

**CITY OF REDMOND
RESOLUTION NO. 1494**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON, REVISING CITY OF
REDMOND PROCUREMENT POLICIES AND ESTABLISHING
AN EFFECTIVE DATE

WHEREAS, Redmond is a code city operating under the Revised Code of Washington (RCW) 35A; and

WHEREAS, there is no statutory bidding requirements for Redmond as a code city, when purchasing supplies, equipment, materials or services not used in connection with a public work or improvement; and

WHEREAS, the City Council seeks to revise the City's professional service purchasing and procurement policies to bring the policies more in line with state statute; and

WHEREAS, changes to the professional service procurement policies will ease the administration professional service procurement efforts.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Policy Revisions. The City of Redmond purchasing policies are revised to require a Request for Proposal (RFP) process for purchases of professional services other than architectural and engineering services valued at fifty thousand

dollars (\$50,000) or more as outlined in the policy revisions contained in Exhibit A to this resolution.

For those professional services contracts over fifty thousand dollars (\$50,000), a competitive process may be waived by the Mayor or their designee. The rationale for waiving the use of competitive process must be documented and provided to the purchasing agent prior to contract award.

Section 2. Severability. If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this resolution.

Section 3. Effective Date. This resolution will be effective immediately upon passage.

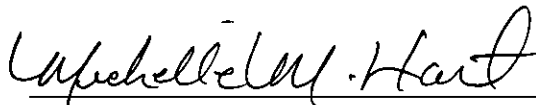
ADOPTED by the Redmond City Council this 16th day of January,
2018.

CITY OF REDMOND



JOHN MARCHIONE, MAYOR

ATTEST:



MICHELLE M. HART, MMC, CITY CLERK

FILED WITH THE CITY CLERK: January 2, 2018
PASSED BY THE CITY COUNCIL: January 16, 2018
RESOLUTION NO. 1494

YES: BIRNEY, CARSON, MARGESON, MYERS, PADHYE
NO: ANDERSON, FIELDS

EXHIBIT A

BIDDING PROCEDURES AND GUIDELINES

Redmond is a code city operating under the Optional Municipal Code, Revised Code of Washington (RCW) 35A. There are no statutory bidding requirements for Redmond, as a code city, when purchasing supplies, materials, equipment or services not used in connection with a public work or improvement. The Purchasing & Contracts Division of the Finance Department sets bidding policies and procedures for the City as it bears the managerial responsibility for the planning and conduct of the procurement actions. When making a purchase with City funds, please refer to the guidelines listed below for instructions on the proper purchasing procedure to be followed.

Purchasing staff in the Purchasing & Contracts Division reserve the right to audit all purchase requests against individual department budgeted funds availability, conformance with City standards, best prices, bid compliance, purchasing procedures and proper approval. Purchase requests that are incomplete, such as missing the appropriate bidding documents, will be returned to the requestor for completion and may be resubmitted once all required criteria have been met.

Goods or services must be received before payment can be made. City policy prohibits advance payments (with few exceptions).

The City may take advantage of the state bid process, various public purchasing cooperative or intergovernmental agreements with other political subdivisions (City's and County's) competitive bidding processes in order to meet the City of Redmond's bidding requirements. In this case, the City may use the bid process of these other entities in lieu of soliciting bids (RCW 39.34).

Federal & Grant Funding

Purchases or work that will be funded using grant or federal funding may not be covered by the following procedures. All grants are different. You are responsible to read and follow the specific procurement procedures outlined in the grant and use the purchasing procedures and competitive bidding thresholds that are the more restrictive.

For example, Federal procurement standards require competitive bids (a minimum of 3) are obtained and the lowest responsible bid used when the dollar value of the purchase exceeds \$3,000 or \$2,000 for work qualifying as subject to prevailing wages (Federal/OMB 200.320)

Identifying the Purchase: (goods vs. services)

Description of Need	Examples (a partial listing of some examples, not all-inclusive)	Solicitation Type	Typical Contract Issued
Goods			
Operating Supplies & Equipment	Office supplies, toner, furniture, auto parts, food, janitorial supplies, electrical supplies, pipes, valves, fittings, irrigation parts, topsoil, asphalt, flowers, signs, small tools, hardware to repair items, vehicles, tires, clothing, bunker gear, appliances,	IFB	Purchase Orders &/or Purchase Agreements

