

Attachment A - 201-02 Procurement Policy Main Elements

Public Works Non-Federal Award Federal Award	Contracts Up to \$40,000 Up to \$3,500	Contracts \$40,001 to \$299,999 \$3,501 up to \$150,000	Contracts \$300,000 and larger \$150,000 and larger
Written Contract	Required (RCW 39.04.010)	Required (RCW 39.04.010)	Required (RCW 39.04.010)
Review	Non-standard only (Policy Only)	Risk Management (Policy Only)	Risk Management; Civil Division (Policy Only)
Approvals	Department Director or Elected Official (RCW 39.04.020; Policy Delegation)	Department Director or Elected Official (RCW 39.04.020; BOCC delegated by Policy)	BOCC (RCW 39.04.020)
Bidding	Use Small Works Roster (RCW 39.04.010)	Use Small Works Roster (RCW 39.04.010)	Formal Bid Required (RCW 39.04.010)
Advertising	Use Small Works Roster – yearly Roster ad for req. Contact 5 on roster; 3 if less than \$35K Rotate contacts. (RCW 39.04.155)	Use Small Works Roster – yearly Roster ad req. Contact all for type of work on roster (RCW 39.04.155)	Required (RCW 39.04.020)
Bid Deposit	At County's Discretion	At County's Discretion	Required (RCW 36.32.250)
Award	Soliciting Office/Dept. to responsible bidder with the lowest responsive bid (RCW 39.04.010; RCW 39.04.350)	Soliciting Office/Dept to responsible bidder with the lowest responsive bid (BoCC delegated by policy; RCW 39.04.010; RCW 39.04.350)	BOCC awards to responsible bidder with the lowest responsive bid (RCW 39.04.010; RCW 39.04.350)
Execution of Contract	Dept. Director or Elected Official (Policy Only)	Dept. Director or Elected Official per provisions of Award (Policy Only)	Dept. Director or Elected Official per provisions of Award (Policy Only)
Identify Subcontractor(s)	Not required	Not required	For contracts \$1 million or more (RCW 39.30.060)
Performance and Payment Bond	Required. Contractor may choose to have the County hold 50% of funds earned in lieu of bond for public work below \$35,000. (RCW 39.04.155; RCW 39.08.010)	Required. For contracts over \$100,000, the surety must be state-approved. (RCW 39.08.010)	Bond required from state-approved surety company (RCW 39.08.010)
Prevailing Wage	Required (RCW 39.12)	Required (RCW 39.12)	Required (RCW 39.12)
Retained Percentage	5% Required unless funded by Federal Transportation Funds, then bond only (RCW 60.28.011)	5% Required unless funded by Federal Transportation Funds, then bond only (RCW 60.28.011)	5% Required unless funded by Federal Transportation Funds, then bond only (RCW 60.28.011)
Federal Funds	Determine whether the recipient is: <ul style="list-style-type: none"> • A vendor or a subrecipient – subrecipients require special contract language • Debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs. 		

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Purchases of Materials, Equipment and Supplies, and Leases of Equipment Non-Federal Awards Federal Awards	< \$10,000 Up to \$3,500	\$10,001 to \$50,000 \$3,501 - \$25,000	Contracts \$50,000 and Larger \$25,000 and larger
Written Contract	Not required	Required (RCW 39.04.190)	Required (RCW 36.32.245)
Review	Not required	Not required	Risk Management; Civil Division (Policy Only)
Approvals	Department Director or Elected Official (BOCC delegated by Policy)	Department Director or Elected Official (RCW 39.04.190; BOCC delegated by Policy)	BOCC (RCW 36.32.245)
Information Technology Purchase	\$ 2,500 or greater: Information Technology Mgr Approval Required	Information Technology Mgr Approval Required	Information Technology Committee Approval Required
Bidding	Not required	Vendor List mandatory Obtain telephone or written quotes from at least 3 different vendors on the vendor list. (RCW 39.04.190)	RFQ Competitive sealed bids based on bid specifications required (RCW 36.32.245)
Ad	Not Required	Vendor List - twice yearly adv. Vendor list (RCW 39.04.190)	Required (RCW 36.32.245)
Bid Deposit	Not Required	Not Required	Recommended
Award	n/a	Director or Elected Official to lowest responsive responsible bidder. Document the quotes & the award by completing a form & register with Clerk of the BOCC. Clerk will post the awards for public inspection. (RCW 39.04.190)	BOCC to lowest responsive responsible bidder Clerk will post the awards for public inspection
Execution of Contract	n/a	Elected Official or Dept. Director per provisions of award	Elected Official or Dept. Director per provisions of award
Federal Funds	Determine whether the recipient is: <ul style="list-style-type: none"> • A vendor or a subrecipient – subrecipient requires special contract language • Debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs. 		

