

date: 9/29/77

Introduced by: Paul Barden

77-904

ORDINANCE NO. 3441

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2 AN ORDINANCE relating to competitive bidding  
3 procedures; establishing a bid board, limits  
4 to the purchases of all types up to \$3500.00  
5 for competitive bidding, and the rules and  
6 exceptions governing purchases and competi-  
7 tive bidding; repealing Ordinance No. 277,  
8 Sections 1 through 11, as amended, Ordinance  
9 No. 925, Sections 1 through 4, and K.C.C.  
10 4.16.010 through 4.16.090.

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12 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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14 SECTION 1. Ordinance No. 277, Sections 1 through 11, as  
15 amended, Ordinance No. 925, Sections 1 through 4, and K.C.C.  
16 4.16.010 through 4.16.090 are each repealed.

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18 NEW SECTION. SECTION 2. ESTABLISHMENT OF BID BOARD.

19 There is hereby established the King County Bid Board which  
20 shall consist of the County Executive or his designee and the  
21 Chairman of the County Council or his designee. The purpose of  
22 this board is to be present and function at the opening of all  
23 bids that have been advertised by publication in the official  
24 county newspaper and exercise surveillance over the bid opening.  
25 Sealed bid proposals shall be received by the Comptroller/Pur-  
26 chasing Division in such locations as shall be designated by  
27 the Manager of said office, at the advertised time and date,  
28 to be opened by the King County Bid Board. The Manager of the  
29 Comptroller/Purchasing Division or his designee shall award the  
30 lowest acceptable bid proposal by entering into a lawful agree-  
31 ment with the awardee. Bid proposals shall be submitted as  
32 follows: Proposals shall be sealed and shall be mailed or  
33 delivered to the location designated by the Manager of the Comp-  
troller/Purchasing Division or his designee up to the time and  
date specified on the invitation to bid, where such bids shall  
be time-stamped and initialed by a King County employee. No  
bids shall be accepted after the time and date specified on the  
invitation to bid, and there shall be no exceptions to this  
requirement. After the expiration of the time for the receipt

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of bid proposals, the proposals will be delivered by an employee of the Comptroller/Purchasing Division to the King County Bid Board for opening thereafter.

NEW SECTION. SECTION 3. EXCEPTIONS TO COMPETITIVE BIDDING.

In accordance with the provisions of RCW 36.32.250, the Manager of the Comptroller/Purchasing Division or his designee is hereby granted authority to let any contract, lease or purchase involving less than Three Thousand Five Hundred Dollars (\$3,500.00), without advertisement and without competitive bidding. For advertisement and competitive bidding to be dispensed with as to purchases between one thousand and three thousand five hundred dollars, the Manager of the Comptroller/Purchasing Division or his designee shall be responsible for securing telephone and/or written quotations from enough vendors to assure establishment of a competitive price and for awarding such contracts for purchase of materials, equipment or services to the lowest responsible bidder. Immediately after the award is made, the bid quotations obtained shall be recorded and open to public inspection and shall be available by telephone inquiry.

NEW SECTION. SECTION 4. PROPRIETARY PURCHASES.

The sealed competitive bidding provisions of this ordinance shall not apply to purchases which are clearly and legitimately limited to a single source of supply and purchases involving special facilities, services or market conditions, in which instances the purchase price may be established by direct negotiations with the Comptroller/Purchasing Division. The County Executive or his designee shall approve such purchases in excess of Three Thousand Five Hundred Dollars (\$3,500.00).

NEW SECTION. SECTION 5. EMERGENCY PURCHASES.

In the event of an emergency when the public interest or property of the County would suffer material injury or damage by delay, upon declaring the existence of such emergency and reciting the facts constituting the same, the Manager of the Comptroller/Purchasing

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1 Division or his designee may waive the requirements of Section  
2 l of this ordinance with reference to any purchase or contract.  
3 Purchases/contracts involving an emergency circumstance shall be  
4 approved by the County Executive or his designee when the cost  
5 exceeds Three Thousand Five Hundred Dollars (\$3,500.00).

