

CITY OF WOODLAND

ORDINANCE NO. 1178

AN ORDINANCE REVISING THE CITY OF WOODLAND PURCHASING POLICY AND PUBLIC WORKS PROCESS TO COMPLY WITH LEGISLATIVE AMENDMENTS AND REVISE LIMITATIONS

Recitals

WHEREAS, Washington State law concerning municipal purchasing and public works have been amended;

WHEREAS, for management purposes, it is in the best interest of the City to set specific dollar amounts for purchases and adopt statutory public works limits taking into account inflation and other budgetary concerns;

And, **WHEREAS**, the revisions contained herein will make City policy consistent with Washington State law and best management practices.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodland as follows:

1. SUPERSEDED ORDINANCE

The following provisions are superseded and replaced.

A. WMC 3.20 PURCHASING PROCEDURE

3.20.010 Solicitation of telephone and/or written quotations from vendors.

The mayor, or his designee, may solicit telephone and/or written quotations for purchase of supplies, materials, equipment or services, in an amount listed in RCW 35.23.352(8) or as that statute may be amended, provided that the following procedures are followed:

A. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the items(s) for which quotations are being sought. The number of vendors contacted may be reduced if the item(s) being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders;

B. Whenever possible, bids will be solicited on a lump sum of fixed unit price basis;

C. Telephone or written requests for quotations shall specify, at a minimum, the following:

1. Item(s) to be purchased,
2. Number of units,
3. Bid price,
4. Delivery time requirements,
5. Freight costs,
6. Point of delivery,
7. Tax,
8. Terms of payment;

D. Tabulation of telephone or written quotations shall be on forms provided by the city clerk-treasurer and shall include, at a minimum, the information described in subsection C. of this section;

E. Upon approval by the city council, the materials, equipment or services will be ordered from the lowest responsible bidder whose quotation meets all specifications established for the item(s) being purchased;

F. Written confirmation of telephone quotations from responsible vendors is not required but may be requested when warranted; and

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.

B. WMC 3.22 SMALL WORKS ROSTER

3.22.010 Established.

Pursuant to RCW 35.23.352(3), there is established for the city a small works roster comprised of all contractors who request to be on the roster and who are, where required by law, properly licensed or registered to perform contracting work in the state.

3.22.020 Advertisement--Information to be supplied to contractors.

The small works roster shall be established as follows:

A. At least twice every year, the city shall advertise in a newspaper of general circulation the existence of a small works roster for the city. The city shall add to the roster those contractors who respond to the advertisement and request to be included on the roster.

B. In order to be included on the roster, the contractor shall supply information as follows in response to a standard form questionnaire:

1. The contractor's state license or registration, where required by law;
2. The contractor's experience, organization and technical qualifications;
3. The contractor's ready availability to perform work in Cowlitz and Clark Counties.

3.22.030 When and how utilized.

The small works roster shall be utilized as follows:

A. Whenever the city seeks to construct any public work or improvement, the estimated cost of which, including costs of material, supplies and equipment is one hundred thousand dollars or less, the small works roster may be utilized.

B. When the small works roster is utilized, the city shall invite proposals from at least five appropriate contractors on the small works roster including, whenever possible, at least one proposal from a minority or woman contractor who otherwise qualifies. Provided, however, if less than five qualified contractors appear on the current roster, all those appearing shall be invited to submit proposals.

C. The invitation to the contractor on the small works roster shall include an estimate of the scope and nature of the work to be performed and materials and equipment to be furnished.

D. When awarding a contract for work under the small works roster, the city shall award the contract to the contractor submitting the lowest responsible bid; provided, however, that the city reserves its right under applicable law to reject any or all bids and to waive procedural irregularities.

E. Once a contractor has been afforded an opportunity to submit a proposal, that contractor shall not be offered another opportunity until all other appropriate contractors on the small works roster have been afforded an opportunity to submit a proposal on a contract.

