



Legislation Text

File #: 2011-0078, Version: 1

Clerk 02/03/2011

AN ORDINANCE relating to procurement procedures for public contracts; and
adding a new section to K.C.C. chapter 4.16.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 4.16 a new section to read as follows:

A. There is hereby created a small works roster system, which shall operate as a uniform process to award contracts for public works contracts with an estimated cost of three hundred thousand dollars or less as an alternative to formal advertisement and competitive bidding, at the option of the manager on a project by project basis. The following procedures shall be followed in awarding all contracts using this roster system:

1. Individual rosters within the system shall be composed of all responsible contractors who have requested to be placed on the rosters and, where required by law, properly licensed to perform such work in this state;

2. Bids may be solicited from all appropriate contractors on the appropriate small works roster or the county may invite quotations from at least five contractors on an appropriate roster. The solicitation shall include a description of the nature and scope of work to be performed as well as the materials and equipment to be furnished. However, if the estimated cost of the work is from one hundred and fifty thousand dollars to three hundred thousand dollars, and the county chooses to solicit bids from less than all appropriate contractors on the appropriate small works roster list, then the county must notify the remaining contractors that bids are being solicited. The manager may select the method of notifying the remaining contractors in compliance with

RCW 39.04.155, now and as hereafter amended;

3. Once a contractor on a roster has been offered an opportunity to submit a bid, that contractor shall not be offered another opportunity to submit a bid for any other contract using the same roster until all other contractors on the roster have been offered an opportunity to submit a bid;

4. A contractor shall be removed, at the discretion of the manager, from a small works roster after being deemed non-responsible to two consecutive invitations to bid; and

5. All contracts shall be awarded to the contractor submitting the lowest responsible bid.

B. The manager or the manager's designee shall be responsible for the administration of the small works roster system, including any limited public works process authorized under RCW 39.04.155, and shall prepare and adopt the forms, administrative processes and operational procedures necessary to implement a small works roster system for different categories of anticipated work that complies fully with this section and the applicable requirements of state law. In the discretion of the manager or the manager's designee, solicitations under the small works roster system may be conducted in writing or electronically, including but not limited to using a web-based solicitation process.