



# North Beach Water District

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January 15, 2016

Report on Resolution 03-2016 - Small Works and Procurement Roster.

**Background:**

The Board Adopted Resolution 05-2010 (Resolution) on June 21, 2010. The Resolution was required by RCW 39.04.155 for the District to use the alternate contracting provisions under the small works roster legislation and provided a Board approved policy for District management to follow in contracting with venders for work under \$300,000 for Small Works projects and \$35,000 for Limited Public Works projects.

In recent years the Washington State legislature has revised and amended Chapter 39.04 Public Works and Chapter 57.08 RCW Powers of Water-Sewer Districts. Specifically:

RCW 57.08.050 - 2015 Regular session - 2015 c 136 § 1 - Extending public bid requirement from estimated project cost of twenty thousand dollars to fifty thousand dollars.

RCW 34.04.190 2015 Regular session - 2015 c 79 § 1 - Adjustments to Procurement Rosters

Chapter 39.26 RCW 2012 Regular session - 2015 c 224 § 18 "The State Procurement of Goods and Services Act" Added extensive changes to the bidding and awarding of purchase contracts.

In response to the recent legislative changes in the small works roster, vender roster, and consultant roster Municipal Research and Services Center (MRSC) developed a small works, procurement, and consultant roster program for state and local governments use. The District started using the MRSC roster in 2014. In Addition, the MRSC legal team has developed small works and procurement policy templates for state and local governments use. The MRSC policies used in Resolution 03-2016 was developed for water-sewer districts authorized under Title 57 RCW.

MRSC has also provided a [website](#) designed to assist state and local governments stay in compliance with all of the contracting and procurement laws of Washington state.

Resolution 03-2016 is an update of the District's contracting and procurement policy for compliance with recent legislation as recommended by MRSC.

**NORTH BEACH WATER DISTRICT PACIFIC  
COUNTY, WASHINGTON**

**RESOLUTION 03-2016**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS AND REPEALING RESOLUTION 05-2010.**

**WHEREAS,** RCW 57.08.050 and 39.04.155, authorize water sewer districts to establish small works rosters and to award small works and limited small works contracts to vendors on small works rosters in lieu of formal competitive bidding; and

**WHEREAS** Chapter 39.80.30 RCW provides for certain contracts for professional services to be awarded by a consultant roster process; and

**WHEREAS** RCW 57.08.050 and 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; now, therefore

**BE IT RESOLVED** by the Board of Commissioners of North Beach Water District, Pacific County, Washington, as follows:

**Section 1.** Resolution No. 05-2010 is hereby repealed.

**Section 2. MRSC Rosters.** North Beach Water District has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Water Sewer Districts use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

**Section 3. Small Public Works Roster.** The following small works roster procedures are established for use by the District pursuant to RCW 57.08.050 and 39.04.155:

**A. Cost.** The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

**B. Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

**C. Quotations.** The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

1. A contract awarded from a small works roster will not be advertised. 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. However, detailed plans and specifications need not be included in the invitation.

2. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

3. If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the exclusive option of determining whether this notice to the remaining contractors is made by:

- i. publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- ii. mailing a notice to these contractors;
- iii. or sending a notice to these contractors by facsimile or email.

4. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

5. A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

**D. Limited Public Works.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

1. For limited public works projects, the District 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 nonpayment 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 District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

2. The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

**E. Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by the District.

**F. Award.** All of the bids or quotations shall be collected by the general manager or his designee.

1. The general manager or his designee shall then present all bids or quotations along with their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider

all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

2. The general manager shall have the authority to award public works contracts costing less than or equal to Ten Thousand (\$10,000.00) without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the general manager's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For public works projects costing more than Ten Thousand (\$10,000.00), the Board of Commissioners shall award all public works contracts at any regular or special meeting.

**Section 4. Consulting Services Roster.** The following consulting services roster procedures are established for the use by the District pursuant to RCW 39.80.030.

