

City of Cheney
Chapter 2.82
PUBLIC WORKS CONTRACTS AND PURCHASES

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2.82.010 Authority.

The ordinance codified in this section is adopted pursuant to Chapter 138, Laws of 2000, amended RCW 39.04 and other laws regarding contracting for public works by municipalities, allowing certain contracts to be awarded by a small works roster process. (Ord. S-72, § 2, 2002; Ord. K-52 § 1, 1979).

2.82.020 Contracts and small works roster authorized-Cost-Number of rosters.

The city need not comply with formal sealed bidding procedures for public works projects, where the estimated cost does not exceed two hundred thousand dollars, which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the city may use the small works roster procedures for public works projects as set forth herein. For the purpose of this section, the term public works shall include the construction, building, renovation, remodeling, alteration, repair, or improvement of real property other than ordinary maintenance. For the purpose of this section, the term city shall include all departments of the city. The city may create a single, general small works roster, or may create a small works roster for different specialties or categories of anticipated work. (Ord. S-72, § 3, 2002; Ord. K-52 § 2(a), 1979).

2.82.030 Small works roster-Composition-Publication.

The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the city as a condition of being placed on a roster or rosters. At least once a year, the city shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. An inter-local contract or agreement between city and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions. (Ord. S-72, § 4, 2002; Ord. K-52 § 2(a), 1979).

2.82.040 Small works roster-Informal bid process.

The following procedures shall be adhered to whenever the city wishes to use the small works roster without advertising for bids:

(1) The city shall prepare invitations for written quotations that shall include an estimate of the scope and nature of the work to be performed together with all other pertinent information.

(2) Quotations shall be solicited from all qualified contractors on the small works roster for projects that are less than one hundred thousand dollars. The city shall have the right to choose to solicit quotations from all or less than all of the qualified contractors on the small works roster for projects that are between one hundred thousand dollars and two hundred

thousand dollars. Should the city choose not to solicit quotations from all of the qualified contractors for projects between one hundred thousand dollars and two hundred thousand dollars, then the city shall notify said contractors. Notification shall occur either by publishing a notice in the legal newspaper in general circulation in the area, or with direct notification via mail, facsimile or by electronic means.

(3) At the time quotations are solicited, the city shall not inform a contractor of the terms or amount of any other contractor's quotation/bid for the same project;

(4) A written record shall be made of each contractor's quotation on the project and of any conditions imposed on the quotation bid. Immediately after an award is made, the quotation obtained shall be recorded, open to public inspection, and available to telephone inquiry.

(5) The city department head or his/her designee shall present the city council with all quotations along with a recommendation to award the bid to the lowest responsible bidder or to reject all bids. (Ord. S-72, § 5, 2002: Ord. K-52 § 2(b), 1979).

2.82.050 Small works roster-Determining lowest responsible bidder-Award of contract-Posting.

The city shall award the contract for the public works project 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 council may call for new bids. In addition to price, the City shall take into account the following:

- (1) The ability, capacity, and skill of the bidder to perform the contract;
- (2) Whether the bidder can perform the contract within the time specified by the city;
- (3) The quality of the bidder's performance of previous contracts or services;
- (4) The previous and existing compliance by the bidder with laws relating to the contract or services.

The city council shall review the quotations and recommendation of the department head and award the public works contract to the lowest responsible bidder as determined under this section. Immediately after the contract award is made, a written record of each contractor's bid shall be open to public inspection.

At least once every year a list of the contracts awarded under the small works process shall be furnished to the city council and made available to the general public. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection. (Ord. S-72, § 6, 2002: Ord. K-52 § 2(b), 1979).

2.82.060 Purchase bids.

A call for bids for purchases between two thousand dollars and four thousand dollars may be dispensed with for any purchases of supplies, materials, equipment or services, other than professional services, except for public works improvement; provided, however, that the city of Cheney secure telephone and/or written quotations from enough vendors to assure a competitive price; such contract for the purchase of materials, equipment or services shall be awarded to the lowest responsible bidder; immediately after the award is made, the bid quotations obtained shall be recorded and open to public inspection and available to telephone inquiry. (Ord. K-52 § 3, 1979).