

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2014-09**

A RESOLUTION TO ADOPT THE PURCHASING POLICY

WHEREAS, the Board of Park Commissioners for Key Pen Parks desires to adopt purchasing policy; and

WHEREAS, the Board of Commissioners have met and made adjustments and changes deemed necessary and proper to the purchasing, now, therefore be it,

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF KEY PEN PARKS HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolutions Numbers R2005-13 and R2006-01 are hereby repealed.

Section 2. The purchasing policy and procedures attached hereto as Exhibit 1 are hereby adopted.

Passed and adopted by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at Volunteer Park Annex this 9<sup>th</sup> day of June, 2014.

Attest:

Bill Trandum, President

Kip Clinton, Clerk

John Kelly, Member-at-Large

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

Mark Michel, Vice President

Edward Robison Member-at-Large



# Key Pen Park's Purchasing Policies and Procedures

Resolution R2014-09 Exhibit 1

## Table of Contents

<b>Policy</b>	3
<b>Purpose</b>	3
<b>Authority</b>	3
<b>Procurement of Goods &amp; Services</b>	3
Vendor List	3
Purchasing Parameters	4
Conflicts of Interest	5
Recyclables	5
Surplus Items	5
<b>Bidding Requirements</b>	5
Competitive Bid	5
Bid Procedures	6
Small Works Roster	8
Purchase of Professional & Technical Services	8
Interlocal Agreements	9
Sole Source Procurement	10

Special Market Conditions.....	10
Emergencies.....	10
<b>Reimbursement of Expenses.....</b>	<b>11</b>
Travel and Meeting Expenses.....	10
Advance Travel Requests.....	11
<b>Other Issues .....</b>	<b>11</b>
Petty Cash.....	11
Credit Cards.....	11

## ***Policy***

Key Pen Parks will acquire equipment, materials, and services in a manner that results in the most efficient delivery of services considering cost and value received.

To avoid conflict of interest, procurement will be impartial. Procurement of goods and services will provide Key Pen Parks with the best quality for the best value. Purchases will be made within budget limits and to meet goals and objectives approved in the Key Pen Parks' budget. Potential purchases that are not within budget limits will be pre-approved through a budget amendment process. All Key Pen Parks purchases will ultimately be approved by Key Pen Parks Board through the voucher approval process.

## ***Purpose***

This policy establishes Key Pen Parks responsibilities and policies, procedures, and practices to follow in the purchase of equipment, materials, and services. All employees must follow these established policies and procedures.

Adherence to these policies and procedures will ensure that public purchases and contracts are open, fair, and at the least cost to the public. Purchase Policies and Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

## ***Authority***

Key Pen Parks Executive Director (or designee), acting within their department budget, is authorized to provide for supplies and services purchases.

## ***Procurement of Goods and Services***

### **Vendor List**

At least twice per year, Key Pen Parks shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of vendor lists and solicit the names of vendors for the lists.

Key Pen Parks shall follow the following procedures for securing telephone or written quotations to assure that a competitive price is

established and shall award contracts for the purchase of any materials, equipment, supplies, or services to the lowest responsible bidder as defined in RCW 43.19.1911. Immediately after the award is made, the bid quotations obtained shall be recorded, open to public inspection, and shall be available by telephone inquiry. A contract awarded pursuant to this section need not be advertised

### **Purchasing Parameters**

1. Purchases costing less than \$5,000 may be made by the Director or designee.
2. Purchases costing more than \$5,000 and less than \$10,000 require at least three telephone quotes, unless the item(s) are from a sole source vendor. Purchases in this price range require the Director's (or designee's) written pre-approval.
3. Purchases costing more than \$10,000 and less than \$30,000 require written quotations from a minimum of three vendors, unless the item(s) are from a sole source vendor. In addition, the Board must approve purchase orders in this range prior to the purchase transaction. At the time of solicitation, Key Pen Parks will not inform a vendor of other vendors' quotes.

Purchases in excess of \$30,000 and less than \$50,000 must satisfy the requirements of Item 3, above. Also, these items must be placed on the Board agenda for approval after written quotations are received.

