

RESOLUTION NO. 807

**A RESOLUTION AMENDING RESOLUTION NO. 438
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 purchasing of supplies, materials, or equipment between \$7,500.00 and \$15,000.00 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of competitive price and for awarding such contracts for purchase of materials, equipment, or supplies to the lowest responsible bidder; and

WHEREAS, it is in the interest of the City of Lynden to establish such a procedure; now, therefore,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON as follows:

Section 1: Authorized employees may solicit telephone and/or written quotations for purchase of supplies, materials, or equipment in an amount less than \$15,000 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/requirements 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/requirements 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 prices basis.
- C. Telephone or written requests for quotations shall specify at a minimum the following; and will be documented:
 - i. Items to be purchased.
 - ii. Number of units.
 - iii. Tax (if applicable).
 - iv. Delivery time requirements.
 - v. Freight costs.
 - vi. Point of delivery.
 - vii. Terms of payment.
- D. Upon written authorization of the City, 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.
- E. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
- F. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.

Section 2: **BE IT FURTHER RESOLVED** that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared

invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.


PASSED BY THE LYNDEN CITY COUNCIL BY AN AFFIRMATIVE VOTE, 7 IN FAVOR AND 0 AGAINST, AND SIGNED BY THE MAYOR THIS 9 DAY OF September 2009.


MAYOR JACK LOUWS

ATTEST:


CITY CLERK WILLIAM VERWOLF

APPROVED AS TO FORM:


CITY ATTORNEY ROBERT CARMICHAEL