

From Arlington 2017 *Financial Management Policies* manual.

Purchasing Policies and Procedures

- A Purpose. This policy is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible. The integrity, efficiency, and effectiveness of Arlington's procurement functions are critical elements of sound government.
- B. Policy statement.
- a. The City desires a fair and open process for procurement of goods and services that is free from the potential for bias and conflict of interest. In addition, the City desires consistent and appropriate practices for solicitations and contracting. All procurements of goods and services shall provide the City with the best quality and best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any requested purchase that is not included in the current City budget shall be pre-approved by the Department Director, City Administrator, or City Council, based on allowable signing authority. All purchases made by the City shall ultimately be approved by the City Council through the voucher approval process.
 - b. All City of Arlington departments shall make a good faith effort to purchase goods within the City when they are available and suitable to City needs at a price that is competitive. Departments are expected to procure goods and services that are of high quality and that perform for their intended purpose, and to use good judgment during the procurement process.
 - c. The Finance department is charged with developing administrative procedures to implement this policy. Procedures should ensure the fiscal responsibility of the City in expending resources for goods and services for City operations. The procurement procedures of the City shall be based on guidelines provided in the Revised Code of Washington, by the State Auditor's Office, and by Municipal Research Services Center.
 - d. The purchasing procedures of this policy govern the purchase of supplies, materials and equipment, nonprofessional and professional services, and public works contracts. These policies authorize the City to procure goods and services through the small works roster process as defined in Section VI.D. The small works roster procedures are established for use by the City, pursuant to RCW 35.23.352, 35A.40.210 and Chapter 39.04 RCW. Leases of equipment or other personal property shall follow procedures for purchase of goods, with the aggregate of lease payments used in lieu of purchase price. Purchase or lease of real estate, franchise agreements, and intergovernmental or inter-local agreements will be entered into in accordance with state law.
 - e. Each City Department purchases specialty items unique to their function and items that are purchased just in time to make necessary repair or to keep equipment and amenities in safe a good working order. All department directors will make good faith effort to utilize a central purchasing for purchases of consumable goods and reoccurring purchases. This will enable the best value by combining orders and purchasing in bulk on larger quantities when possible.

C. Definitions.

- a. "Architectural and engineering services" means professional services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (Chapter 18.08 RCW), professional practice of engineering and land surveying (Chapter 18.43 RCW), and/or professional practice of landscape architecture (Chapter 18.96 RCW).
- b. "Contract Authorization Summary" outlines the levels at which managers, uireclurs, or Lhe Mayor may cummil Lite Cily Lu a cuntracl. Allached as Exhibit B.
- c. "Formal competitive bid" is the process of advertising and receiving sealed written bids from perspective vendors. The selection of the vendor is primarily based on the lowest cost from a responsible vendor.
- d. "Informal competitive quotes" are price quotes from vendors that are obtained using a variety of mediu ms such as phone, fax, e-mail, or writing. Results must be documented. The selection of the vendor is primarily based on the lowest cost from a responsible vendor.
- e. "Inter-local agreements" are the exercise of governmental powers in a joint or cooperative undertaking with another public agency.
- f. "Life cycle cost" means the total cost of an item to the City over its estimated useful life, including costs of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life.
- g. "MSRC Small Works and Consultant Roster" is a shared statewide small public works and consultant roster service managed by the Municipal Research and Services Center of Washington used by Washington state local public agencies. The Small Works and Consultant Roster is maintained and operated in full compliance with state laws and purchasing requirements.
- h. "Nonprofessional services" are services that are purchased by the City for which the contractor receives specific instructions and guidance from the City and does not meet the definition of professional services, architectural and engineering services, or public works projects. Examples include machine repair, debt collection services, temporary service agencies, credit card services, equipment service agreements, auctioning services, delivery services, inspections, advertising, etc.
- i. "On-call contract" means a contract that is awarded with general provisions for the services to be rendered. As services are to be rendered, specific task orders are initiated that are to be completed by the contracting firm.
- j. "Ordinary maintenance" is work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary.
- k. "Prevailing Wage" is defined as the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and

Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

1. "Professional services" are services provided by consultants that provide highly specialized, generally one-time expertise to solve a problem or render professional opinions, judgments or recommendations. The labor and skill involved to perform these types of services are predominately mental or intellectual, rather than physical or manual. Examples include graphics design, advertising, analysis, financial expertise, accounting, artists, attorneys, bond brokers, computer consultants, insurance brokers, economists, planners, real estate services, etc. This term does not include architectural and engineering services.
- m. "Public work," as defined in RCW 39.04.010, means a complete project, and includes all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City or which is by law a lien or charge on any City property. Public work projects include the related materials, supplies and equipment to complete the project. For purposes of this policy, the term "public work" may include contracts for maintenance of City facilities or real property (i.e. janitorial services).
- n. "Request for proposals (RFP)" means a process that requests interested firms to submit a statement of their proposal for completing a project. Proposals are then evaluated based on the idea, including originality, suitability, practicality, expertise, etc. Proposals may be selected based on the quality of the proposal, experience, cost, and references.
- o. "Request for qualifications (RFQ)" means a process that requests interested consultants to submit a letter of interest and a statement of their qualifications. Consultants are evaluated upon their qualifications, expertise, and references. Cost cannot be a consideration until after a consultant has been selected at which point the price may be negotiated.
- p. "Small works roster" is a roster of qualified contractors maintained for use in a modified formal bid process. When the contract amount for a public works project is within the limits set forth by RCW 39.04.155, a city may follow the small works roster process for construction of a public work or improvement as an alternative to formal competitive bid requirements.
- q. "Small Works Roster Manual for Local Governments" is a manual prepared by the Municipal Research & Service Center of Washington (MRSC) that contains state laws and regulations regarding small works contracting.
- r. "Sole Source" occurs when competition among potential vendors is not possible for a particular procurement. These situations may occur when; there is clearly and legitimately only one source capable of supplying the subject matter, when there are special market conditions that result in only one source and in the event of an emergency.
- s. "Vendor list" means the process to award contracts for the purchase of any materials, equipment, supplies or services in lieu of formal sealed bidding pursuant to RCW 39.04.190.

D. General provisions.

- a. Grant funded projects may have additional regulations required for expending federal and state funding. The signature authority as outlined in the Contract Authorization Summary gives authorization to sign state and federal grant documents, the department director and/or finance director have signature authority to sign reimbursement request documents.
- b. Breaking Down or Splitting Purchases. The breaking down, or splitting, of any purchase or contracts into units of phases for the purpose of avoiding the maximum dollar amount is prohibited.
- c. It shall be the responsibility of the Central Purchasing Coordinator and City Clerk to ensure MRSC rosters and vendor lists are maintained, paid for and advertised as may be required by state law.
- d. Amendments and Change Orders.
 - i. Amendments or change orders to contracts, including inter-local agreements, which result in the final contract amount (original contract amount plus all change orders) in excess of purchase limits identified in this policy may be approved:
 1. By the City Administrator if the excess is 5% over the purchase limit.
 2. By the Mayor if the excess is 10% over the purchase limit.
 3. By City Council if the excess is more than 10% over the purchase.
 - ii. Contract amendments that keep the final contract amount within purchase limits may be administratively approved by the Department Director within signing authority.
 - iii. Contract amendments that are strictly a change in contract expiration date may be administratively approved by the Department Director.
- e. Signature Authority. The Mayor may delegate his/her signature authority to other City employees (City Administrator, Department Director, and Division Manager) as deemed appropriate.

