

**CITY OF WEST RICHLAND  
RESOLUTION NO. 27-17**

**A RESOLUTION ADOPTING PURCHASING AND CONTRACTING  
POLICIES AND PROCEDURES FOR THE CITY OF WEST RICHLAND,  
WASHINGTON**

WHEREAS, the stewardship of public funds is one of the most important responsibilities vested upon public officials;

WHEREAS, the establishment and maintenance of prudent purchasing and contracting policies enables public officials to protect the public's interest and ensure the public's trust; and

NOW, THEREFORE, be it resolved by the City Council of the City of West Richland, Washington as follows:


**Section 1.** The purchasing and contracting policies and procedures set forth in the document entitled "City of West Richland Purchasing and Contracting Policies and Procedures" which is attached hereto as Attachment "A" and incorporated herein by this reference is hereby adopted.

**Section 2.** This Resolution shall become effective immediately upon passage by the West Richland City Council.


**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,  
WASHINGTON, this 5<sup>th</sup> day of December, 2017.**

  
\_\_\_\_\_  
Rich Buel, Mayor Pro Tem

ATTEST:

  
\_\_\_\_\_  
Julie Richardson, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Bronson Brown, City Attorney



## CITY OF WEST RICHLAND

# PURCHASING AND CONTRACTING POLICIES AND PROCEDURES

Updated December 5, 2017

# Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>General Policy.....</b>	<b>4</b>
Code of Ethics.....	4
Conflict of Interest .....	5
Unauthorized Purchases .....	5
Enforcement.....	5
Planning.....	5
Controlling Laws.....	6
Buy versus Lease Process.....	6
Capital Equipment/Asset Tracking.....	7
Budget Amendments .....	7
Use of City Bank/Credit Card .....	7
<b>Purchasing Supplies, Materials, Equipment and Professional Services .....</b>	<b>7</b>
General.....	7
Determining Total Purchase Price.....	8
Purchases of Supplies, Materials, and Equipment.....	9
Emergency or Sole/Single Source Purchases .....	10
Professional Services Contracts .....	11
Payment Processing .....	12
<b>Public Works.....</b>	<b>12</b>
General.....	12
Public Works Contracts .....	13
Emergency Contracts .....	13
Professional Services – Architectural, Design, and Engineering .....	14
Change Orders and Amendments.....	14
Intergovernmental Agreements .....	15
Cooperative Purchasing .....	15
Purchases From/Through the United States Government .....	15
<b>Definitions .....</b>	<b>16</b>

# **City of West Richland**

## **Purchasing and Contracting Policies and Procedures**

### **INTRODUCTION**

City of West Richland's goal for every purchasing transaction is to obtain the best value possible. All City departments and employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public. Procedures are divided into four major areas: 1) Purchases of Supplies, Materials, and Equipment, 2) Professional Services, 3) Sole/Single Source Purchases, and 4) Public Works Contracts and Professional Services (architectural and engineering).

#### ***Reason for Policy/Purpose***

Considerable authority has been delegated to departments to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding the City's policies and procedures regarding purchasing, payment, and vendor relations. Purchasing decisions are business decisions made on behalf of the City of West Richland and therefore should be made with the utmost consideration for what is in the best interest of the City. Purchases also need to be made in the most efficient and cost effective manner. Following policy and procedures ensures that appropriate business processes occur when dealing with outside vendors. Segregation of duties and responsibilities in the purchasing process provides proper controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate the City for a purchase. This policy is meant to provide guidance to end users making purchases on behalf of the City of West Richland.

The Finance Department is charged with developing administrative procedures to implement this policy with input from other City departments. Procedures should ensure the fiscal responsibility of the City in expending resources for good and services for City operations. The procurement procedures of the City shall be based on guidelines provided in the Revised Code of Washington (RCW), by the Washington State Auditor's Office, and by the Municipal Research and Services Center (MRSC).

## ***Objectives***

The objectives of the City's procurement program are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among suppliers and contractors;
- To promote effective relationships and clear communication between the City and its suppliers and contractors;
- To comply with Uniform Guidance, 2CFR 200 required for Federal awards made after December 26, 2014; and
- To comply with the comprehensive State procurement statutes which govern expenditures of public funds.

## **GENERAL POLICY**

### ***Code of Ethics***

Public employment is a public trust. Ethics policies and disciplinary sanctions have been established within the **City's Personnel Policies** and **City Council Rules of Procedure and Conduct**. Public employees must discharge their duties impartially, so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City of West Richland's procurement function.

