

RESOLUTION NO. 444

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SILVER LAKE WATER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AUTHORIZING SMALL WORKS ROSTERS AND VENDOR LISTS; AUTHORIZING THE AWARD OF CONTRACTS TO ENTITIES ON THE SMALL WORKS ROSTERS AND VENDOR LISTS IN LIEU OF FORMAL SEALED BIDDING.

WHEREAS, RCW 56.08.070, 57.08.050, 39.04.155 and 39.04.190 authorize water and sewer districts to establish small works rosters and vendors lists, and to award contracts to entities on a small works roster or vendors list in lieu of the requirements for formal sealed bidding; and

WHEREAS, the Board of Commissioners of Silver Lake Water District ("District") has determined that it is in the District's best interests to establish small works rosters and vendors list pursuant to state law; **NOW, THEREFORE**,

IT IS HEREBY RESOLVED by the District as follows:

Section I. All contracts for materials or work with an estimated cost of less than \$50,000 and more than \$5,000 may be awarded as provided herein.

Section II. The District shall adopt a vendors list and a small works roster which shall consist of all responsible vendors and contractors who have requested to be placed on a roster, and where required by law are properly licensed or registered to perform work in Washington. Twice each year, the District's manager shall publish notice of the existence of the roster and vendors list in a newspaper of general circulation within the District, which shall solicit the names of contractors for the roster and vendors for the list.

Section III. The following criteria shall be used to prequalify vendors or contractors placement on a vendors list or a small works roster:

- a. The ability, capacity, and skill of the bidder or vendor to perform the contract or provide the service required;
- b. Any preferences provided by law to Washington products and vendors;
- c. The quality of the materials, supplies and equipment to be purchased;

- d. The conformity of the materials, supplies and equipment to the District's specifications;
- e. The purposes for which the materials, supplies and equipment are required;
- f. The times for delivery of the materials, supplies and equipment;
- g. Whether the bidder can perform the contract within the time specified;
- h. The previous and existing compliance by the bidder with laws relating to the contract or services;
- i. The quality of performance of previous contracts or services;
- j. The character, integrity, reputation, judgment, experience and efficiency of the bidder; and
- k. Such other information as may have a bearing on the decision to purchase the supplies, materials or equipment.

Section IV. The District's manager shall secure telephone or written quotations, or both, from the vendors or contractors on the list or roster for the appropriate category of materials or work, to assure a competitive price and to award contracts to the lowest responsive and responsible bidder as it may serve the best interest of the District. The District's invitation for quotations shall include an estimate of the scope and nature of the work and materials and equipment required. Whenever possible, at least five (5) contractors or three (3) vendors, as appropriate, shall be invited to submit quotations. Once a contractor has been afforded the opportunity to submit a quotation, that contractor shall not be offered another opportunity until all other appropriate contractors on the small works roster have been afforded an opportunity to submit a quotation on a contract. Immediately after an award of a contract is made, the District's manager shall record the quotations obtained for the contract, and shall make the bid quotations open to public inspection and available to the public by telephone inquiry.

Section V. In considering bids for purchase, lease or construction, whenever there is reason to believe that applying the "life cycle costing" method to bid evaluation would result in the lowest total cost to the District, first consideration shall be given to the bid with the lowest life cycle cost which complies with the specifications. "Life cycle cost" means the total cost of an item to the District 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. The "estimated useful life" of an item means the estimated time from the date of acquisition to the date of replacement or disposal, determined in any reasonable manner.

Section VI. Once every two (2) months a list of the contracts awarded under this resolution shall be posted at the District office. The list shall identify the contractor or vendor awarded the contract; the amount of the contract; the work performed or materials purchased; the date the contract was awarded; and where the bid quotations for these contracts are available for public inspection.

Section VII. All prior District resolutions are hereby superseded and modified to be in accordance herewith.

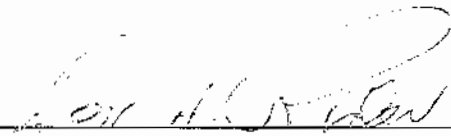
ADOPTED by the Board of Commissioners at a regular meeting of the Silver Lake Water District, Snohomish County, Washington this _____ day of October, 1994.



President and Commissioner



Secretary and Commissioner



Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 444 adopted by the Board of Commissioners of the Silver Lake Water District this _____ day of October, 1994 as said Resolution appears in the records of the Silver Lake Water District.



Secretary of the Silver Lake Water District