

**North Sound Mental Health Administration**  
Section 3000 – Fiscal: Purchases and Leasing of Equipment, Materials,  
Supplies and Routine Services

Authorizing Source: RCW 36.32.245; State Auditor Requirements  
Cancels:  
See Also:

Approved by: Board of Directors  
Motion #12-003  
Signature:

Responsible Staff: Fiscal Officer

Date: 5/3/2012

**POLICY # 3028.00**

**SUBJECT: PURCHASES AND LEASING OF EQUIPMENT, MATERIALS, SUPPLIES AND  
ROUTINE SERVICES**

**POLICY**

All purchases will be made with approval of the Executive Director and/or NSMHA Board of Directors.  
All purchases must be approved in the budget.

**PROCEDURES:**

**1.0 Purchases of Equipment, Materials, and Supplies Totaling Less than \$2,500**

Purchases of equipment, materials, and supplies (like items) totaling less than \$2,500 (excluding freight, excluding sales tax) do not require a formal bid process. However, it is the RSN's goal to purchase supplies, equipment, and services of the necessary quality at the lowest possible cost. Purchases may not be split to avoid bid requirements.

**1.1 Purchases of Equipment, Materials, and Supplies between \$2,500 and \$25,000**

Purchases of equipment, materials and supplies totaling between \$2,500 and \$25,000 (excluding freight, excluding sales tax) require quotes from three (3) different vendors with the selection of the lowest responsible bidder. (Exceptions may apply, but must be documented.) Three (3) quotes may be obtained by telephone, email, written letter, internet quotes, catalogs, or similar pricing information.

**1.1.1 Quotation Process**

- a. Whenever possible, not less than three (3) prospective vendors shall be contacted as to the specification for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the materials, equipment, supplies, or services being sought are available from a smaller number of vendors. A written explanation shall be attached to the quote when fewer than three (3) proposals are requested, or if there are fewer than three (3) replies.
- b. Quotations shall include the following information.
  - i. Materials, equipment, supplies, or services to be purchased
  - ii. Freight costs if applicable
  - iii. Sales or use tax
  - iv. Delivery time requirements
  - v. Point of delivery
  - vi. Terms of payment
  - vii. Total cost

- c. The materials, equipment, supplies, or services shall be ordered from the lowest responsible bidder whose quotation meets all specifications established for the item or items being purchased.
- d. Written confirmation of telephone quotations from responsible vendors is not required.
- e. A copy of the quotes shall be given to the fiscal department. They will be attached to the purchase order.

**1.1.2 Exceptions to Obtaining Competitive Bids (\$2,500- \$25,000)**

Competitive bidding may be waived and/or is not required for the following:

- a. Purchases involving an intergovernmental sale. (RCW 36.34.130)
- b. Purchases involving an Interlocal agreement
- c. Purchases in the event of an emergency. (RCW 39.04.280; Board resolution required within two weeks of award of the contract)
- d. Purchases involving special facilities or market conditions. (RCW 39.04.280) (Board resolution required.)
- e. Purchases that are clearly and legitimately limited to a single source of supply. (RCW 39.04.280) (Board resolution required.)
- f. Electronic data processing and telecommunications equipment and services may be purchased through competitive negotiation. (RCW 39.04.270)

**1.2 Purchases of Equipment, Materials and Supplies over \$25,000 (RCW 36.32.245)**

Purchases of equipment, material and supplies over \$25,000 must be formally bid.

**1.2.1 Competitive Bidding Process**

- a. Bid specifications (i.e., the requirements for the intended purchase) must be submitted in writing to the RSN and kept for public inspection.
- b. An advertisement shall be published in the local newspaper with the current County publishing contract stating the time and place where bids will be opened. The time by which bids are due, the materials, equipment, supplies and/or services to be purchased, and that the bid specifications may be obtained contacting the Clerk or department initiating the bid. The bid specification should be sufficiently certain and definite in order to form a fair basis for competitive bidding. This advertisement must be published at least once 13 days before the date by which the bids are due.
- c. The bids must be in writing and filed with the Clerk of the Board of Directors. The bids must be opened and read in public at the time and place advertised. The contract must be awarded to the lowest responsible bidder. No contract should be awarded to a bidder whose bid was not in substantial accordance with the terms of the call for bids. This shall be recorded in the minutes of the Board and shall be open to public inspection and available by telephone inquiry. Any bid may be rejected for good cause.

**1.2.2 Exceptions to Competitive Bidding Process**

Competitive bidding may be waived or is not required for the following:

- a. Purchases involving an intergovernmental sale. (RCW 36.34.130)
- b. Purchases involving an Interlocal agreement.
- c. Purchases in the event of an emergency. (RCW 39.04.280; Board resolution required within two weeks of award of the contract).
- d. Purchases involving special facilities or market conditions. (RCW 39.04.280) (Board resolution required.)
- e. Purchases that are clearly and legitimately limited to a single source of supply. (RCW 39.04.280) (Board resolution required.)
- f. Performance-based contracts as defined in RCW 39.35A.020(3) that are negotiated under Chapter 39.35A RCW (RCW 36.32.245)
- g. Electronic data processing and telecommunication equipment and services may be purchased through competitive negotiation. (RCW 39.04.270)

### **1.3 Professional Services Contracts**

**1.3.1 Professional services in excess of \$10,000:** Require board approval. Professional services include, but are not limited to, services from architects, engineers, attorneys, physicians, trainers, planners and systems designers and management, financial, or labor relations consultants.

**1.3.2 Professional services less than \$10,000:** The Executive Director may sign contracts for professional services less than \$10,000 without board approval.

### **ATTACHMENTS**

None