	AV equipment, chemicals, ammunitions, weapons, fire hose, radios, monitoring equipment, playground equipment, signs, printing, computers, servers, etc.		
Public Works <i>(as defined per RCW 39.04)</i>	Public works construction projects of all sizes, construction, repair, maintenance of real property	IFB or ITB	City Standard Public Works Agreements
Services			
Operating Services, Repair & Maintenance and General Services <i>(defined as "purchased services" RCW 39.26)</i>	Automotive Repair, radio repair, window washing, fire extinguisher servicing, alarm monitoring, software maintenance, janitorial cleaning, laundry services, landscape maintenance, tree trimming, temporary help, health services, testing services, holiday lighting services, etc.	IFB or RFP	Purchase Orders &/or Purchase Agreements, General Services Agreements
Professional Services <i>(defined as "services" per RCW 39.26) – excluding Architectural, Engineering & Survey Services</i>	Consultants, Attorneys, Public Defender Services, Lobbyists, I.S. Consulting Services, Technology Design and Software Implementation, User Fee Studies, Feasibility Studies, Marketing Research, Strategic Plan Development, Actuarial Services, Finance Services, Real Estate Services, Aerial Mapping, Arborists, Graphic Designers, Social and Community Services such as counseling and referral services, instructor services, entertainers, art display, etc.	RFP (over \$50,000; unless approved waiver by Mayor or designee)	City Standard Non-Public Work: Consulting Services Agreements, Social & Community Services, Instructional Services, Artistic Services & Art Display Services Agreements
Professional Services (AES) Architectural, Engineering & Survey Services <i>(defined per RCW 39.80 & RMC 2.86)</i>	Engineers, Land Surveyors, Architects and Landscape Architects, etc.	RFQ	City Standard Public Work Consulting Services Agreement

Bidding Guidelines:

Once the need has been defined, the estimated cost of the goods or services will generally determine what competitive process you will need to follow. In general, other than purchases under \$5,000, you will be required to verify what type of competitive selection process you performed to select a

contractor/consultant/supplier for every purchase. The minimum city standards are designed to ensure all purchasing activities are conducted in an open competitive manner so that any supplier wishing to do business with the City is given a fair opportunity and equal access to city bid offerings.

The City of Redmond uses Public Purchase’s Shared Procurement Portal (SPP) for soliciting small works and architectural, engineering & surveying services. This portal may also be used for other types of services.

A formal RFP process is used for purchases of professional services other than architectural and engineering services at a cost of more than fifty thousand dollars, however, the use of a competitive process may be waived by the Mayor or their designee. The rationale for waiving the use of competitive process must be documented and provided to the purchasing agent prior to contract award. Departments are encouraged to select professional service vendors who have the skills and qualifications that are the best fit for the scope of work needed.

Type	Estimated value up to \$5,000	Estimate value \$5,001 - \$25,000	Estimate value \$25,001 - \$200,000	Estimated value greater than \$200,000
Operating Supplies & Equipment	Competitive process is not required	Solicit at least 3 written bids	Solicit at least 3 written bids or advertise and post an IFB on City’s website and/or Shared Procurement Portal (SPP)	Advertise and post an IFB on City’s website and/or Shared Procurement Portal (SPP)
Operating Services, Repair & Maintenance and General Services	Competitive process is not required	Solicit at least 3 written bids or advertise and post an IFB/RFP on City’s website	Advertise and post an IFB/RFP on City’s website or post on the Shared Procurement Portal (SPP)	Advertise and post an IFB/RFP on City’s website and/or Shared Procurement Portal (SPP)
Professional Services – <i>excludes AES & Information Services</i>	Competitive process is not required	Professional Services Agreement is executed by Director. Director determines the need for competition for contract award.	Under \$50,000 Professional Services Contract is executed by Director. Director determines the need for competition for contract award. Over \$50,000 RFP process used to assure competition. Mayor or designee can waive use of competitive process.	Over \$50,000 RFP process used to assure competition. Mayor or designee can waive use of competitive process.
Professional Services – Information Services only <i>(as</i>	Competitive process is not required	Solicit at least 3 written bids or advertise and post an	Advertise and post an RFP on City’s website or post on	Advertise and post an RFP on City’s website and/or Shared

<i>defined in RCW 39.04.270)</i>		RFP on City's website	Shared Procurement Portal (SPP)	Procurement Portal (SPP)
Architectural, Engineering & Survey Services (AES) only	Competitive process is not required	Review at least 3 Statement of Qualifications (SOQs) from the Shared Procurement Portal (SPP)	Review at least 3 SOQs from the Shared Procurement Portal (SPP) and obtain written proposals	Advertise and post RFQ on City's website and/or Shared Procurement Portal (SPP)
Public Works	Competitive process is not required	Advertise IFB/ITB on Small Works Roster Shared Procurement Portal (SPP)	Solicit formal bids from "all" contractors in appropriate category from Small Works Roster Shared Procurement Portal (SPP)	Advertise and post formal IFB/ITB on City's website