

RESOLUTION NO. _____

ADOPTING A PROCEDURE TO SECURE TELEPHONE OR WRITTEN QUOTATIONS FOR PURCHASES OF MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES WITH A DOLLAR VALUE ESTIMATED BETWEEN \$10,000 AND \$50,000.

WHEREAS, RCW 52.14.110 authorizes fire protection districts to purchase equipment, supplies, and materials up to \$50,000 without implementing a formal bid process; and,

WHEREAS, RCW 39.04.190 provides a purchase contract process for the Board of Fire Commissioners;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of _____ County Fire Protection District No. _____ authorizes the administrator of the district to use the purchase contract process resolution to purchase equipment, supplies, materials, and services with a dollar value estimated between \$10,000 and \$50,000 established by RCW 52.14.110 under the following procedures:

1. At least twice per year, the fire district shall publish in a newspaper of general circulation within the jurisdiction a notice of an existence of vendor lists.
2. The fire district shall solicit names of vendors who are licensed to do business in the state of Washington and/or the United States of America.
3. The fire district shall secure telephone quotes or written quotations from at least three vendors, when possible, to assure a competitive bid is established for purchasing equipment, materials, supplies, or services.
4. The fire district shall award the purchase contract to the lowest responsible bidder as defined in RCW 43.19.1911.
5. After the award is made, the Board of Fire Commissioners or district representative shall immediately record the successful bid. The successful bid is open for public inspection and shall be available by telephone inquiry.
6. The goal and objective of this process is to assure a fair and competitive procedure which will ensure the best possible price.

Adopted by the Board of Commissioners of _____ County Fire Protection District No. _____ at a regular open public meeting of such board on _____ day of _____, 2_____, the following commissioners being present and voting.

Commissioner

Commissioner

Commissioner

Secretary