

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. 03-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, CREATING A NEW CHAPTER 3.60 ESTABLISHING A CITY PURCHASING POLICY.

WHEREAS, the City of Buckley currently has no formal adopted “purchasing policy” other than State bidding and purchasing laws; and

WHEREAS, the City Council has expressed a desire to establish guidelines for the purchase of goods and services in order to maintain an accountable procurement process and to allow for the flexible application of the guidelines for more efficient and cost-effective purchases where their strict application would not be in the City’s best interest; and

WHEREAS, City staff along with the City’s Admin and Finance Committee reviewed various purchasing policies from other communities and as a result compiled a set of draft policies for City Council consideration that they believe best fits the intent and purpose of establishing such a policy; and

WHEREAS, the City Council concurs with the recommendation of the Committee and desires to add a new section to the Buckley Municipal Code entitled “Purchasing” establishing guidelines for the purchase of goods and services as set forth herein;

NOW THEREFORE THE CITY OF BUCKLEY, PIERCE COUNTY, DOES ORDAIN AS FOLLOWS:

Section 1. A new Chapter 3.60 entitled “Purchasing” is hereby created to read as follows:

3.60.010 Purchase of materials, equipment, supplies, or services.

A. The Mayor and City Administrator are authorized, without further action by the City Council, to purchase or enter into contracts for materials, equipment, supplies, public works change orders, and services, not otherwise subject to other provisions of State law or City code, in amounts up to \$7,500.

B. The Mayor and City Administrator are authorized, with the consent of the City Council finance and administration committee, to enter into architectural and engineering contracts in amounts over \$7,500, and up to \$15,000.

C. The Mayor and City Administrator are authorized, with the consent of all City Council Finance Committee members, to enter into public works contract change orders for materials, equipment, supplies and services, subject to other provisions of State law and City code, in amounts over \$7,500, and up to \$15,000.

D. Purchases made or contracts entered into under BMC 3.60.010 (B) and (C) shall be approved by the City Council at the next regularly scheduled meeting.

3.60.020 Small purchase contracts.

A. Whenever the reasonably anticipated purchase price of supplies, material and equipment, except for public work or improvement, is more than \$7,500 but less than \$15,000, advertisement and formal sealed bidding for their purchase may be dispensed with if the uniform procedure provided in RCW 39.04.190 and in this section is followed. The City of Buckley utilizes the electronic databases for small works roster and consulting services program and use of vendor lists through Municipal Research and Service Center (MRSC).

B. If MRSC vendor list program is not used, then at least twice per year the City Clerk shall publish in a newspaper of general circulation within the City a notice stating the existence of vendor lists and soliciting the names of vendors for the lists.

C. Each City department that desires to award contracts for the purchase of supplies, material or equipment pursuant to this process shall do the following:

1. Obtain at least three written or telephone quotations from different vendors of the supplies, material or equipment to be purchased.

2. Transmit the quotes to the Mayor and City Administrator, accompanied by a recommendation for award of the purchase contract to one of the vendors, who shall be the lowest responsible bidder as defined in RCW 43.19.1911 and in this chapter.

3. If less than three quotes are obtained, due to factors beyond the control of the department, an explanation of the reasons for the lower number of quotes shall be placed in the file and available for review upon request.

3.60.030 Purchase—Exceptions.

The following purchases of goods and services are exempt from Sections 3.60.010 and 3.60.020 of this chapter:

A. Where emergency acquisition is needed to prevent harm to the public or property of the City from delay, the Mayor may waive formal or informal bid procedures, upon declaring the basis for the emergency as authorized by and subject to BMC 2.96.

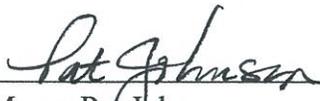
B. Purchases which are clearly limited to a single source or supply within a practical acquisition area or which are subject to special market conditions, when bid procedures are waived by City Council resolution reciting the reasons for application of this exception.

C. Where the City has contracted with the state or any political subdivision of the state for the use of a formal bid process conducted by the other entity, the City may purchase directly from the lowest responsible bidder as determined by the other entity. Purchases in excess of \$15,000 require prior authorization by the City Council unless specifically authorized as a capital item in the City budget.

Section 2. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

Section 3. If any provision of this ordinance is held invalid, such invalidity shall not affect any other provision, or the applications thereof, which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are to be declared severable.

Introduced, passed, and approved this 11th day of March, 2014



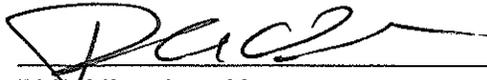
Mayor Pat Johnson

Attest:



Joanne Starr, City Clerk

APPROVED AS TO FORM:



Phil Olbrechts, City Attorney

PUBLISHED: March 19, 2014

EFFECTIVE: March 24, 2014