4. A sole source vendor is characterized as the one and only source for the product or service. Purchases in excess of \$5,000 from a sole source vendor require prior approval of the Board.
5. Purchases in excess of \$50,000 must be bid competitively per RCW 35.60.135(1).
6. Any purchase of materials, supplies, or equipment with an estimated cost in excess of forty thousand dollars shall be by contract.

Note: Any municipality, as defined in RCW 39.04.010, may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any

private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

### **Conflicts of Interest**

Key Pen Parks will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in procurement when they are aware of a conflict of interest, or accept gifts or gratuities from existing or potential vendors in return for a commitment to continue or initiate a purchasing relationship. Further no employee, part-time or full time of Key Pen Parks may serve as a vendor, consultant, or private contractor for any supply or service purchased by Key Pen Parks.

### **Recyclables**

Reasonable effort will be made to use products made from recycled materials if such products are available, of acceptable quality, and generally priced the same as similar, non-recycled products.

### **Surplus Items**

Key Pen Parks may acquire surplus property from another government without the use of bids.

### ***Bidding Requirements***

The bid process is generally (although not exclusively) used for public works projects. RCW 39.04.010 defines *public works* to include all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the tax payers. (Most public works projects are *multiple craft*, defined as more than one type of work being executed.)

### **Competitive Bid**

As authorized by Key Pen Parks Board, the bid process will also be used under the following circumstances:

1. Projects costing less than \$5,000 should use the procurement procedures defined in "Procurement of Goods and Services" above.

2. Projects costing over \$20,000 must be competitively bid, and require bid award by Key Pen Parks Board.

Public works projects are governed by prevailing wage requirements, regardless of contract amount.

Dollar-value ranges indicated above pertain to each purchase (including tax, if applicable). Purchases cannot be broken into multiple purchases to avoid compliance with State statutes and Key Pen Parks policies.

### **Bid Procedures**

1. Request to Key Pen Parks Board for authorization to call for bids.

2. Publication of Notice

After Board authorization, the Executive Director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids, at least once 13 days before the last date upon which bids will be received, inviting sealed proposals for such work, plans, and specifications which must at the time of publication of such notice be on file in the office of the Board of Park Commissioners subject to public inspection.

3. Notice Contents

The Bid Notice shall state generally the work to be done and shall call for proposals for doing the same to be sealed and filed with the Board on or before the day and hour named therein. The Notice should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice for public work should include:

- Project title,
- Nature and scope of work,
- Where contract documents (plans and specifications) can be reviewed or obtained,



- cost to obtain a set of contract documents,
- Place, date, and time that bids are due,
- Statement that a bid bond must accompany the bid, and a
- Statement that Key Pen Parks retains the right to reject any and all bids and to waive minor irregularities in the bidding process.

In addition, providing evaluation criteria; minimum qualifications; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals.

#### 4. Bid Opening

Bids are submitted to the Key Pen Parks' Office, where they are time and date stamped and processed.

#### 5. Report on Bids

The Director will report to the Board or Board subcommittee on all bids received.

#### 6. Board Approval

Key Pen Parks Board will make the final bid award.

The following shall apply to bid solicitations:

- To ensure consistency and fair process, Key Pen Parks will use standard forms, documents, contracts, and terms and conditions, when practical. Key Pen Parks may use an evaluation selection committee to promote an open, proper selection. In such event, the Board will appoint committee members.
- Minimum qualifications are stated to ensure respondents are reasonably qualified. When practical, Key Pen Parks will conduct a pre-bid conference to allow a thorough discussion of the Key

Pen Parks' intent, scope, specifications, and terms. Interested companies should be encouraged to attend.

### **Small Works Roster**

Key Pen Parks shall be a member of Municipal Research and Service Center (MRSC) Small Public Works and Consultants Rosters. It may be used for public works projects valued *over* \$20,000 and *below* \$300,000 for a single craft public work, or *over* \$35,000 for a multiple craft public works project.

Use of the Small Works Roster allows Key Pen Parks to preclude the advertisement requirements of the formal competitive process in certain circumstances as prescribed by state law. *All other bidding requirements are the same.*

A list of contracts awarded through the Small Works Roster process will be posted at least bi-monthly. The list will contain the contractor's name, contract amount, brief description of the work awarded, date awarded, and where the contract is available for public inspection.

