

## SMALL PUBLIC WORKS, CONSULTANT, and VENDOR ROSTERS

### Resolution No. 15-2

A RESOLUTION OF THE SNOHOMISH HEALTH DISTRICT BOARD OF HEALTH (BOARD), ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

**WHEREAS**, the Snohomish Health District (District) complies with Board approved expenditure limits as set forth in Resolution 11-36 and agency established purchasing, bidding and contracting policies and procedures; and

**WHEREAS**, the District routinely engages vendors, contractors, consultants and others to perform certain services and provide products or supplies, and

**WHEREAS**, the District desires to engage an outside party to manage a small public works roster and consulting services roster on its behalf to eliminate the District's need to independently manage such rosters, and

**WHEREAS**, the Revised Code of Washington (RCW) stipulates bidding, purchasing and contracting requirements for municipalities and some other local government units, except for public health districts, and

**WHEREAS**, the District desires to subscribe to common practices and procedures employed by these other government units for such rosters, and

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, Ch. 39.80 RCW and other laws regarding contracting for architectural and engineering services by municipalities allow certain contracts to be awarded by a consultant roster process; and

**WHEREAS**, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; and

NOW, THEREFORE, THE SNOHOMISH HEALTH DISTRICT BOARD OF HEALTH HEREBY RESOLVES AS FOLLOWS:

**Use of Rosters:** The Board endorses the District's plan to use Small Public Works, Consultant and Vendor Rosters.

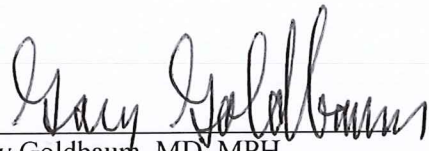
**MRSC Services:** The District has contracted with the Municipal Research and Services Center of Washington (MRSC) to maintain the official rosters noted above in compliance with RCW 39.04.155, RCW 39.80 and RCW 39.04.190. MRSC will advertise the rosters biannually on behalf of the District and other public agency members, receive and review business applications for compliance with basic statutory eligibility, and maintain the business applications as required by RCW 39.04. Further, MRSC will maintain an online database of participating public agencies and eligible businesses and will grant access to the District and participating businesses.

**Procedures:** The District will incorporate procedures governing the use of the rosters, including setting bid limits and other restraints as it deems necessary and in compliance with Board approved purchasing limits and authorizations. Those procedures and restraints will be in compliance with applicable law but may, at the District's discretion, be more restrictive. Procedures will be documented in the Snohomish Health District Purchasing Manual and routinely updated to remain current with District policies and procedures as they may change from time to time.

PASSED this 13 day of January, 2015.

  
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Stephanie Wright, Chair  
Board of Health

ATTEST:

  
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Gary Goldbaum, MD, MPH  
Health Officer and Director