E. Purchase of materials, supplies or equipment.

- a. Purchasing Limitations. Purchase limitations apply to the cost of individual items or the sum of the same items purchased at the same time to fulfill a specific business need, which are not part of a public works project as defined by RCW 39.04.010 and these policies. Cost is inclusive of sales tax, delivery charges and any related miscellaneous charges. Limits shown and processes identified in the Contract Authorization Summary shall be followed when authorizing the acquisition of materials, supplies or equipment.
- b. Exceptions to Purchasing Limitations (RCW 39.04.280). The Mayor is authorized to allow open market purchases without obtaining the regularly required competitive quotes or bids under the following conditions:
- c. Special Market Conditions. When supplies or used equipment is offered at a very favorable price and will be sold before the City will have a chance to complete the bidding process. It is possible to procure obvious bargains through the procurement of surplus or distress material, supplies or equipment without

following bidding procedures

- d. Auctions. RCW 39.30.045 authorizes the City to acquire supplies, materials, and equipment through an auction conducted by the United States or any agency thereof, an agency of the state of Washington, a municipality or other government agency, or any private party, without quotations or bids, if the items to be purchased can be obtained at a competitive price.
- e. Inter-local Joint Purchasing Agreements. Materials, equipment, supplies and services may be purchased under RCW 39.34.080 using joint purchasing agreements with a city, county, state or other public agency where bid requirements of this policy have been followed by the cooperating agency in obtaining bids. Originating agency's bid process shall be vetted to assure compliance with all applicable laws.
- f. Sole Source Procurement. A contract for the purchase of materials, supplies, or equipment may be awarded without complying with the bidding requirements of this policy when the department director determines in writing, subject to council approval through resolution, after conducting a good faith review of available resources, that there is only one source of the required materials, supplies, or equipment. The department director or his/her designee shall conduct negotiations, as appropriate, as to price, terms, and delivery time. Sole source purchases shall be made available for public inspection.
- g. No Bids or Quotations Received. When no bids or quotations are received in response to an invitation to bid or request for quotations, the department director or his/her designee is authorized to procure the required item through direct negotiations with a vendor or to rebid as the Mayor or designee deems appropriate.
- h. Emergency Procurements. Notwithstanding any other provisions of this policy, the Mayor or designated agent may make or authorize others to make emergency procurements of materials, supplies, equipment, or services without complying with the requirements of this section when there exists a threat to public health, welfare, or safety or threat to proper performance of essential functions; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the City Council at the next subsequent meeting. The City must produce a negotiated contract for each emergency purchase within fourteen (14) days of procurement or the work being performed.
- i. RCW 39.04.280 allows waiving of competitive bidding for the purchase of insurance and bonds.
- j. Informal Competitive Quotes - Materials, Supplies or Equipment over \$3,000 up to \$7,500.
 - i. A City representative shall make an effort to contact at least three vendors. The number of vendors contacted may be reduced if the item being sought

is only available from a smaller number of vendors. When fewer than three quotes are requested or if there are fewer than three replies, an explanation shall be placed in the procurement file.

- ii. Whenever possible, quotes will be solicited on a lump sum or fixed unit price basis.
 - iii. At the time quotes are solicited, the City representative shall not inform a vendor of any other vendor's quote.
 - iv. A written record shall be made by the City representative of each vendor's quote on the materials, supplies, or equipment, and of any conditions imposed on the quote by such vendor.
 - v. All of the quotes shall be collected and presented at the same time to the appropriate designee as appropriate for consideration, determination of the lowest responsible vendor and award of purchase.
 - 1. Whenever there is a reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected and the City may obtain new quotes or enter into direct negotiations to achieve the best possible price. In this case, the department shall document, in writing, the basis upon which the determination was made for the award.
- k. Vendor Lists - Materials, Supplies or Equipment between \$7,501 and \$15,000
- i. The use of vendor lists is authorized by RCW 39.04.190 and whenever possible, requires at least 3 written, informal quotes.
 - ii. Vendor lists must be solicited at least twice per year in a newspaper of general circulation.
 - iii. Contracts must be awarded to the lowest responsible bidder.
 - iv. Immediately after the award from a vendor list, all bid quotations must be recorded and made open to public inspection.
 - v. At least every two months, the agency must post a list of contracts awarded using each list, including the date, the name of the contractor, the amount of the contract and a brief description of the items purchased.
- l. Formal Competitive Bid - Materials, Supplies, or Equipment over \$15,000
- i. General. Unless otherwise specifically approved by the City Council, all contracts relating to the purchase of materials, equipment, or supplies shall be in accordance with the City budget.
 - ii. Invitation for Bids. An invitation for bids shall be issued which shall include the specifications and the contractual terms and conditions applicable to the procurement.
 - iii. Public Notice. Public notice of the invitation for bids shall be published at least once in a newspaper of general circulation within the City, not less than 13 calendar days prior to the date set forth therein for the opening of bids, unless for good cause shown, the City Council authorizes a different period of time. The public notice shall state the date and time of bid opening. Bids not received by the date and time stated for bid opening will

