Work to Be Performed By Outside Contractor

Purchasing Decision Tree

All work contracted to be performed by others is "Public Work"

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**Contracting of Work to Be Performed By Outside Contractor**
Examples: Equipment repair, concrete work, sewer TV service, printing, electrical, construction, mechanical, plumbing, etc. (List is not all inclusive)

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**Is the project exempt from competitive bidding requirements?**
RCW 39.04.260

- No
- Yes

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**Estimate project cost.**

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**Is the cost estimated to be >$300,000?**

- No
- Yes

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**Use of Small Works Roster or Competitive Bid Process Allowed**
RCW 57.08.050(2)

- No
- Yes

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**Ask and Answer the Following Questions About the Purchase**

- Is there only one vendor available to perform the work needed?
- Does an Emergency Condition exist?
- Has the General Manager or Designee declared an Emergency?

If you answered "Yes" to any of the questions above, follow the "Yes" line.

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**Award Contract, make purchase, and document per RCW 35.04.260 & District Procedure.**

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**Refer to Small Works Roster Purchase Instructions.**

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See Section 1 of Purchasing Manual.

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See Section 2 of Purchasing Manual.

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Date: 9/25/09