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CONTRACTS FOR SERVICES	< \$10,000	\$10,000 to \$50,000	\$50,000 and larger
Written Contract	Not required	Required	Required
Review	Not required	Not required	Risk Management Civil Division
Approvals	Department Director or Elected Official	Department Director or Elected Official (BoCC delegated by policy)	BOCC
Information Technology	\$25,000 or greater: Information Technology Mgr Approval Required	Information Technology Mgr Approval Required	Information Technology Committee Approval Required
Bidding	Not required Refer to internal office/dept. procedures if applicable.	Vendor List mandatory Obtain telephone or written quotes from at least 3 different vendors on the vendor list.	Request for Proposal (RFP) required
Ad	Not Required	Vendor List	Public Notice/notify vendors on the vendor list
Bid Deposit	Not Required	Not Required	Recommended
Award		Document the quotes & the award by completing a form & forwarding it to the Clerk of the BOCC Clerk will post the award for public inspection.	Send documentation to the Clerk of the BOCC Clerk will post the awards for public inspection
Execution of Contract	Elected Official or Dept. Director	Elected Official or Dept. Director	Elected Official or Dept. Director
Federal Funds	Determine whether the recipient is: <ul style="list-style-type: none"> • A vendor or a subrecipient – subrecipient requires special contract language • Debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs. 		
Health Care Providers	HIPPA Language required in contract		
Cooperative Purchasing of Construction Materials and Procurement of Goods and Services Allowed			
Using other Public Agency Contract	Pursuant to Chapter RCW 39.34, including but not limited to State of Washington contracts, Federal and U.S. Community contracts, and contracts offered by other municipal corporations within the State of Washington. A contract is required between the county and the vendor,.		

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Exemptions	
Exempt from Procurement Policy	Special Conditions
Interfund agreements	Comply with the Thurston County Financial Policies and Procedures. See Financial Policies and Procedures Manual, Sections 5010 through 5050.
Election materials and ballots	Pursuant to RCW 36.32.245(4)
Exempt from bidding and competitive solicitation only	
Auction Purchases	Pursuant to RCW 39.30.045
Architectural and engineering services	Pursuant to RCW 39.80
Brokerage, securities, and debt transactions	Pursuant to Thurston County Investment and Debt Policies
Emergency Purchases	Pursuant to RCW 36.32.270 and RCW 39.04.280
Employment tests and employment testing services	Employment tests and employment testing services
Expert witnesses for legal proceedings	
Federal Highway Administration Blanket Proprietary Approvals for Washington State.	See http://www.wsdot.wa.gov/Design/ProjectDev/BlanketApprovals.htm
Interlocal Agreements	Pursuant to Chapter 39.34 RCW
Legal and public defender services	
Park improvements or maintenance (Contracts with community service organizations)	Pursuant to RCW 35.21.278
Performance based contracts for energy equipment	Pursuant to Chapter 39.35A RCW
Public depositaries	Pursuant to Chapter RCW 36.48
Service Contracts with community, social service, and health providers	Use a Board-approved selection process (may include an adv. board or committee recommendation).
Sole source procurement	<ul style="list-style-type: none"> • Conduct a screening process to justify the purchase of a specific good or service • Draft specifications that meet the needs of the county • Document that the good or service is available only through one provider or manufacturer (or distributor, and the manufacturer so certifies); and • Document that the vendor certifies that the County is getting the lowest price it offers. • Register with the Division of Risk Management and the Financial Services Division • Use the Division of Risk Management forms to document the process
Water pollution control and/or solid waste handling facilities/services	Pursuant to RCW 36.32.265