- not be accepted or considered.
- iv. Bid Opening. Bids shall be opened publicly and recorded at the time and place designated in the invitation for bids.
 - v. Withdrawal of Bids - Cancellation of Awards. Bids may be modified or the bid may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for opening. After bid opening, withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence presented in a sworn affidavit or declaration submitted no later than 5:00 p.m. on the first business day after bid opening, that a clerical mistake was made and not a mistake in judgment, and the bid price actually intended. All decisions to permit the withdrawal of bids after bid opening, or to cancel awards or contracts based on bid mistakes, shall be made by the Mayor after consulting with legal counsel.
 - vi. Award. The City Council shall award purchases for amounts greater than the limits as identified in the City budget and for purchases not included in the adopted budget. The award of bid shall be made to the lowest responsible bidder whose bid meets the specifications and evaluation criteria set forth in the invitation for bids. The City may reject all bids at its discretion.
 - vii. All purchases of over \$7,500 (including tax) will have a completed and approved Capital Outlay Form submitted to the finance department prior to the purchase of materials, supplies, or equipment.
 - viii. Lowest Responsible Vendor. The following factors, in addition to price, may be taken into account by the City in determining the lowest responsible vendor; these criteria shall also apply in selecting products or services either offered with, or associated indirectly with, City programs or facilities:
 - ix. Any preferences provided by law to local products and vendors;
 - x. The ability, capacity, and skill of the vendor to perform the contract;
 - xi. The character, integrity, reputation, judgment, experience, and efficiency of the vendor;
 - xii. Whether the vendor can perform the contract within the time specified;
 - xiii. The quality of performance of previous contracts or services;
 - xiv. The previous and existing compliance by the vendor with laws relating to the contract;
 - xv. Such other information as may be secured having a bearing on the decision to award the contract.
 - xvi. Life Cycle Costing. In considering the purchase of materials, equipment, supplies, whenever there is a reason to believe that applying the "life cycle costing" method of quote evaluation would result in the lowest total cost to the City, first consideration shall be given to purchases with the lowest life cycle cost which complies with the specifications.
 - xvii. Recycled Products. The City shall also seek to maximize purchase of products using recycled materials and products suitable for recycling, unless the purchase will result in an unreasonable increase in price or

degradation of quality or performance over comparable products.

F. Public works projects.

- a. Purchasing Procedures. Procedures for any public work or improvement shall be governed by RCW 35.23.352. At such time as the City's population exceeds twenty thousand, purchases shall be governed by RCW 35.22.620.(RCW 35A.40.210) Cost for a public works project includes all amounts paid for materials, supplies, equipment, and labor on the construction of that project which is inclusive of sales tax, unless exempted by law.
- b. Purchasing Limitations. The Mayor may authorize the purchase and execution of public works projects equal to or less than the dollar threshold for small works projects as provided under RCW 39.04.155 as amended.
- c. Competitive Bids. "Craft" or "trade" means a recognized construction trade or occupation for which minimum wage categories are established by the Department of Labor and Industries of the State of Washington in the locality of the City's projects or purchases.
 - i. Projects for single craft or multiple crafts with a reasonably anticipated price equal to or less than the dollar thresholds as provided under RCW 35.23.352, as amended, require a minimum of 2 - 4 written quotes. All purchases require an executed contract.
 - ii. Projects for single craft or multiple crafts with a reasonably anticipated price higher than the dollar thresholds as provided under RCW 35.23.352, as amended, up to the limits set forth by RCW 39.04.155 as amended shall either use the small works roster or a formal competitive bid procurement process. All purchases require an executed contract.
- d. Small Works Roster. There is established for the City of Arlington a small works roster contract award process for accomplishment of public works projects with an estimated value threshold as provided under RCW 39.04.155, as amended.
- e. Roster List. The City of Arlington shall contract with the Municipal Research and Service Center (MRSC) annually to establish, maintain and manage a current roster of eligible contractors from which the City may solicit bids for work on Small Public Work Projects (Projects \$300,00 and under).
- f. Process. Whenever work that has received City Council approval in the current budget, or otherwise been approved by the City Council, is sought to be accomplished using a small works roster, a City representative shall obtain telephone, written or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as follows:
 - i. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

