

**ALDERWOOD WATER & WASTEWATER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 2527-2009**

A Resolution of the Board of Commissioners of Alderwood Water & Wastewater District, Snohomish County, Washington, adopting a purchasing manual establishing standard purchasing guidelines, policies, and practices; authorizing the Small Works Roster Process; authorizing the Vendor List Process; establishing procedures for the selection of consultants; and repealing Resolutions No. 2317-98, No. 2378-2000 and No. 2379-2000.

WHEREAS, the Board of Commissioners of Alderwood Water & Wastewater District ("District") is required to comply with State laws and regulations related to purchasing of materials, supplies, equipment, work, and services; and

WHEREAS, the District desires to develop guidelines, policies, and procedures to supplement State laws and regulations; and

WHEREAS, Title 57 RCW authorizes the District to utilize the small works roster process under 39.04.155 RCW, and to award contracts to entities on a small works roster in lieu of the requirements for formal sealed bidding; and

WHEREAS, Title 57 RCW requires purchases of materials, supplies, or equipment, with an estimated cost below the amount adopted by state statute to be made using the process under Title 39.04.190 RCW in lieu of the requirements for formal sealed bidding;

WHEREAS, Title 39.04 RCW establishes a uniform process for awarding such contracts for small works and materials, supplies, and equipment including development and use of the small works roster and vendor list;

WHEREAS, Title 39.80 RCW establishes requirements for the procurement of professional services including use of a Consultant Roster;

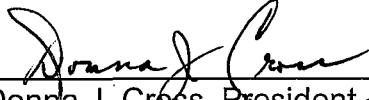
WHEREAS, all District employees are required to comply with these laws and regulations as they relate to their job duties; and

WHEREAS, the "District" desires to compile the State laws and regulations related to purchasing, as well as District guidelines, policies, and practices, in one publication to provide District staff with the tools for initiating purchases that meet all requirements of law; and

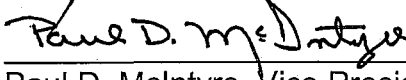
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF ALDERWOOD WATER & WASTEWATER DISTRICT, SNOHOMISH COUNTY, WASHINGTON that:

1. The District *Purchasing Manual* as presented, a copy of which is attached hereto as Exhibit "A", is hereby approved and the policies and procedures relating to purchasing as set forth therein, and as may hereinafter be amended, are hereby adopted.
2. The District purchasing policies and procedures as set forth in the *Purchasing Manual* comply with State laws and regulations related to purchasing of materials, supplies, equipment, work, and services are subject to review and may be changed by the District at any time to incorporate regulatory changes.
3. Contracts for materials, work, and services may be let in accordance with the provisions of Title 39.04.155 RCW, Title 39.04.190 RCW, and Title 39.80 RCW and as may hereinafter be amended. Procedures for implementation of the provisions are included in the District *Purchasing Manual* and subsequent amendments.
4. If there is a conflict with the language of the *Purchasing Manual* and State law, State law shall be followed.

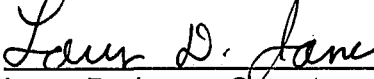
ADOPTED by the Board of Commissioners of the Alderwood Water &
Wastewater District, Snohomish County, Washington, at a regular meeting thereof this
17th day of February 2009.




Donna J. Cross, President



Paul D. McIntyre, Vice President



Larry D. Jones, Secretary

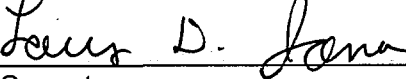


Roy N. George, Commissioner



Laren W. McLaren, Commissioner

ATTEST:



Secretary