C. Resolution No. 334, which because it is not an ordinance is incorporated herein only by reference.

2. NEW ORDINANCE

A. Purchasing, Credit Card Policy and Payment of Claims

Section 1: *Review and Approval of Purchase Orders.* It shall be the responsibility of each Department Head or the Department Head's designee to review and approve or disapprove all purchases and purchase orders for his or her Department up to \$5,000.00. All purchase orders up to \$25,000 shall be approved by the Mayor or designee. All purchase orders in excess of \$25,000 shall be approved by the City Council unless the particular expenditure of City funds has been approved in the City Budget as approved by the City Council. (*See Section 7 for Emergencies.*)

Section 2: *Small Purchase Contracts.*

a. Whenever the reasonably anticipated purchase price of supplies, material and equipment, except for public work or improvement, is more than \$7,500 but less than \$15,000, advertisement and formal sealed bidding for their purchase may be dispensed with if the uniform procedure provided in RCW 39.04.190 and in this section is followed. *The City of Woodland utilizes the Small Works Roster Program and use of Vendor lists through Municipal Research and Service Center (MRSC).*

b. If MRSC Vendor List program is not used, then at least twice per year, the City Clerk shall publish in a newspaper of general circulation within the City a notice stating the existence of vendor lists and soliciting the names of vendors for the lists.

c. Each City department that desires to award contracts for the purchase of supplies, material or equipment pursuant to this process shall do the following:

1. Obtain at least three written or telephone quotations from different vendors of the supplies, material or equipment to be purchased.
2. Transmit the quotes to the Mayor or designee, accompanied by a recommendation for award of the purchase contract to one of the vendors, who shall be the lowest responsible bidder as defined in RCW 43.19.1911 and in this Chapter.
3. If less than three (3) quotes are obtained, due to factors beyond the control of the department, an explanation of the reasons for the lower number of quotes shall be placed in the file and available for review upon request.

Section 3: *Preparation of Claims Vouchers.* All claims for payment shall be submitted to the Clerk-Treasurer Department with documentation certifying that (1) the materials have been furnished, the services rendered, or the labor performed as described, and (2) the claim is a just, due and an unpaid obligation against the City.

Section 4: *Validity of Checks.* To be valid, all checks in payment of claims must be signed by both the Mayor, the Clerk Treasurer or designee.

Section 5: *Approval of Payment of Claims.* It shall be the duty of the Clerk Treasurer to present not less frequently than once bi-monthly a list showing all claims paid and the date of such payment to enable the City Council to make inquiry on any item appearing thereon. Upon the satisfaction of such inquiry, if any, the City Council shall by motion approve the report of claims paid and order the same filed as a permanent record.

Section 6: *Use of City Credit Cards.*

a. Implementation. The Clerk-Treasurer (or his/her designee) shall implement this system for the distribution, credit limits, payment of bills, authorization and control of cards, relating to the use of credit and purchasing cards by City officials, officers and employees.

b. Eligibility. All regular-status City employees and City officers/officials are eligible to receive a Purchasing/Credit card if authorized by their Department Head and the Clerk-Treasurer. Purchasing/Credit cards may be checked out by the Clerk-Treasurer Department to those City officials/officers and employees who are authorized to obtain a card because their job responsibilities would be facilitated by the use of a Purchasing/Credit Card and such use would benefit the City. The act of obtaining a City Purchasing/Credit Card does not indicate pre-approval of expenses.

c. Establishment of Card Limits. The Clerk-Treasurer shall set a monthly credit limit on the Purchasing/Credit Card not to exceed \$10,000 per cardholder and pursuant to purchasing policy. No single purchase on the Purchasing/Credit Card shall exceed the purchasing policy limit without prior approval of the City Council.

Purchases of an emergency nature exceeding the purchasing policy limit may be authorized by the Mayor or the Clerk-Treasurer pursuant to the provisions of this ordinance.

d. Official/Officer and Employee Responsibility.

1. Cardholders are accountable and responsible for the expenses charged on the card in their name or the city's name.
2. Purchasing /Credit Cards are to be used for City business only and not personal use. An Agreement between the Cardholder and the City must be executed before the Card will be issued.
3. Purchasing/Credit Cards will not be used for personal expenses, cash advances, or tuition, the latter of which may be reimbursed through the City's reimbursement program. It may not be used as a substitute for professional service agreements, public works contracts and/or human services contracts.
4. The use of the Purchasing/Credit Card does not relieve the Cardholder from complying with other City and departmental policies and procedures. The Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips and more efficient use of City resources.
5. The only person entitled to use the Purchasing/Credit Card is the person who has been issued the card. Cards should be treated with extreme care in the same manner as a personal credit card. The Cardholder will be responsible to report a lost or stolen card immediately to the Clerk-Treasurer.
6. The Cardholder must retain all receipts and reconcile their Purchasing/Credit Card statement within the timelines set by the Clerk-Treasurer. The statement must be reconciled and submitted

to the Clerk-Treasurer along with all receipts and a complete description of each product/service that was purchased if the information is not already on the receipt.

