

## Chapter 2.40 PURCHASING DEPARTMENT

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### **2.40.010 Contract Bidding – Less than Ten Thousand Dollars.**

The county purchasing department is directed to dispense with the competitive bidding for any contract, lease, or purchase involving less than ten thousand dollars or such other amount as the Washington State Legislature may hereafter authorize.

(Res. 427-1989, Policy Reg. No. 28 (part), 1989; Res. 530- 1977, Policy Reg. No. 28 (part), 1977).

### **2.40.020 Purchases Between One Thousand and Ten Thousand Dollars.**

As to purchases between one thousand and ten thousand dollars or such other amount as the Washington Legislature may hereafter authorize, the purchasing department shall follow the following procedures:

- (1) The purchasing department shall establish an annual array of general categories in which such contracts, leases or purchases are anticipated. A roster shall be developed for each category, consisting of all potential bidders who have requested to be included on the roster. The county shall invite proposals from all vendors listed on the appropriate roster for each such contract, lease or purchase.
- (2) The purchasing department shall secure telephone and/or written quotations from enough vendors to assure establishment of a competitive price and for awarding such contracts for the purchases of materials, equipment or service.
- (3) The purchasing officer shall use his professional judgment to determine how many quotations are needed to assure the establishment of such competitive price. In this exercise of professional judgment, the purchasing officer shall take into account the nature of the item or service being contracted for and the number of people or firms within normal geographical limits who carry such item or provide such service. In any event, the purchasing officer shall secure at least three quotations for each such contract, lease or purchase. If three quotations are not obtainable such fact shall be noted in a specific log maintained for this purpose and a brief explanation given for the lack of at least three quotations. This log shall be open to public inspection, pursuant to Chapter 42 of the Laws of the State of Washington, "Open Public

Meetings Act of 1971."

(Res. 427-1989, Policy Reg. No. 28 (part), 1989: Res. 530- 1977, Policy Reg. No. 28 (part), 1977).