- ii. Quotations shall be invited from all contractors in the appropriate category of the small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If the estimated cost of the work is \$150,000 or more but less than or equal to the dollar threshold for small works projects as provided under RCW 39.04.155, as amended, the City may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City has the sole option of determining whether this notice to the remaining contractors is made by:
 - 1. Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - 2. Mailing a notice to these contractors; or
 - 3. Sending a notice to these contractors by facsimile or other electronic means.
- iii. For purposes of this policy, "equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the City representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- iv. A written record shall be made by the project manager of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
- v. At least once every year, the City Clerk or his/her designee shall provide a list of the contracts awarded under this process to the City Council and to the general public. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased 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.
- g. Determining Lowest Responsible Bidder. Where bidders have not been prequalified, the City shall award the contract for the public works project to the lowest responsible and qualified bidder; provided, all bids may be rejected and the City may call for new bids.
- h. Cancellation of Invitations for Quotations or Bids. An invitation for quotations or bids may be canceled at the discretion of the department director. The reasons shall be made part of the contract file. Each invitation for quotations or bids issued by the City shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties that have been provided with a copy of the invitation. The notice shall identify the invitation for quotations or bids and state briefly the

reasons for cancellation.

- i. Limited Public Works Process. The City may use the limited public works process to award public works projects as provided under RCW 39.04.155, as amended.
- j. Formal Competitive Bid. For public works not using a small works roster, the formal competitive bid process, as defined by applicable 'RCW's, shall be used.
- k. Bid Deposit, Performance Bond and Non-collusion Affidavit for Public Works Improvement Projects. Whenever competitive quotes or bids are required, a bidder may be required make a deposit in the form of a certified check or bid bond in an amount equal to not less than five percent of the total bid, which percentage shall be specified in the call for bids. As part of any bid submitted, the bidder shall be required to warrant that the bid is a genuine bid, and that he/she has not entered into collusion with any other bidder or any other person. All public works contractors shall furnish a performance bond in an amount equal to the total amount of the contract and an executed and notarized non-collusion affidavit on a form approved by the City Attorney. In lieu of a performance bond on contracts of \$35,000 or less, per RCW 39.08.010, a contractor may choose to have 50 percent of the contract retained for a period of 30 days after the date of final acceptance.

G. Contracts and Agreements for Services.

- a. Purchasing Limitations. Purchase limitations apply to the cost related to the acquisition of services to fill a specific business need. Cost is inclusive of any required sales tax and related expenses.
 - i. All initial agreements with governmental agencies require council approval; annual renewal or extension of existing contracts and agreements require the Mayor's approval.
- b. On-Call Service Contracts. On-call service contracts will be procured with the processes identified in subsection C below. Individual task orders of on-call service contracts shall not exceed \$50,000.
- c. Process.
 - i. Architectural, Landscape Architectural, and Engineering Services Contracts. Procedures set forth in Chapter 39.80 RCW shall be followed for contracts for architectural and engineering services, as defined in RCW 39.80.020.
 - ii. Roster. The City of Arlington shall contract with the Municipal Research and Service Center (MRSC) to establish, maintain and manage a current roster of eligible Architectural, Landscape Architectural and Engineering consultants from which the City may solicit bids for contract for providing these services.
 - iii. Contracts Less Than \$100,000. Contracts that have an estimated cost of less than \$100,000 can be procured using an informal request for qualification process. This process requires the City representative to develop a written scope of the project and any criteria used to select the service provider and then select a qualified contractor from the City's architectural, landscape architectural, and engineering service roster. If the City representative does not choose to use the appropriate roster, then a formal request for qualification process must be followed.