No City of West Richland employee, officer, agent, or any member of his/her immediate family shall receive any benefit, gratuity or reward, directly or indirectly, from any City of West Richland contract. This restriction applies to partners of West Richland employees or to organizations to which they may belong.

No City employee, officer, or agent shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. In compliance with RCW 42.52.150, the following unsolicited gifts may be accepted by City employees:

- Advertising or promotional items of nominal value, such as pens, calendars, and note pads;
- Unsolicited flowers, plants and floral arrangements that are left to decorate the agency's office; and

- Food and beverages consumed at a hosted meeting or reception where the attendance is related to the employee's position at the City.

### ***Conflict of Interest***

Organizational conflicts of interest, both real and apparent, shall be avoided to the maximum extent possible. An organizational conflict of interest exists when because of the relationship with a parent company, affiliate, or subsidiary organization, the City is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

If an organizational conflict of interest is determined to exist, the City may, at its discretion, offer the opportunity to correct the organizational conflict of interest, disqualify a Submitter from further participation in procurement, cancel the procurement or, if award has already occurred, the City may cancel the Contract. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the City, the City may terminate the contract for default.

### ***Unauthorized Purchases***

Only authorized individuals may financially obligate the City in the acquisition of goods, services and public works. Any financial obligation made by an individual lacking authority to procure on behalf of the City shall not be deemed ratified or approved by any City Official and the City shall not be bound thereby, except as may be required by law. Individuals procuring on behalf of the City without proper authorization may be held personally liable for unauthorized debts incurred.

### ***Enforcement***

The Mayor or designee and each Department Director shall be responsible for procurements made for his/her department and ensure all purchases are made in accordance with this policy, state laws and federal regulations. The Finance Director or designee shall monitor the City's procurement policies to enforce compliance with regulations. In the case of an irresolvable dispute between a Department Director and the Finance Director or designee, the Mayor shall make the final determination in consultation with the City Attorney.

### ***Planning***

It is the responsibility of the Mayor or designee and Department Director to ensure sufficient unexpended budget exists to make the contemplated purchase. Furthermore, it is the Department Director's responsibility to determine that all procurements are required to meet only the City's needs and to avoid the purchase of unnecessary or

duplicative items. The Department Director shall give consideration to consolidation or breaking out items to obtain a more economical purchase.

Where appropriate, an analysis should be made of a lease vs. purchase alternative and any other appropriate analysis, such as, delivery costs, after-market support and service, travel and per diem costs for out of area consultants etc., to determine which approach would be the most economical and provide the greatest return value to the City.

To foster greater economy and efficiency, Department Directors are encouraged to enter into state and local intergovernmental agreements, whenever they are available, for the procurement of common goods and services. Department Directors are also encouraged to evaluate the feasibility and project cost impacts of using federal excess and surplus property in lieu of purchasing new equipment and property.

### ***Controlling Laws***

Purchases must comply with appropriate and relevant Federal, State, and local laws and regulations. If the appropriate and relevant Federal, State or local laws, regulations, grants, or requirements are more restrictive than these guidelines, such laws, regulations, grants, or requirements must be followed. For example, the federal competitive proposal process may have more steps and requirements than the one described by RCW. When using federal or state funds there may be elements that require prior written approval from the granting agency before purchases are made.

When procuring items funded by federal grants, City employees shall review and follow the provisions of "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" Title 2 of the Code of Federal Regulations (2 CFR 200) for federal awards made after December 26, 2014.

Signature authority for federal reimbursement requests is established under Resolution No. 36-16. The Mayor, Public Works Director and Police Chief have been granted signature authority on federal reimbursement requests and authorized to legally bind the City of West Richland per 2 CFR 200.415(a).

### ***Buy versus Lease Process***

Equipment should almost always be acquired by outright purchase. If leasing is determined to be appropriate, departments should consult with the Finance Department to determine if equipment should be leased. If grant or restricted funds are involved in the acquisition of the equipment, it must first be determined that the source of funding allows for leasing.

Leasing may be advantageous if the total cost of a lease for the period of the equipment's life or the technological life is less than the purchase price. The total cost of the lease should be compared to the total cost of the purchase, taking into account such factors as equipment costs, maintenance costs, interest, taxes, and insurance.

### ***Capital Equipment/Asset Tracking***

Capital Equipment is defined as property having a useful life of one or more years from the date of acquisition and a minimum acquisition cost of \$5,000 or more. See the City of West Richland Financial Management Policies for more information on capital equipment and asset tracking.