7. Merchandise returns and billing errors are the Cardholder's responsibility. The Cardholder is responsible for resolving all disputes directly with the Purchasing Card Vendor or the merchant. All charges must be paid on invoicing.

8. If the Cardholder will be absent from the City for an extended period of time (i.e., vacation), the Cardholder is responsible for assigning and training an employee within his/her department to handle the account reconciliation responsibilities and meet established deadlines.

9. If the Card is used for the purpose of covering authorized travel expenses, the Cardholder shall submit a fully itemized travel expense voucher within 15 days of returning from such travel. Any charges against the Purchasing/Credit Card not properly identified on the travel expense voucher or not allowed following an audit (as required by RCW 42.24.080) shall be paid by the Cardholder by check, U.S. currency or payroll deduction.

e. City Procedure.

1. If, for any reason, disallowed charges are not repaid by the Cardholder before the statement is due, the City shall retain a prior lien against and a right to withhold any and all funds payable to the Cardholder up to the amount of the disallowed charges and interest at the same rate as charged by the Purchasing/Credit Card.

2. *Finance charges will not be paid by the City.* If the statement and receipts are not submitted to the Purchasing Card Administrator by the due date, the Purchasing/Credit Card limit will be set to zero until the information is received. Also, the City may revoke the Purchasing/Credit Card under Section 6 herein.

3. Cardholders shall not use the Card if any disallowed charges are outstanding and shall surrender the Card upon demand of the Clerk-Treasurer.

f. Card Revocation. The City shall have unlimited authority to revoke the use of any Purchasing/Credit Card, and upon delivery of a revocation order to the Purchasing/Credit Card company, shall not be liable for any costs. A Purchasing/Credit Card may be revoked by the Clerk-Treasurer under any of the following circumstances:

1. If the Card is used in a manner inconsistent with City policy or this Resolution;

2. If the Cardholder transfers to another department;

3. If the Cardholder resigns or is otherwise terminated from the City;

4. If the monthly Purchasing/Credit Card is not properly reconciled or received by the Clerk-Treasurer according to the established schedule;

5. If finance charges are incurred as a result of an officer/official or employee's failure to comply with Section 4; or

6. If the card is lost or stolen.

Section 7: Authority to Enter into Contracts, Leases or Rental Agreements. The Mayor or his designee is hereby authorized to enter into contracts and leases or rental agreements provided that the following conditions are met:

- a. The contract does not obligate the City to expend in excess of Twenty Five Thousand Dollars (\$25,000).
- b. The particular expenditure of City funds has been approved in the City Budget as approved by the City Council.
- c. The lease or rental agreement is for a period that does not exceed one year and involves a total rental amount or value that does not exceed \$25,000. As deemed appropriate by the Mayor, the City Council's Finance Committee may be consulted prior to executing any such lease or rental agreement.
- d. The Mayor or his designee shall notify the Council in writing of contracts entered into pursuant to this section.

B. Public Works Bidding Procedures

Section 1: Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

- a. "Award" means the formal decision by the state or municipality notifying a responsible bidder with the lowest responsive bid of the state's or municipality's acceptance of the bid and intent to enter into a contract with the bidder.
- b. "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW 39.04.155.
- c. "Municipality" means every city, county, town, port district, district, or other public agency authorized by law to require the execution of public work, except drainage districts, diking districts, diking and drainage improvement districts, drainage improvement districts, diking improvement districts, consolidated diking and drainage improvement districts, consolidated drainage improvement districts, consolidated diking improvement districts, irrigation districts, or other districts authorized by law for the reclamation or development of waste or undeveloped lands.
- d. "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with chapter 39.12 RCW. "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8).
- e. "Responsible bidder" means a contractor who meets the criteria in RCW 39.04.350.
- f. "State" means the state of Washington and all departments, supervisors, commissioners, and agencies of the state.

