

## KITSAP COUNTY PURCHASING MATRIX

| DESCRIPTION  | \$0 - \$3,500   | \$3,501 - \$25,000  | Over \$25,001   | Local Preference  |   |
|--|---|---|---|---|---|
| Purchase material, equipment, maintenance & personal property leases.<br>Applicable Codes:<br>RCW 36.32.240<br>RCW 36.32.245<br>RCW 39.04.190<br>RCW 39.30.040<br>Kitsap County Code:<br>4.116 | <b>RESPONSIBLE PARTIES</b><br>Orders may be placed by the Departments.<br><br><b>Department:</b> Orders may be placed by the department directly. Contract compliance maybe required,<br><br><b>Purchasing:</b> A purchase order must be issued for all electronic purchases and may be used in lieu of a contract for services.<br><br><b>Exceptions:</b> See footnote.<br><br><i>* A purchase order must be issued from the Kitsap County Purchasing Office for all electronic purchases. Exceptions, Letter dated 01/14/2009.</i>                              |   | <b>RESPONSIBLE PARTIES</b><br>Both individual Departments and Purchasing.<br><br><b>Department:</b> Prepares a requisition, includes the product description or specifications if known, obtains approvals, and forwards to Purchasing.<br><br><b>Purchasing:</b> Obtains 3 to 5 quotes, issues a purchase order and places the order.<br><br><b>Exceptions:</b> Interlocal Agreements and State Contracts are exempt from the quote process. Contract compliance is required. See footnote.  | <b>RESPONSIBLE PARTIES</b><br>The Department issues a Requisition and obtains approvals<br><br><b>Department:</b> Prepares a requisition, includes the product description or specifications if known, obtain approvals, and forwards to Purchasing.<br><br><b>Purchasing:</b> <u>Formal Bid process.</u> Min. Advert: 13 days and publish in legal paper. Bid bond or 5% of contract amt in form of certified check or MO.<br><br><b>Exceptions:</b> Interlocal Agreements and State Contracts. Contract compliance is required. See footnote. | <b>RESPONSIBLE PARTIES</b><br>All Departments.<br><br><b>Local Preference</b><br>The County may take into consideration tax revenue it would receive when purchasing from a supplier located within its boundaries Approximately 1.1 %. |
|  | Public works projects.<br>RCW 39.04<br>RCW 39.30.040<br>Kitsap County Code:<br>3.56<br>4.116  | <b>\$0 - \$3,500</b>  | <b>\$3,501 – \$200,000</b>  | <b>Over \$200,000</b>   | <b>Local Preference</b>   |
|  | <b>RESPONSIBLE PARTIES</b><br>Order may be placed by Departments.   | <b>RESPONSIBLE PARTIES:</b> Both individual Departments and Purchasing.<br><br><b>Department:</b> Prepares a requisition, includes the project specifications if known, obtains approvals, includes contract sample, and forwards to Purchasing.<br><br><b>Purchasing:</b> <u>Informal Bid process</u> using the Small Works Roster and proceed with contract. A purchase order may be used for labor projects up to \$25,000.<br><br>Prevailing Wage, Certificate of Insurance and Performance Bond or 50% retainage required.<br>No advertising required. | <b>RESPONSIBLE PARTIES:</b> Both individual Departments and Purchasing.<br><br><b>Department:</b> Prepares a requisition, includes the project specifications if known, obtains approvals, includes sample contract, and forwards to Purchasing.<br><br><b>Purchasing:</b> <u>Formal Bid Process.</u> Min. advert: 13 days & publish in legal paper.<br><br><b>Exceptions:</b> Contracting for the road construction projects, Architect and Engineering services and Personal Services acquisition related to road construction projects. This exception applies only to the Wastewater and Road Division of Public Works.<br><br>Prevailing Wage, Insurance and Bonding required. | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br><b>Local Preference</b><br>The County may take into consideration tax revenue it would receive when purchasing from a supplier located within its boundaries Approximately 1.1 %.   |   |
|  | <b>Department</b><br>Order may be placed by the department directly. Contract compliance required, prevailing wages, Certificate of Insurance and Performance Bond or 50% retainage required.<br><br><b>Purchasing</b><br>A purchase order may be used for labor projects for up to \$25,000.<br><br><b>Exceptions</b><br>Contracting for road construction projects Architect and Engineering services and Personal Services acquisition related to road construction projects. This exception applies only to the Wastewater and Road Division of Public Works. | <b>Exceptions:</b> Contracting for the road construction projects, Architect and Engineering services and Personal Services acquisition related to road construction projects. This exception applies only to the Wastewater and Road Division of Public Works.   |   |   |   |

