

200

RESOLUTION NO. 596

A RESOLUTION authorizing a procedure for securing telephone and/or written quotations from vendors of supplies, materials, equipment, or services other than professional services.

WHEREAS, Chapter 120, Laws of 1987, Regular Session, provides that advertisement and competitive bidding may be dispensed with as to purchases of supplies, materials, equipment, or services costing between \$7,500.00 and \$15,000.00 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of competitive price and for awarding such contracts for the purchase of materials, equipment, or services to the lowest responsible bidder; and

WHEREAS, it is in the interest of the City of Camas to establish such a procedure,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS as follows:

Section I

The Mayor or his authorized designee may solicit telephone and/or written quotations for the purchase of supplies, materials, equipment, or services costing between \$7,500.00 and \$15,000.00 provided that the following procedures are followed:

- (a) Whenever possible, not less than three (3) prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are available only from a small number of vendors. An explanation shall be placed in the procurement file whenever fewer than three (3) bids are requested, or if there are fewer than three (3) replies. Bid specifications should, whenever possible, be drafted to permit at least three (3) vendors to qualify as prospective bidders.
- (b) Whenever possible, bids shall be solicited on a lump sum or fixed unit price basis.

- (c) Telephone or written requests for quotations shall specify at a minimum the following:
 - 1. Items to be purchased
 - 2. Number of units
 - 3. Tax
 - 4. Delivery time requirements
 - 5. Freight costs
 - 6. Point of delivery
 - 7. Terms of payment
- (d) Tabulation of telephone or written quotations shall be on forms provided by the Finance Department and shall include at a minimum the information described in (c).
- (e) Upon written authorization of the Mayor or his designee, the materials, equipment, or services shall be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.
- (f) Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
- (g) Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.

ADOPTED by the Council at a regular meeting this 8 day of June, 1987.

SIGNED: Nam G. Henriksen
Mayor

ATTEST: Bob E. [Signature]
Clerk

APPROVED as to form:
[Signature]
City Attorney