Section 2: Small Works Roster. The City of Woodland utilizes the Small Works Roster Program through Municipal Research and Service Center (MRSC).

a. In lieu of the formal bidding procedures for public works projects as set forth in RCW 35.23.352(1) and Code Cities follow 35A.40.210, the City may use the small works roster process provided in RCW 39.04.155 and in this section to award public works contracts with an estimated value of \$200,000–\$300,000 or less or per current state law. The City elects to use the roster provided by Municipal Research and Service Center Small Works Program in exercising this authority.

b. In the event the MRSC roster is unavailable or does not satisfy legal requirements or the City finds that it is in the City's best interest to do so, the City may develop its own roster in accordance with Washington law, either creating a single general small works roster or creating small works rosters for different categories of anticipated work. If an internal process is chosen vs. the MRSC process then the small works roster or rosters shall be created as follows:

1. At least once a year the City Clerk Treasurer shall publish in a newspaper of general circulation within the City a notice stating the existence of the small works roster or rosters and soliciting the names of contractors for such roster or rosters. In addition, responsible contractors shall be added to an appropriate roster or rosters at any time they submit a written request and necessary records.
2. The small works roster or rosters shall consist of all responsible contractors who have requested to be on the list and are properly licensed or registered to perform such work in this state.

c. Each City department that desires to use the small works roster process without advertising for bids shall do the following:

1. Invite written, electronic, or telephone quotations from all contractors on the general small works roster, or a specific small works roster for the appropriate category of work, to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in RCW 43.19.1911 and of this Chapter.
2. Alternatively, quotations may be sought from at least five (5) contractors on the appropriate roster who have indicated the capability of performing the kind of work being sought.
3. If the alternative process is used, the city should distribute the invitations for quotations in a manner that will equitably distribute the opportunity, that is, not favor one contractor over another. If the estimated cost of the work is from \$150,000 to \$300,000 and the city chooses to solicit bids from less than all the appropriate contractors, it must notify the other contractors. At the City's sole option, such notice may be by (a) publishing notice in a legal newspaper in general circulation in the City; (b) mailing a notice to those contractors; or (c) sending notice to those contractors by facsimile or other electronic means.
4. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished; detailed plans and specifications need not be included in the invitation.
5. Whenever possible, the city must invite at least one proposal from a minority or woman contractor who must otherwise qualify under this section. *

*RCW 39.04.160. In view of the passage of Initiative 200 in 1998, it is not clear that this requirement is enforceable, as it could be construed as "preferential treatment." An issue paper from the Attorney General's office dated October 16, 1998, however, suggests that a court may distinguish such an outreach program, one which merely expands the pool of qualifying participants, from the use of selection goals, one which merely expands the pool of qualifying participants, from the use of selection goals, which more likely is a form of preferential treatment.

6. After the bids have been submitted, the City will award the contract to the contractor with the lowest responsible bid.
7. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by written, telephonic, or electronic request.
8. At least once every year, the City will make a list of the contracts awarded available. The lists must contain the name of the contractor, the amount of the contract, a brief description of the public work, and the date of the award.
9. Small works roster procedures are “in lieu of the procedures” for competitive bids on public works projects. Therefore, specific requirements, such as those relating to advertising for bids or regarding bid deposits, required by RCW 35.23.352(1), are not mandatory for small works roster contracts. Performance bonds are prescribed in RCW 39.08.030, not RCW 35.23.352(1) or RCW 35.22.620; therefore, they are required on small works roster projects, even though bid bonds are not. Since the work will be performed by contract, the requirement to pay prevailing wages remains. Although not required, bid bonds are recommended to ensure that the contractor enters into the contract.

Section 3: *Limited Public Works Process.*

- a. In lieu of the small works roster process set forth in this Chapter, the City may award a contract for work, construction, alteration, repair, or improvement project estimated to cost less than \$35,000 using the limited public works process provided in RCW 39.04.155 and in this Section.
- b. For limited public works projects, the City shall solicit electronic or written quotations from a minimum of three (3) contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 43.19.1911 and of this Chapter. After an award is made, the quotations shall be open to public inspection and available by written, telephonic, or electronic request.
- c. The City shall attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the City.
- d. For limited public works projects, the City may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW, thereby assuming the liability for the contractor's non-payment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

Section 4: *Bid Inspection.* Immediately after the award is made the bid quotation, obtained shall be recorded, open to public inspection and available by written, telephonic, or electronic request.