6 NEW SECTION. SECTION 6. COUNTER BIDS. Notice of pur-  
7 chases between One Thousand Dollars (\$1,000.00) and Three Thou-  
8 sand Five Hundred Dollars (\$3,500.00) shall be posted on a  
9 bulletin board of the Purchasing Office of the Comptroller/Pur-  
10 chasing Division for not less than three days prior to making  
11 such purchase, lease, or contract. Quotations will be obtained  
12 by telephone and/or in writing from enough vendors to assure  
13 establishment of competitive prices and for awarding such con-  
14 tracts for purchase of materials, equipment or services to the  
15 lowest responsible bidder. Immediately after award is made, the  
16 bid quotations obtained shall be recorded and open to public  
17 inspection and shall be available by telephone inquiry.

18 NEW SECTION. SECTION 7. PETTY CASH PURCHASES. Various  
19 departments or agencies of King County regularly have require-  
20 ments for minimal cost purchases, and the cost of competitive  
21 purchasing to the County in these instances is unwieldy and  
22 costly to the County. The Comptroller/Purchasing Division shall  
23 establish a petty cash fund for open market purchases of mis-  
24 cellaneous items, total purchase price not to exceed Fifteen  
25 Dollars (\$15.00). Individual King County departments or agen-  
26 cies may effect these minimal cost purchases directly. The  
27 Comptroller/Purchasing Division will reimburse each department  
28 or agency King County employee authorized to make such petty  
29 cash expenditures upon delivery of vendor's sales receipt. The  
30 authorized designee of the King County Department or agency will  
31 certify the vendor's paid sales receipt and deliver same to the  
32 Comptroller/Purchasing Division for reimbursement.

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1           NEW SECTION. SECTION 8. RULES AND REGULATIONS. The  
2 Manager of the Comptroller/Purchasing Division or his designee  
3 shall have prepared and shall approve and advertise for bids of  
4 all County solicitations in excess of Three Thousand Five Hun-  
5 dred Dollars (\$3,500.00), and such solicitations shall be con-  
6 sistent with applicable State of Washington statutes. All orders  
7 or contracts made by the Comptroller/Purchasing Division shall  
8 be awarded to the lowest qualified bidder, taking into considera-  
9 tion the quality of the material or services to be supplied,  
10 their conformity with the specifications, their suitability to  
11 the requirements of the County government, and the delivery  
12 terms. Any or all bids may be rejected for good cause.

13           NEW SECTION. SECTION 9. UNLAWFUL PURCHASES. It shall be  
14 the duty of the Comptroller/Purchasing Division to report to the  
15 County Administrative Officer any suspected collusive bids and  
16 may order such bids reported to the proper Federal authorities  
17 charged with enforcement of the Federal Anti-Trust Laws and to  
18 the Anti-Trust Division of the Office of the Attorney General  
19 of the State of Washington.

20           NEW SECTION. SECTION 10. COOPERATIVE PURCHASING. The  
21 Manager of the Comptroller/Purchasing Division or his designee  
22 shall have authority to join with other units of government in  
23 cooperative purchasing plans when the best interests of the  
24 County would be served thereby; provided, that each of the  
25 participating units shall be separately invoiced by the vendors  
26 for purchases made under such plans, and the County of King  
27 shall not be obligated for purchases other than those required  
28 for its own use.

29           NEW SECTION. SECTION 11. ENCUMBRANCE OF FUNDS. Except  
30 in emergency, no order for delivery on a contract or open market  
31 order for supplies, materials, equipment or contractual services  
32 for any County department or agency shall be awarded until the  
33 Comptroller/Purchasing Division Budget Control Clerk has certi-

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fied that the encumbered balance in appropriation or appropria-  
tions concerned, in excess of all unpaid obligations, is suffi-  
cient to defray the cost of such order.

INTRODUCED AND READ for the first time this 3rd day of  
October, 1977.

PASSED this 10th day of October, 1977.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Mike Lowry  
Chairman

ATTEST:

Dorothy M. Quinn  
DEPUTY Clerk of the Council

APPROVED this 18th day of October, 1977.

[Signature]  
King County Executive