### ***Budget Amendments***

Each Department Director must ensure purchases are initiated only when appropriations are sufficient to cover the anticipated cost. Requests for budget adjustments must be given to the Finance Director or designee for compilation of a budget amendment request to the Mayor and City Council.

### **Use of City Bank/Credit Card**

Policies authorizing the use of a city bank/credit card are listed in the City's Personnel Policies. For those employees authorized to use a City bank/credit card, the use of the City bank/credit card is strictly limited to official City business, which includes but is not limited to, conference or program registration; travel, lodging, and meals; purchase of materials and supplies, and related expenses. Bank/credit card limits will be established by the Finance Director or designee and will depend on approval authority up to \$15,000.

## **PURCHASING SUPPLIES, MATERIALS, EQUIPMENT AND PROFESSIONAL SERVICES**

### **General**

The following section applies to purchases of:

- Supplies, materials, and equipment
- Professional services (does not include architectural and engineering design)
- Non-professional services

This policy does not apply to the acquisition, sale, or lease of real property.



See the *Public Works* section for guidelines for public works contracts and professional services (architectural and engineering services).

### **Determining Total Purchase Price**

#### **Anticipated Cost**

The anticipated annual need for a good or service (when it can reasonably be projected) should be used to determine the cost of goods or services, and thus which cost threshold and other related purchasing requirements apply.

#### **No “Bid Splitting”**

Requirements should not be divided to come up with a lower total cost to avoid competition requirements. If one item being purchased requires another item to “make a whole”, the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which cost threshold applies, unless the two items are not available from a single supplier.

#### **Costs to Include**

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies.

#### **Include Total Quantity Needed**

Requirement for the total quantity of an item (when they can reasonably be projected) should be considered when determining which cost threshold and related purchasing requirements apply.

#### **Multiphase Programs**

If a purchase is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

The following cost thresholds apply for purchases of supplies, equipment, *non-professional services*, and information services.

They do not apply to the purchase of services that constitute a *public work*. See *Public Works* section for public works projects.

They also do not apply to the purchase of *professional services* (including architectural or engineering services). See the section for professional services or the *Public Works* section for architectural or engineering service contracts.

## **Approval Authority**

Purchasing limits as set in City Resolution 11-98, states the purchasing limit for all Department Heads shall be that amount as set forth in the department's budget for each fund.

## **Cost Threshold Requirements – Supplies, Equipment, Non-Professional Services, and Information Services**

*Note: Federal Funds and grants come with their own separate and more restrictive bidding requirements. Competitive bidding may be required by federal agencies, even below the state bid limits and the required competitive process may be more demanding. The purchaser must ensure purchasing rules are followed.*

### **Purchases below \$7,500:**

Best practice purchasing should be used to assure the City obtains quality goods or services at reasonable prices. Three telephone or written quotes are encouraged for purchases between \$5,000 and \$7,499.

### **Purchases between \$7,500 and \$15,000:**

For purchases in this price range, competitive sealed bids should be obtained from an adequate number of sources so as to ensure competition.

The Municipal Research and Services Center (MRSC) vendor list may be used instead of formal competitive bidding. This is a directory maintained by MRSC of vendors who are interested in selling equipment, materials, and supplies to the city.

### **Purchases over \$15,000:**

Formal competitive bidding must be used for purchases over \$15,000.

### **Auctions**

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price.

### **Purchasing Surplus Property from Other Governmental Agencies**

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

### **Contracting for Services with Other Governmental Agencies**

RCW 39.34.030 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement").

### **Piggybacking on State Contracts and Federal Contracts**

The City can piggyback on state and federal purchasing contracts without calling for competitive solicitations. Purchasing contracts awarded by the State of Washington through the Master Contracts Usage Agreement allows the City to access hundreds of state purchasing contracts. The City can also piggyback off many federal contracts administered by the General Services Administration (GSA).

## **EMERGENCY OR SOLE/SINGLE SOURCE PURCHASES**

Situations may occur when competition among multiple vendors is not practical. These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an *emergency*.

For this policy, sole source is defined as having only one known source for the goods/services required. Single source means there is more than one vendor capable of supplying the goods/services in the open market but only one is recommended because it is more cost effective or beneficial to the City. Purchases may be made from a *sole or single source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole/single source purchase must be submitted to the Finance Department in advance of the purchase. Documentation must show adequate and detailed information to support the proposed procurement method. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole/single source. Purchases in excess of \$5,000 from a sole source vendor require prior approval of the Mayor/designee and Finance Director/designee.