Section 5: *Lowest Responsible Bidder.*

- a. Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:
 1. At the time of bid submittal. Have a certificate of registration in compliance with chapter 18.27 RCW;
 2. Have a current Washington state unified business identifier number;
 3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; and employment security department number as

required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW; and

4. Not be disqualified from bidding on any public works contract under RCW 3.06.010 or 39.12.065(3).

b. Supplemental criteria: In addition to the bidder responsibility criteria in subsection A. above, when the City receives bids or quotes and it is necessary to determine the lowest responsible bidder, the following shall apply:

1. For a contract for purchase of supplies, material or equipment, the City may take into consideration the quality of the articles proposed to be supplied, their conformity with the specifications, and the times of delivery.

2. In determining "lowest responsible bidder", the City, in addition to price, may use any of the following supplemental criteria which are relevant to the project and that were set forth in the invitation to bid:

a. the ability, capacity, and skill of the bidder to perform the contract;

b. the reputation, ability, experience, and efficiency of the bidder;

c. whether the bidder can perform the contract within the time specified;

d. the quality of performance of previous contracts;

e. the previous and existing compliance by the bidder with laws relating to the contract;

f. tax revenue that the City would receive from purchasing the supplies, materials, or equipment from a supplier located within the City's boundaries, so that the purchase contract would be awarded to the lowest bidder after such tax revenue has been considered. The tax revenues that the City may consider include sales taxes that the City imposes upon the sale of such supplies, materials, or equipment, from the supplier to the City, provided that if the City considers such tax revenues that it would receive from the imposition of taxes upon a supplier located within its boundaries, the City shall also consider tax revenues it would receive from taxes it imposes upon a supplier located outside its boundaries;

g. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation.

h. if products are available that meet the contract specifications and requirements and that are made from recycled materials or may be recycled, whether the products specified in the bid are made from recycled materials or may be recycled or reused; and

i. other criteria applicable to the particular contract and provided in the invitation to bid.

3. Supplemental criteria for determining bidder responsibility, including the basis for evaluation and the deadline for appealing a determination that a bidder is not responsible, must be provided in the invitation to bid or bidding documents.

4. In a timely manner before the bid submittal deadline, a potential bidder may request that the City modify the supplemental criteria. The City must evaluate the information submitted by the potential bidder and respond before the bid submittal deadline. If the evaluation results in a change of the criteria, the City must issue an addendum to the bidding documents identifying the new criteria.

5. If the bidder fails to supply information requested concerning responsibility within the time and manner specified in the bid documents, the City may base its determination of responsibility upon any available information related to the supplemental criteria or may find the bidder not responsible.

6. If the City determines a bidder to be not responsible, the City must provide, in writing, the reasons for the determination. The bidder may appeal the determination within the time period specified in the bidding documents by presenting additional information to the City. The City must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the City may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

c. A public works contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in subsection a and possess an electrical contractor license, if required by Chapter 19.28 RCW or an elevator contractor license, if required by chapter 70.87 RCW. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier.

d. The Director of Public Works or designee shall apply the criteria established in this Section and determine whether a bidder is responsible. An appeal as provided in B3 above shall be heard and determined by the Mayor whose decision shall be final.

Section 6: *Change Orders on Construction Contracts.*

a. In accordance with the terms and conditions of this section, the Mayor, Clerk-Treasurer and the Director of Public Works are hereby authorized to approve and sign construction contract change orders on construction contracts, if the change order does not substantially change the scope of the project and if the total contract amount as adjusted by the change order is within the amount budgeted for the project.

b. If the total amount of the change orders for a project is \$5,000 or less, the Clerk-Treasurer and Director of Public Works may approve the change orders. If the total amount of the change orders for a project is \$1,000 or less, a Public Works Senior Leadman may approve the change orders.

c. If the amount of the change order is between \$5,000 and \$100,000, it must also be approved and signed by the Mayor provided that:

1. The total of all change orders for a project costing less than \$100,000 shall not exceed \$15,000.

2. The total of all change orders for a project costing \$100,000 or more may be issued for 15% of the original contract amount, not to exceed \$100,000.

d. If the amount of the change order is in excess of the Mayor's authority, it must be approved by the City Council.

e. When the Mayor or Director of Public Works and Utilities or Clerk-Treasurer approves change orders according to the conditions stated in paragraphs A and B above, he or she shall forward the change order to the City Council for its information within thirty (30) days of the signing of the change order.