- iv. **Contracts Greater Than \$100,000.** Contracts that have an estimated cost in excess of \$100,000 must use a formal request for qualification (RFQ) process. The development of an RFQ along with the proper public notification shall be made in accordance with procedures adopted by the finance department in the best interest of the City; provided, however, that the Mayor may in the following circumstances waive the RFQ process for contracts greater than \$100,000, and allow the acquisition of services from the City's architectural, landscape architectural and engineering services roster:
 - 1. It is deemed in the best interest of the City to expedite the acquisition of services; or
 - 2. It can be demonstrated that there are sufficient consultants on the roster that possess the required qualifications to perform the scope of work; or
 - 3. A consultant on the City's roster has previously provided satisfactory service to the City, has previously provided services related to the specific project, and has the qualifications to perform the scope of work.
 - v. **Contract Required.** A contract is required to purchase architectural, landscape architectural, and engineering services.
 - d. **Professional and Nonprofessional Services (Services which are not Architectural, Landscape Architectural, and Engineering Services).**
 - i. **Contracts Less Than \$100,000.** Contracts that have an estimated cost of less than \$100,000 can be procured using an informal request for proposal process. This process requires the City representative to develop a written scope of the project and any criteria used to select the service provider. The City representative will use this information when selecting the contractor to provide the services. Multiple proposals are optional and at the discretion of the department director. If multiple proposals are used to make a selection, a standard process must be used for obtaining all proposals.
 - ii. **Contracts in Excess of \$100,000.** Contracts that have an estimated cost in excess of \$100,000 shall be procured using a formal request for proposal (RFP) process. The development of an RFP along with the proper public notification shall be made in accordance with procedures adopted by the finance department in the best interest of the City.
 - iii. **Contract Required.** A contract is required to purchase professional and nonprofessional services.
- H. **Sole Source Procurement.** A contract for the provision of services may be awarded without complying with the bidding requirements of this policy when the department director determines in writing, subject to Council approval through resolution, after conducting a good faith review of available resources, that there is only one source of the required services. The department director or his/her designee shall conduct negotiations, as appropriate, as to price, terms, and delivery time. Sole source purchases

shall be made available for public inspection.

I. Interlocal joint purchasing agreements.

Cooperative Purchasing. The City may enter into interlocal governmental cooperative purchasing arrangements with other public agencies similarly authorized under RCW 39.34.030 when the best interests of the City of Arlington would be served thereby. Any cooperative purchasing agreement shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties and shall be governed by the requirements of State law in regard to competitive bidding, when applicable. The competitive bid process of the original jurisdiction shall substitute for Arlington's. All interlocal joint purchasing agreements shall be presented to the City Council for prior approval. Originating agency's bid process shall be vetted to assure compliance with all applicable RCW's.

J. Real property acquisition.

a. Real Property - Mayor's Acquisition Authority. The Mayor or designee is authorized, in the following instances, to accept by gift or acquire dedications, easements, rights-of-way, fee estates or other interests in real property for use by or on behalf of the City or any department of the City:

i. Minor Acquisitions. Any such acquisition where the estimated value is less than \$10,000.

ii. All other real property acquisitions will be submitted to the City Council for approval.

b. Real Property Mayor's Leasing Authority

i. The Mayor or designee is authorized to execute leases of real property on behalf of the City where the term of the lease does not exceed one year and the consideration does not exceed \$10,000 per year as budgeted by the City Council.

ii. A lease that exceeds the limits stated in subsection (b)(i) of this section, shall be submitted to the council for approval.