If an emergency exists, the City Council or the person(s) designated by the Council to act in the event of an emergency may;

- Declare an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation.

In *non-emergency* situations, RCW 39.04.280 states the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after the purchase.

In emergency situations, RCW 39.04.280 requires a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract.

## **PROFESSIONAL SERVICES CONTRACTS**

*Professional services* are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

They include, but are not limited to:

- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts

### **Competitive Process**

A competitive process is not required for professional services, other than professional architectural or engineering services for the design of City improvements (see *Public Works* when obtaining these services).

### **Approval Authority**

<b>Amount</b>	<b>Approval Authority</b>
\$0 - \$10,000	Director/Mayor
\$10,001 - \$25,000	Mayor
\$25,001 and Over	City Council

## **Contract Amendments**

The Department Director may execute an amendment to a professional services agreement without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project.
- Provides for a cost increase that does not exceed the original contract cost (example: authorizing the use of Management Reserve), and is supported by the City's budget.
- Does not exceed approval authority.

## **PAYMENT PROCESSING**

### **Approvals**

Vendor invoices should be signed for approval by the department director or designee before they are processed for payment. Reimbursements payable to City employees should be signed for approval as follows:

- Council – approved by the Mayor or designee.
- Mayor – approved by the Mayor Pro Temp or designee or Finance Director.
- Department Director – approved by the Mayor or designee.
- Other employees – approved by the direct supervisor or Department Director or designee.

Employees may not approve their own reimbursement.

## **PUBLIC WORKS**

### **GENERAL**

As defined in RCW 39.04.010, "public works" include, but are not limited to, all work, construction, alterations, repair, or improvement other than ordinary maintenance, engineering analysis, and design and other professional services, executed at the City's cost, or which is by law a lien or charge on any property therein. All public works will be administered through the Public Works Department.

*Ordinary Maintenance* is either (1) work not performed by contract and that is performed on a regularly scheduled basis (daily, weekly, monthly, seasonal, semiannually, but at least once per year), to service check, or replace items that are not broken: or (2) work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. (WAC 296-127-010(7)(b)(iii)) By law

maintenance requires prevailing wages. **Only work done by City employees is exempt.**

Public works contracts are in accordance with the current edition of the Standard Plans for Road, Bridge and Municipal Construction as issued by the Washington State of Department of Transportation (WSDOT), the American Public Works Association (APWA), Local Agency Guidelines Manual (LAG), the Department of Labor and Industries and all state, federal and local laws.

## **PUBLIC WORKS CONTRACTS**

### **Public Works Contracts (under \$300,000) – Small Works**

RCW 39.04.155 authorizes the City to use a small works roster to award public works contracts of less than \$300,000. The City's Resolution No. 21-17 establishes a small works roster and procedures for public works contracts.

### **Public Works Contract (over \$300,000)**

Public works projects shall be awarded by competitive sealed bidding if the Project's estimated cost is over \$300,000.

### **Prevailing Wage**

The City is required by RCW 39.12.040 to require all Contractors to pay prevailing wages on all public works contracts no matter the cost.

### **Approving Authority**

Purchasing limits as set by City Resolution 11-98 states the purchasing limit for all Department Heads shall be that amount as set forth in the department's budget for each fund.

## **EMERGENCY CONTRACTS**

### **Emergency**

An *emergency*, for this section, is defined as unforeseen circumstances beyond the control of the City that are either: a) present a real, immediate threat to the proper performance of essential functions; or b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The Public Works Director or his/her designee shall declare the situation an emergency. Competitive bidding requirements may be waived once an emergency has been declared. When contracting with a contractor for an emergency public works contract all other state, federal and City laws are still required. A written finding of the existence of an emergency must be made by the Director or designee.

## **PROFESSIONAL SERVICES – ARCHITECTURAL, DESIGN, AND ENGINEERING**

The City utilizes MRSC to maintain a “Professional Services Roster”. Per RCW 39.80 MRSC will advertise on behalf of the City for architectural, landscape architecture, land surveyor, civil, mechanical, electrical, and structural engineering and construction management firms to annually submit a statement of qualifications and performance data. When services are required the City will select firms from the roster specializing in the specific service needed. The firm will present their Statement of Qualifications specific to the service requested to Public Works. The City selects the firm “most highly qualified”. The price or cost of the service may not be considered by the City when determining which firm is the most highly qualified.