Section 7: Emergencies. Except as otherwise provided by law, the Mayor may declare an emergency. The purchasing requirements outlined in the Purchasing Policy & Procedures may be waived under emergency conditions when a delay may threaten the health, safety, or welfare of the people. RCW 39.04.280 provides exemptions to competing bid requirements and procedures for the purchase of goods and services in the event of an emergency; RCW 38.52.070 authorizes political subdivisions in which major disasters occur to forego compliance with statutory competitive bidding requirements. In the event an emergency situation arises which necessitates a deviation from bidding and contracting requirements, the Mayor shall request Council designation of an emergency status at the next available council meeting and it shall be recorded in the council minutes.

Section 8: Public Inspection of Purchase, Small Works Roster, or Limited Public Works Awards.

a. Each department that makes an award for a purchase contract under the informal bidding process in this Chapter or a public works project award under the small works roster process in this Chapter or the limited public works process in this Chapter shall provide the City Clerk Treasurer with the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded.

b. The City Clerk Treasurer shall post a list of the contracts awarded in this Chapter at least once annually. The list shall include all contracts awarded during the previous 24 months under the limited public works process. The lists shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date the contract was awarded. The lists shall also state the location where the bid quotations for these contracts are available for public inspection. The quotations shall be available by written, telephonic, or electronic request.

Section 9: Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then such declaration shall not affect the validity of the remaining portions of this ordinance, unless such invalidity destroys the purpose and intent of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the code, ordinances or resolutions of the City of Woodland, then this ordinance is deemed to control.

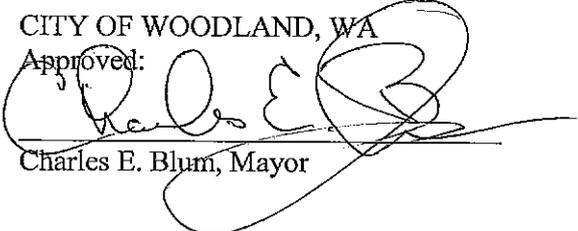
Section 10: Publication. A summary of this ordinance shall be published as required by law.

Section 11: Effective Date. This ordinance shall be in full force and effect five days after publication as required by law.

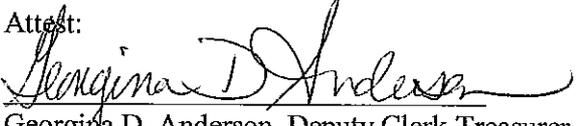
ADOPTED IN AN OPEN PUBLIC MEETING THIS 5th day of April, 2010.

CITY OF WOODLAND, WA

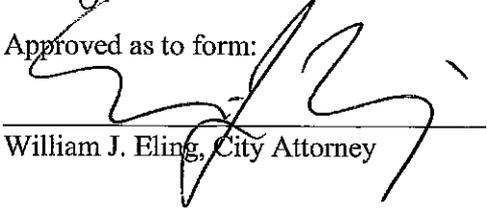
Approved:


Charles E. Blum, Mayor

Attest:


Georgina D. Anderson, Deputy Clerk-Treasurer

Approved as to form:


William J. Eling, City Attorney

SUMMARY OF ORDINANCE NO. 1178
OF THE CITY OF WOODLAND, WASHINGTON

On April 5, 2010 the City Council of the City of Woodland, Washington, approved Ordinance No. 1178 the main point which may be summarized by its title as follows:

AN ORDINANCE REVISING THE CITY OF WOODLAND PURCHASING POLICY AND PUBLIC WORKS PROCESS TO COMPLY WITH LEGISLATIVE AMENDMENTS AND REVISE LIMITATIONS.

The full text of this Ordinance will be mailed upon request.

APPROVED by the City Council at their meeting on April 5, 2010.


Georgina D. Anderson, Deputy Clerk-Treasurer

Published: April 14, 2010

Effective: April 19, 2010