Vendors/contractors selected off the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding, etc.

### **Purchase of Professional and Technical Services**

#### **A. Non-Architectural and Engineering Services**

1. Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.
2. Purchase of professional services requires completion of a Key Pen Parks professional service contract that describes services to be performed and purchase price.
3. The Board must pre-approve purchases of professional services in excess of \$15,000.

4. Contracts between \$30,000 and \$50,000 must satisfy requirements of Item 3 *and* be placed on Board agenda.

5. The Board must pre-approve professional service contracts in excess of \$50,000.

#### B. Architectural and Engineering (A/E) Services

Key Pen Parks shall be a member of Municipal Research and Service Center (MRSC) Rosters use the Consultant Roster managed by MRSC Rosters.

1. Procurement of A/E services will be in accordance with RCW 39.80 the statute requires advance notice of the requirement for professional services (39.80.030), evaluation of firms' qualifications and performance (39.80.040), and negotiation with firms in accordance with adjudged qualifications (39.80.050). A/E purchases will be coordinated through the Executive Director to ensure RCW compliance.

2. The Board must pre-approve purchase of A/E services. In addition, contracts between \$30,000 and \$50,000 must be placed on the Board agenda.

3. Purchase of A/E services requires completion of a Key Pen Parks professional service contract that describes services to be performed and purchase price.

Contracts for services cannot be broken into multiple agreements to avoid compliance with this policy or State statutes.

#### **Interlocal Agreements**

Bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with state bidding requirements. Key Pen Parks must have an inter-local agreement with the District, state, or other government prior to the bid. All other procurement approval requirements must be maintained.

### **Sole Source Procurement**

If, after conducting a good faith review of available resources, the Executive Director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The Executive Director will submit a written request for sole source procurement to the Board for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify that Key Pen Parks is getting the lowest offered price.

### **Special Market Conditions**

The Executive Director (or designee) may consider waiving established bidding requirements if an opportunity arises to purchase favorably-priced equipment at an auction, or supplies or used goods that will be sold before Key Pen Parks can conduct the bid process.

### **Emergencies**

In case of an emergency that threatens Key Pen Parks property or the safety of citizens and/or staff, the Executive Director (or designee) can waive bid requirements to purchase goods, materials, or services to stabilize the emergency condition. Purchase order(s) must be properly documented as an emergency as soon as possible following the event.

Within two weeks of confirming the emergency existed, Key Pen Parks Board will adopt a resolution certifying the emergency situation existed. A Special Meeting may be called by the authorized Board Officers to timely satisfy this requirement.

### ***Reimbursement of Expenses***

#### **Travel and Meeting Expenses**

Travel or training requires the Executive Director's prior approval. Expenses incurred on authorized travel will be reimbursed as submitted on submittal of an itemized claim for expenses form. Key Pen Parks uses the current per diem rates established by the United States Government General Services Administration (GSA).

To qualify for reimbursement, submitted expenses must be within 30 days of incurrence, reasonable and prudent under the circumstances, and directly relate to the conduct of Key Pen Parks business or service.

Reimbursement for personal expenses is prohibited. Travel mileage by private vehicle is reimbursed at the Key Pen Parks' established rate, which is the current IRS rate.

Entertainment, including buying meals or beverages for others, may not be done at Key Pen Parks Expense.

### **Advance Travel Requests**

The Advance Travel Fund provides cash in advance of out-of-town travel at the GSA per diem rates. Advanced funds are used to defray necessary costs while performing official duties.

Requests for advance travel funds must be pre-approved by the Executive Director. Funds are made payable to the applicant.

Settlement of advanced funds will be made on or before the 10<sup>th</sup> day following return from travel by submitting a completed claim for expenses to the Executive Director. If the traveler's expenses were *less* than the advanced amount, the unspent portion of the advance must accompany the claim for expenses form. If the traveler's expenses were *in excess* of the amount advanced, the claim for expenses must list the additional, approved expenses. A warrant/check for the difference will be processed.

### **Other Issues**

#### **Petty Cash**

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that total less than the established, petty-cash limit.

#### **Credit Cards**

Please see credit card policy as per Resolution R 2014-12

