMISSIONER


COMMISSIONER


COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 592 of Birch Bay Water & Sewer, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on March 25, 1999.


SECRETARY