K. Telecommunications and Data Processing Purchases. RCW 39.04.270 allows local governments to use a competitive negotiation process when purchasing telecommunications and electronic data processing computer equipment or software instead of traditional competitive bidding. This alternative process requires:

a. A request for proposals must be published in a newspaper of general circulation at least 13 days before the submission deadline.

b. The RFP must identify evaluation factors, including price.

c. Reasonable procedures for technical evaluation of the proposal must be used for awarding the contract.

d. The contract must be awarded to the qualified bidder whose proposal is most advantageous to the City.

e. The agency may reject all proposals for good cause and request new proposals.

CITY OF ARLINGTON CONTRACT AUTHORIZATION SUMMARY

Assumes all expenditures are included in adopted operating and capital improvement budgets. If the expenditure is **not** adopted in operating and capital improvement budgets, Council authorization of the budget amendment is required prior to contract. Additionally, if contracts/purchases are included in the adopted budget and have been approved through an applicable committee or commission, whose authority has been granted by council through Arlington Municipal Code, those contracts/purchases do not need separate approval by council.

Department Directors shall not assign signature authority to other staff.

CONTRACT TYPE	DOLLAR LIMIT	PROCESS	SIGNATURE AUTHORITY
Public Works			
Public Works-single trade or craft	Under \$40,000	Requires a minimum of 2-4 written quotes.	Department Director
Public Works- single trade of craft	\$40,001 up to \$300,000	Small works roster or competitive bids.	Up to \$50,000 - City Administrator Between \$50,001 - \$100,000 - Mayor Over \$100,001 - Council
Public Works-multi trade or craft	Under \$65,000	Requires a minimum of 2-4 written quotes.	Department Director
Public Works-multi trade or craft	\$65,001 up to \$300,000	Small works roster or competitive bids.	Between \$50,001 - \$100,000 - Mayor Over \$100,001 - Council
Public Works	Over \$300,000	Competitive bids	Council
Materials, supplies and equipment			
Materials, supplies, equipment*	Between \$3,000 and \$7,500	Requires a minimum of 3 written or verbal quotes	Department Director
Materials, supplies, equipment*	\$7,501-\$15,000	endor list	Department Director
Materials, supplies, equipment*	Over \$15,000	Formal Bid	Between \$15,001 and \$50,000 - City !Administrator Between \$50,001 - \$100,000 - Mayor Over \$100,001 - Council
Materials, supplies, equipment*	No limit	Government Bid	Up to \$15,000 - Department Director Between \$15,001 and \$50,000 - City [Administrator Between \$50,001 - \$100,000 - Mayor Over \$100,001 - Council

CONTRACT TYPE	DOLLAR LIMIT	PROCESS	SIGNATURE AUTHORITY
Maintenance & non-professional services			
Maintenance & non-professional services	Under \$50,000	Anything over \$3,000 requires a minimum of 3 quotes	Up to \$25,000 Department Director Between \$25,001 - \$50,000 City Administrator
Maintenance & non-professional services	Over \$50,000	Chosen from consultant roster	Between \$50,001- \$100,000 - Mayor Over \$100,001 - Council
Professional Service Contracts			
On-call service contracts (legal, human resources, design, development review)	Contract not to exceed \$50,000	Chosen from consultant roster	City Administrator
Non-A&E Consulting/professional services (comprehensive planning, feasibility studies, preliminary design)	Under \$100,000	Chosen from consultant roster	Up to \$25,000 Department Director Between \$25,001 - \$50,000 City Administrator Between \$50,001 - \$100,000 - Mayor
Non-A&E Consulting/professional services (comprehensive planning, feasibility studies, preliminary design)	100,001	More than \$100,001 formal RFP process	Over \$100,001 - Council
IA&E Services	Under \$100,000	Less than \$100,000 Chosen from consultant roster	Up to \$25,000 Department Director Between \$25,001 - \$50,000 City Administrator Between \$50,001 - \$100,000 - Mayor
A&E Services	Over \$100,001	More than \$100,000 formal RFQ process	Over \$100,001 - Council

*All capital purchases over \$7,500 require approval of Capital Outlay Request form by Finance Director and Administration Department.