

POINT ROBERTS PARK & RECREATION DISTRICT #1

Procurement Policy

PURPOSE: The purpose of this policy is to promote economy, prevent fraud, favoritism, extravagance, collusion, and the suggestion of collusion. It also provides equal opportunity among those seeking to do business with the Point Roberts Park and Recreation District.

SCOPE: This policy governs the purchase of all supplies, materials and equipment, nonprofessional and professional services, and public works contracts.

DEFINITIONS:

Public Work: All work, construction, alteration, repair or improvement, other than ordinary maintenance, as defined in RCW 39.04.010.

Ordinary Maintenance: Is less complex and routine:

* Work that is not contracted but regularly performed at least once per year, including servicing, checking, or replacing items not broken; or

* Work that is not contracted and not regularly performed but is necessary to prevent repairs.

Craft or Trade: A recognized construction trade or occupation with minimum wage categories established by the Department of Labor and Industries.

Prevailing Wage: The state Public Works Act requires government contractors to pay their employees prevailing wages on public work and public building service maintenance contracts. The prevailing wage is the hourly wage, including usual benefits and overtime, paid in the largest city in each county, to the majority of workers in a particular trade or occupation, as published by the Washington State Department of Labor and Industries semi-annually in February and August, (RCW 39.12).

Services: The work of professional and technical experts, primarily “mental” vs “physical.”

Emergency: Unforeseen circumstances beyond the control of the District. If immediate action is not taken will:

* Present an immediate threat to the proper performance of essential functions; or

* Result in material loss or damage to property, bodily injury or loss of life.

Small Purchases: Purchases less than \$2,000.

REQUIRED DOCUMENTATION TO AUTHORIZE EXPENDITURES OF DISTRICT FUNDS:

For Public Works:

- * Quotes (if practical) for small purchases under \$2,000
- * Purchase Order (or letter) if \$2,000 or over, and:
 - Three phone quotes if between \$2,000 and \$7,499
 - Three written quotes if between \$7,500 and \$49,999
- * Formal bid process for work performed in excess of:
 - \$50,000 if one craft or trade is involved
 - \$75,000 if two or more crafts or trades are involved

For Supplies, Materials and Equipment:

- * Quotes (if practical) for small purchases under \$2,000
- * Purchase Order (or letter) if \$2,000 or over, and:
 - Service Contract if \$5,000 or over
 - Three phone quotes if between \$2,000 and \$7,499
 - Three written quotes if between \$7,500 and \$24,999
 - Formal bid process if \$25,000 and over.

Exceptions:

Per RCW 39.04.280, competitive bidding requirements may be waived by the Board of Commissioners for:

- (a) Purchases that are clearly and legitimately limited to a single source of supply
- (b) Purchases involving special facilities or market conditions
- (c) Purchases in the event of an emergency
- (d) Purchases of insurance or bonds
- (e) Public works in the event of an emergency.

Preference to Local Vendors:

The District will attempt to support local businesses by keeping purchases local when possible (defined as any vendor with an address in the 98281 zip code area):

- * For purchases of less than \$50,000 (\$75,000 where two or more crafts or trades are involved) that do not require a formal bid, preference may be given to any local vendor's quoted price within 10% or \$250, whichever is less, of the lowest quote received.
- * For purchases requiring a formal bid, the District is required to select the lowest responsible bidder by state law.

Revised May 29, 2014