

**SNOHOMISH
HEALTH
DISTRICT**

Courthouse
Everett, Washington 98201
Area Code 206 259-9440

CLARIS HYATT, M.D., M.P.H.
Health Officer

DAVID A. STOCKTON, M.P.A.
Executive Assistant

DISTRICT MEMBERS

COUNTY
Snohomish

CITIES AND TOWNS

Arlington
Brier
Darrington
Edmonds
Everett
Gold Bar
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Lake Stevens
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SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

78 - 13

RESOLUTION NUMBER: 78 - 13

RESOLUTION SUBJECT: ADOPTION OF A REVISED PROCEDURE FOR
BIDDING AND AWARDED CONTRACTS


WHEREAS it has been the practice prior to entering into a contract, lease or purchase to advertise and seek competitive bids if the amount of such contract, lease or purchase exceeds \$1,000.00, and

WHEREAS it is the desire of the District to modify this practice to enable the obtaining of quotations when the amount of funds involved does not exceed \$3,500.00 and also it is the desire of the District to set forth in more detail than has been previously stated the steps which are to be undertaken when bidding and awarding contracts, and


WHEREAS the modified procedure has been adapted from Chapter 267, Washington Laws, 1977 First Extraordinary Session which sets forth Procedure in Awarding Contracts as they apply to Counties and is therefore consistent with general practices of local governments,

NOW THEREFORE the BOARD OF HEALTH of Snohomish Health District does adopt the attached "PROCEDURE FOR BIDDING AND AWARDED CONTRACTS", such procedure to be effective immediately.

Adopted this 13th day of June 1978.


Bill F. Cornish, Chairman
Board of Health

ATTEST:


Claris Hyatt, M.D.
Health Officer

June 13, 1978

CH: esh

SNOHOMISH HEALTH DISTRICT
Courthouse
Everett, Washington 98201

PROCEDURE FOR BIDDING AND AWARDING CONTRACTS

Advertising and competitive bidding prior to entering into a contract, lease or purchase shall not be required if the amount of such contract, lease or purchase is less than one thousand dollars (\$1,000.00).

Advertising and competitive bidding prior to entering into a contract, lease or purchase may be dispensed with on order of the Board of Health or Health Officer if the amount of such contract, lease or purchase exceeds one thousand dollars (\$1,000.00) but is less than three thousand five hundred dollars (\$3,500.00). In such instances the Health Officer may award a contract, lease or purchase after securing telephone and/or written quotations from enough vendors to assure establishment of a competitive price. The number of bids obtained shall be a minimum of three unless three bids cannot be obtained due to the nature of the service or purchase desired.

In addition notice of intention to contract, lease or purchase shall be posted by the Health Officer on a bulletin board in the hallway of the Courthouse Building not less than three days prior to making such contract, lease or purchase. Records of all bid quotations received shall be maintained and open to public inspection and shall be available by telephone inquiry.

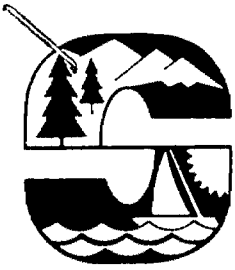
Advertising and competitive bidding prior to entering into a contract, lease or purchase shall be required if the amount of such contract, lease or purchase exceeds three thousand five hundred dollars (\$3,500.00) and may be required for lesser amounts exceeding one thousand dollars (\$1,000.00) if directed by the Board of Health or Health Officer. Specifications shall be in writing and shall be filed in the Health District Administrative Office for public inspection, and an advertisement thereof stating the date and time after which bids will not be received, the character of the work to be done, or material, equipment, or service to be purchased, and that specifications may be obtained at the Health District Administrative Office, shall be published in the County official newspaper. Such advertisements shall be published at least once in each week for two consecutive weeks prior to the last date upon which bids will be accepted and as many additional publications as shall be determined by the Board of Health or the Health Officer.

Bids shall be in writing, submitted in double envelopes with the outer envelope specifying the type of bid, and shall be submitted prior to the specified date and time. Bids shall be opened at an Administrative Bid Opening conducted by the Health Officer on a date prior to the next scheduled meeting of the Board of Health. Bids will be reviewed by the Board of Health and the award for the contract, lease or purchase shall be made to the lowest responsible bidder, taking into consideration the quality of the articles or equipment to be purchased or leased. Any or all bids may be rejected for good cause.

The foregoing procedures shall apply to purchase of all equipment and single order of supplies. The procedure may be waived if a determination is made by the Board of Health or Health Officer that it is not feasible to advertise and conduct competitive bidding, such as in the case of rental leases, consultant services, professional services and like services.

Adopted June 13, 1978
Effective June 13, 1978
Board of Health
Snohomish Health District

CH: det



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**SNOHOMISH HEALTH DISTRICT
REPORT: ADMINISTRATIVE BID OPENING**

The 1978 Snohomish Health District Budget provides for \$12,000 to be used for replacement of cars. At the time of budget preparation it was felt that \$12,000 would be sufficient to replace three cars. A review of the mileage and general condition of the cars in April 1978 indicated that purchase of one vehicle in 1978 without a trade-in would be sufficient to meet the needs of the Health District.

Authorization to bid one vehicle was approved by the Board at the May 9th meeting.

Specifications (attached) for purchase of one vehicle were prepared and advertised twice (at weekly intervals) in the Everett Herald/Western Sun. In addition specifications were mailed to all appropriate car dealers listed in the Snohomish County telephone directories (17 dealers).

An ADMINISTRATIVE BID OPENING was held Monday June 12, 1978 at 10 a.m. Present of the Health District Staff were: Claris Hyatt, M.D. and Dianne Thomas. No representatives from bidders were present.

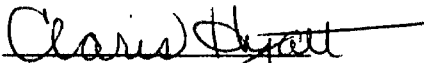
The following bids were received for purchase of one compact-sized vehicle with no trade-in:

<u>Name of Firm</u>	<u>Total Price</u>
Roy Robinson Chevrolet (Marysville) 1978 Chevrolet Nova	\$4,139.83
Walsh-Platt Motors (Everett) 1978 Dodge Aspen	\$4,355.78
Harris Ford, Inc. (Lynnwood) 1978 Ford Pinto	\$3,914.56

Prices do not include the cost of new license plates.

The bid of Harris Ford, Inc., is in error as the wheel base of the Ford Pinto is below the minimum specified; Mr. R.N. Weeks, Assistant Sales Manager, has been contacted and agrees that the bid was submitted in error. Harris Ford bid for a compact vehicle would be \$4,382.31 he stated.

It is recommended that the low bid by Roy Robinson for a 1978 Chevrolet Nova of \$4,139.83 be accepted.


Claris Hyatt, M.D.
Health Officer

June 13, 1978

CH: esh