| DESCRIPTION  |  | Local Preference  |
|--|--|---|
| <b>Personal Services</b><br>RCW 36.32.245<br>RCW 39.04.190<br>Kitsap County Code:<br>3.56<br>4.116   | <b>Department</b><br>The document preparation and contract process is the department's responsibility. The contract review procedures must be observed.<br><br><b>Purchasing</b><br>None.<br><br><b>Exceptions</b><br>Contract compliance is required. See footnote  | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br>Personal services are selected by qualifications only.<br><br><b>Local Preference</b><br><b>Non-applicable</b>  |
| <b>Request For Proposal (RFP)</b><br>RCW 36.32.245<br>Kitsap County Code:<br>3.56<br>4.116<br>Kitsap County Ordinance:<br>255-2001<br>306-2003 | <b>Department</b><br>The proposal preparation and contract process is the department's responsibility.<br><br><b>Purchasing</b><br>After the proposal is prepared Purchasing will advertise, print, distribute the Request for Proposal (RFP), and collect all responses. The responses will be turned over to the department for review and the contract process.<br><br><b>Exceptions</b><br>See footnote.   | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br>Request for Proposals are a qualifications and negotiation process.<br><br><b>Local Preference</b><br><b>Non-applicable</b>                                     |
| <b>Architect and Engineers</b><br>RCW 39.80.<br>Kitsap County Code:<br>3.56<br>4.116   | <b>Department:</b> The proposal preparation and contract process is the department's responsibility. The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the County determines are fair and reasonable.<br><br><b>Purchasing:</b> After the proposal is prepared Purchasing will advertise, print, distribute the Request for Qualifications (RFQ), and collect all responses. The responses will be turned over to the department for review and the contract process.<br><br>Twice annually Purchasing will advertise in the County's legal newspaper requesting professionals practicing this profession to submit a statement of qualifications and performance data.<br><br><b>Exceptions:</b> None. | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br>Architect and Engineering services are selected by qualifications and negotiation.<br><br><b>Local Preference</b><br><b>Non-applicable</b>                      |
| <b>Electronic Information Systems.</b><br>RCW 39.04.270<br>Kitsap County Code:<br>3.56<br>4.116  | <b>Department</b><br>After the procurement process formal bid or proposal process the Agency shall negotiate a contract with the most qualified firm for electronic data processing and telecommunications systems at a price which the County determines is fair and reasonable.<br><br><b>Purchasing</b><br>After the proposal is prepared Purchasing will advertise, print, distribute the RFP and collect all responses. The responses will be turned over to the department for review and the contract process.<br><br><b>Exceptions</b><br>See footnote.  | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br>Electronic Data Processing & Telecommunications Systems are selected by qualifications and negotiation.<br><br><b>Local Preference</b><br><b>Non-applicable</b> |
| <b>County Leases</b><br>RCW 36.34.205<br>Kitsap County Code:<br>3.56<br>4.116  | <b>Department</b> <ol style="list-style-type: none"> <li>1. When a Department is looking for a property or space or lease they use the contract review process.</li> <li>2. When a Department has County owned property to be leased they need to use the formal bid process.</li> </ol> <b>Purchasing</b> <ol style="list-style-type: none"> <li>1. None.</li> <li>2. After specifications or request is received from the department Purchasing uses the formal bid process <u>highest</u> responsible bidder.</li> </ol> <b>Exceptions</b> <ol style="list-style-type: none"> <li>1. None.</li> <li>2. None.</li> </ol>   | <b>RESPONSIBLE PARTIES:</b> All Departments.<br><br><b>Local Preference</b><br><b>Non-applicable</b>  |

Information Services is required to review all proposed procurements of data processing hardware, software, data telecommunications, automated record storage systems and computer services contracts.