Equipment, Supplies, & Materials
Purchasing Decision Tree

Purchase of Equipment, Supplies, or Materials
Examples: Pumps, Pipes, Meters, Vehicles, Safety Equipment, Warehouse Stock, Personal Protective Equipment, Stationary, Office Supplies, Office Furniture (List is not all inclusive)

Is the purchase related to a "Public Works" project?

Is the estimated purchase cost more than $50,000?

Estimate purchase cost.

Is the purchase estimated to cost more than $300,000?

Do you want to use the competitive bidding process?

Is the purchase estimated to cost less than $30,000?

Award Contract, make purchase, and document per RCW 39.04.280 & District Procedure

Ask and Answer the Following Questions About the Purchase
- Is there only one supplier available for the item to be purchased?
- Is it necessary for the item to come from a special facility and only one is available?
- Does an Emergency Condition exist?
- Has the General Manager or Designee declared an Emergency?
- Is the purchase necessary for work being performed by outside contractors?
- Is the purchase necessary for work, construction, alteration, repair, or improvement to District property, facilities, or equipment that would not be considered "Ordinary Maintenance"?

Ordinary Maintenance is work that is performed on a regularly scheduled basis (e.g. daily, weekly, monthly, etc. but not less frequently than once per year), to service check, or replace items that are not broken, or work that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary.

Use of Small Works Roster or Competitive Bid Process Allowed RCW 39.06.050(1)

Use of Vendor List or Purchasing Roster Allowed RCW 39.06.050(3,4)

Follow District purchasing procedures not covered under RCW

Competitive Bids Required RCW 57.08.050(1)

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