

RESOLUTION 517

CITY OF LACEY

A RESOLUTION authorizing a procedure for securing telephone and/or written quotations from vendors.

WHEREAS, RCW 35.23.352 provides that advertisement and competitive bidding may be dispensed with as to purchases of supplies, material, or equipment between \$2,000 and \$4,000 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of a competitive price and for awarding such contracts for purchase of supplies, materials or equipment to the lowest responsible bidder and

WHEREAS, it is in the interest of the City of Lacey to establish such a procedure; NOW THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

The City Manager, or his designee, may solicit telephone and/or written quotations for purchase of supplies, materials or equipment in an amount less than \$4,000, provided that the following procedures are followed:

A. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if

there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders.

B. Whenever possible, bids will be solicited on a lump-sum or fixed unit price basis.

C. Telephone or written requests for quotations shall specify at a minimum for the following:

1. Item(s) to be purchased
2. Number of units
3. Tax
4. Delivery time requirements
5. Freight posts
6. Point of delivery
7. Terms of payment

D. Tabulation of telephone or written quotations shall be on forms provided by the Finance Department and shall include at a minimum the information described in (C).

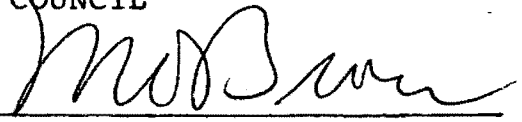
E. Upon written authorization of the City Manager or his designee, the supplies, materials, or equipment will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.

F. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.

G. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are available by telephone inquiry.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, this 11th day of February, 1981.

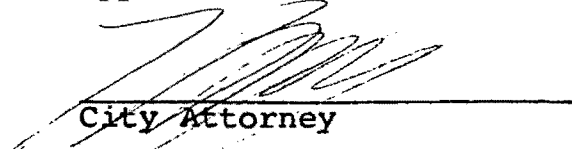
CITY COUNCIL

By 
Mayor

Attest:


City Clerk

Approved as to Form:


City Attorney