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# SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT PURCHASING POLICY

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**PURPOSE:** *This policy governs the purchasing authorization process for the Snohomish County Public Facilities District (PFD).*

**APPROVED BY:** PFD Board

**EFFECTIVE:** July 16, 2020

*In compliance with Revised Code of Washington 36.100.190, the following purchase process requirements will be utilized by the PFD.*

**1. General:**

- It is the PFD Board's responsibility to authorize who shall make purchases for the PFD.
- The PFD Board may choose to get quotes for items under the quote limit.
- No one person should be responsible for all phases of duties relating to initiating, approving, ordering, and receiving a purchase.
- The PFD will maintain proper documentation.
- An invoice supported by the original receipt or invoice and approved payment request will be submitted for payment processing.

**2. Purchases valued between \$0 and \$9,999 requires no quote.**

Applies to purchases of supplies, parts, materials, and equipment valued from \$0 up to \$9,999, including shipping, handling, fees, and sales tax. A three quote process may be used if required by the PFD Board on a case by case basis.

**3. Informal Solicitations for purchases valued from \$10,000 up to \$49,999.**

Informal solicitations (quotes) will be used for purchases valued from \$10,000 up to \$49,999. Contracts, leases, or purchases of personal property, and services from \$10,000 to \$49,999, including shipping, handling, fees, including sales tax, will be authorized by the PFD Board.

The PFD Board shall authorize the preparation of the informal solicitation and posting of it on its website for not less than three (3) working days prior to making any such contract or purchase. Based on the quotations received, the PFD Board will award the contract to the lowest, responsive bidder. Immediately after intent to award is made, the bid quotations obtained shall be open to public inspection or telephone inquiry.

#### **4. Purchases Valued at \$50,000 And Over Will Be Formally Bid.**

The PFD Board will call for formal bids for all purchases, leases, or contracts to purchase or lease personal property, work and materials, or services valued at \$50,000 and above.

Based on the bids received, the PFD Board will award the contract to the lowest, responsive bidder. Immediately after award is made, the bid proposals obtained shall be open to public inspection or telephone inquiry.

#### **5. Exemptions to Purchasing Procedures.**

No competitive quote/bid is necessary for the following types of purchases:

- a) Settlements of claims for taxes or damages of any sort, whether based upon tort, contract, or otherwise;
- b) Travel expenses of officers;
- c) Insurance and surety bond purchases;
- d) Any contract for goods and services required for the prosecution of litigation including expert witnesses, expert witness costs, medical evaluations, other expert evaluations, transcripts, court reporter's fees, copying and other items relating to litigation.