



PURCHASING POLICY

Adopted 04/12/2017; Amended 11/14/2018

PURCHASING POLICY

This policy sets forth the procedures that govern purchases of goods and services. The District shall purchase goods and services in a manner that will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements, pursuant to chapter 39.34.030 RCW.

General

Procurement procedures of the District shall be based on guidelines provided in the Revised Code of Washington, the State Auditor's Office, and the Municipal Research Services Center (MRSC) Procurement Policy Guidelines.

Goods, Equipment, Supplies

a. Direct Buy (Minimal Competition)

Purchases under \$7,500 (before sales tax and freight) may be completed without soliciting competition. The District will use its experience and knowledge of the market to obtain the required quality at the lowest cost.

b. Request for Quote (Informal Competition)

Purchases from \$7,500 up to \$25,000 (before sales tax and freight) shall be competitively solicited and documented.

c. Competitive Sealed Bidding (Formal Competition)

A formal, competitive process "Invitation to Bids" (ITB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$25,000 (before sales tax and freight).

Public Works

For public works projects with a cost of less than \$25,000, the District will seek competitive quotes. For public works projects with a cost of more than \$25,000, a competitive bidding process must be used in accordance with the applicable provisions of chapter 39.04.010(2) RCW. In the alternative, the District may undertake public works projects with a cost of \$300,000 or less using a small works roster process, subject to the same procedures as are established in RCW 39.04.155.

The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.

Personal and Purchased Services

Pursuant to chapter 39.80 RCW, the District is required to procure architectural and engineering services through an advertising and negotiation process. Personal services and purchased services do not require a competitive bidding process. While there are no statutory requirements on contracting for other personal or purchased services for Library Districts, the District may seek competitive quotes following the informal competition guidelines.

The following purchases are exempt from competition:

- a. Goods and services that meet an emergency requirement
- b. Purchases clearly and legitimately limited to a single source of supply
- c. Purchase of insurance or bonds
- d. Purchase of library materials

Definition of Terms

Competitive Quotes When seeking competitive quotes, the District will prepare a written solicitation document (including a description of the required services, project schedule, request for qualifications and costs and fees), send the solicitation to approximately 3-5 firms, evaluate proposals and negotiate an agreement with the lowest responsible bidder.

Competitive Bids When seeking competitive bids, the District will prepare a Request for Proposal or Invitation to Bid (including a description of the required services, project schedule, request for qualifications and costs and fees), publish legal notice, post the solicitation and information on the District's website, evaluate proposals and negotiate a contract with the lowest responsible bidder.

Invitation to Bid (ITB) The Invitation to Bid process is used for goods or services where price is the sole determining factor. The award is made to the vendor submitting the lowest bid that is responsive to the solicitation and is made by a responsible bidder.

Request for Proposal (RFP) The Request for Proposal process is used for goods and services where it is important to consider other factors such as quality and past performance. Proposals are evaluated partly on price and partly on other factors. In the interests of fairness, the evaluation criteria are disclosed in the RFP. The award is made to the responsible vendor whose proposal presents the best value to the District.

Public work means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

Personal Services are defined as activities, such as consulting, which have a primarily intellectual final product.

Purchased Services are defined as routine and repetitive in nature, which support an agency's day-to-day operation.