

	COLUMBIA IRRIGATION DISTRICT Policy 5.1 "Purchasing Policy"				APPROVED: <u>Vince Shawver</u> President Board of Directors	
	Effective Date: 5 February 2016 Revision: No. 0				DATE: <u>5 Feb. 2016</u>	
<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	
Date: <u>8-21-2020</u>	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	
Initial: <u>VS</u>	Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____	

A. Purpose

To protect the best interest of both the Columbia Irrigation District (District) and its Patrons by reducing costly bid procedures the District adopts the following policy in accordance with applicable RCWs.

B. Policy

To implement Resolution 2008-01 and the 2016-02 amendment, the District purchasing policy will be as follows:

1. Formal sealed bid procedures are hereby waived for contracts and purchases with a value not to exceed \$50,000. The Secretary/Manager shall be responsible for all aspects of such purchases.
2. When the estimated cost of contracts and purchases is between \$10,000 and \$50,000, exclusive of tax, the process provided in RCW 39.04.190 shall be utilized. The Secretary/Manager shall be responsible for complying with RCW 39.04.190(2). Whenever possible at least three telephone and/or written bids shall be obtained. The lowest responsible bidder as defined in RCW 43.19.1911 shall be awarded the purchase contract. Immediately after the award is made, the bid quotations obtained shall be recorded, open to public inspection and shall be available by telephone inquiry.
3. Contracts and purchases where the estimated cost is between \$50,000 and \$300,000, as determined by the District's Engineers and/or Secretary/Manager shall be awarded to contractors on the Districts' Small Works Roster. The Secretary/Manager shall follow applicable law in monitoring the Small Works Roster and in obtaining bids for such contracts and purchases. The actual award of the contract shall be by the District Board of Directors after the opening of sealed bids.
4. Contracts and purchases where the estimated cost is in excess of \$300,000, as determined by the District's Engineers and/or Secretary/Manager shall be advertised in the local newspaper as provided in RCW 87.03.435. The actual award of the contract shall be by the District Board of Directors after the opening of sealed bids.

5. Competitive bidding requirements are waived for contracts and purchases as provided in RCW 39.04.280(1). The Secretary/Manager shall have authority to identify emergency purchases and contracts. The Secretary/Manager shall recommend to the Board the waiver of competitive bidding requirements for other purchases identified in RCW 39.04.280(1) and the Board shall, by resolution, authorize any waiver of the requirements.

C. References

1. Definition of Municipality RCW 39.04.010(3), (4)
2. Irrigation District Purchasing Authority RCW 87.03.015, 87.03.115, 87.03.140, 87.03.435, 87.03.436, 87.03.437
3. Contract Projects RCW 87.03.436
4. Formal Bid Waiver RCW 87.03.437
5. Less than \$50,000 Procedure RCW 39.04.190, 39.04.280
6. Lowest Responsible Bidder Definition RCW 43.19.1911