After the most qualified firm has been chosen, the City negotiates a contract with that firm for the services at a price that is determined to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. If a satisfactory contract cannot be negotiated, the City formally terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

The City may select a firm from the Professional Services Roster who they deem to be the most qualified for a specific project without going through the above mentioned process. The Director must provide a written statement as to why this firm is being selected without going through the process. The statement is to be filed in the project files.

### **CHANGE ORDERS AND AMENDMENTS**

#### **For Change Orders/Amendments within City Council Authorized Budget Appropriations**

Upon recommendation of the project/contract manager, and demonstration that a Change Order/Amendment is necessary and reasonable, the Department Director is authorized to approve any and all Change Orders/Amendments that do not exceed the legally authorized budget limit established by the City Council for the applicable project or contract.

#### **For Change Orders/Amendments in Excess of City Council Authorized Budget Appropriations**

Upon recommendation of the Department Director, and demonstration that a Change Order/Amendment is necessary, the change order shall be submitted to the City Council for approval. The Change Order/Budget Amendment Request shall include the amount of requested funds and a written justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Change Order/Budget Amendment Request, the Department Director shall take the necessary action to enact the Change Order/Amendment and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Change Order/Budget Amendment Request, the Department Director shall report back to the Mayor and City Council with options as to how to accomplish the project/contract within the funds allocated.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, and with approval of the Mayor, the Department Director is authorized to enact Change Orders in excess of the legally authorized expenditure level. The Department Director shall timely report such actions to the City Council.

## **INTERGOVERNMENTAL AGREEMENTS**

RCW 39.34.030 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "Interlocal Agreement"). Intergovernmental agreements, also known as interlocal agreements, are the exercise of governmental powers in a joint or cooperative undertaking with another public agency. Purchase of goods or services from another public agency (cooperative purchasing) are not included in this section. Intergovernmental agreements shall be approved by the City Council.

## **COOPERATIVE PURCHASING**

The Mayor or Director or designee shall have authority to enter into cooperative purchasing arrangements with other public agencies, including nonprofit corporations, as allowed under RCW 39.34.030, as now enacted or hereafter amended, when the best interests of the City would be serviced.

## **PURCHASES FROM/THROUGH THE UNITED STATES GOVERNMENT**

In accordance with RCW 39.32.090, as now enacted or hereafter amended, this section allows for the purchase of supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United State government without calling for competitive solicitations.



## **DEFINITIONS**

### **Appropriation**

City Council authorization to expend funds for a specific purpose.

### **Architectural and Engineering Services**

Professional services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture, professional practice of engineering and land surveying and or professional practice of landscape architecture.

### **Award**

The formal decision by the City notifying a responsible bidder with the lowest responsive bid of the City's acceptance of the bid and intent to enter into a contract with the bidder.

### **Bid**

The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

### **Bidder**

A person or legal entity who submits a bid in response to a solicitation.

### **Competitive Sealed Bidding**

A process following advertisement in designated legal newspapers and other media for equipment, supplies, material, and public works contracts open to all suppliers, vendors, and contractors, and in which price is the primary basis for consideration and contract award.

### **Contract**

A contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process.

### **Emergency**

Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

### **Non-Professional Services**

Services that are purchased by the City in 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.

### **Ordinary Maintenance**

Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly – but not less than once per year) to service, check, or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary.

### **Professional Services**

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 graphic 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.

### **Professional Services Roster**

Firms engaged in lawful practice of their profession submit a statement of qualifications and performance date with a request to be considered for professional services for Architectural, Landscape Architect, Land Surveyor, Civil, Mechanical, Electrical, Structural Engineering and Construction Management services. The firm will be placed on a roster of which the City will utilize to select professional services.

### **Public Works**

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. All public works, including maintenance when performed by contract should comply with Chapter 39.12 RCW.

**Public Agency Work**

The limits set by the state legislature on the amount of public works that can be accomplished using the City's own work force or by hiring day laborers. Limits are expressed as specific dollar amounts for single or multiple craft projects.

**Request for Proposal (RFP)**

All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

**Request for Quotations/Qualifications (RFQ)**

A document generally used for obtaining a summary of qualifications from prospective providers of professional services.

**Small Works Roster**

A process through which there is competition for public works contracts following notification, normally through a request for quotes, to some or all public works contractors who have requested placement on a roster kept by the local government agency.

**Sole Source**

An award for a purchase to the only reasonably known capable supplier due to the unique nature of the requirement, the supplier, or market conditions.

**Surplus Property**

Any tangible, personal property owned by the City no longer needed or usable, presently or in the foreseeable future.