**A. Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

**B. Publication.** At least once a year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the Districts' jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

**C. Review and Selection of the Statement of Qualifications Proposals.** The District shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:

1. The Board of Commissioners shall establish criteria that the general manager, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the District

2. The general manager, or their designee, shall evaluate the written statements of qualifications and performance data on file with the District at the time that architectural or engineering services are required;

3. Such evaluations shall be based on the criteria established by the Board of Commissioners; and

4. The general manager, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

5. The firm deemed most highly qualified by the agency to do the project will be selected.

**D. Award.** The general manager or his designee shall then present all proposals received along with their recommendation for award of a contract to the Board of Commissioners. The Board of Commissioners shall consider all proposals received and the general managers or his designee's recommendation and award the contract; or

1. The general manager shall have the authority to award contracts for consulting services costing less than or equal to Ten Thousand (\$10,000.00) without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the general manager's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For contracts for consulting services costing more than Ten Thousand (\$10,000.00), the Board of Commissioners shall award all contracts for consulting services at any regular or special meeting.

**Section 5. Vendor List Roster.** The following vendor list roster procedures are established for use by the District pursuant to RCW 39.04.190:

**A. Purchase of materials, supplies, or equipment.** Except for electronic data processing and telecommunications equipment which will be purchased in accordance with RCW 39.04.270 and specific purchase exceptions covered by RCW 39.04.280, any purchase of material, supplies or equipment with an estimated cost of Fifty Thousand (\$50,000.00) or more shall be made by competitive bidding as provided by RCW 57.08.050, and any purchase of materials, supplies or equipment with an estimated cost of less than Fifty Thousand Dollars (\$50,000.00) shall be made using the vendor list procedure established in RCW 39.04.190 and procedure of this resolution. Any purchase of materials, supplies, or equipment, with an estimated cost in excess of Forty Thousand Dollars (\$40,000.00) shall be by contract.

**B. Publication.** At least twice per year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

**C. Telephone, Written, or Electronic Quotations.** The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment:

1. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

2. The general manager, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;

3. The general manager, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

4. A written record shall be made by the general manager, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.

**D. Determining the Lowest Responsible Bidder.** The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. Pursuant to RCW 39.26.160, in determining the lowest responsible bidder, the District may consider best value criteria including but not limited to:

1. Whether the bid satisfies the needs of the state as specified in the solicitation documents;

2. Whether the bid encourages diverse contractor participation;

3. Whether the bid provides competitive pricing, economies, and efficiencies;

4. Whether the bid considers human health and environmental impacts;

5. Whether the bid appropriately weighs cost and no cost considerations; and

6. Life-cycle cost.

7. In addition, the solicitation document shall clearly set forth the requirements and criteria that the District will apply in evaluating bid submissions.

8. The District may reject the bid of any vendor who has failed to perform satisfactorily on a previous contract.

9. After reviewing all bid submissions, the District may enter into negotiations with the lowest responsive and responsible bidder in order to determine if the bid may be improved. An agency may not use this negotiation opportunity to permit a bidder to change a nonresponsive bid into a responsive bid.

**E. Award.** All of the bids or quotations shall be collected by the general manager or his designee. The general manager, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

1. The general manager or his designee shall then present all bids or quotations for materials, supplies, or equipment received, along with their recommendation for award of the contract, to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received and the general managers or his designee's recommendation, determine the lowest responsible bidder, and award the contract; or

2. The general manager shall have the authority to award contracts for materials, supplies, or equipment costing less than or equal to Ten Thousand (\$10,000.00) without the Board of Commissioners approval, provided that the Board of Commissioners shall ratify the general manager's approval at the next scheduled Board of Commissioners meeting by means of the consent agenda. For contracts for consulting services costing more than, Ten Thousand Dollars (\$10,000.00) the Board of Commissioners shall award all contracts materials, supplies, or equipment at any regular or special meeting.

**F. Posting.** A list of all contracts awarded under these procedures shall be posted at the District's main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

**ADOPTED** by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 20th day of January, 2016.

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Brian Sheldon, Commissioner  
Position #1

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Glenn Ripley, Commissioner  
Position #3

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Gwen Brake, Commissioner  
Position #2



**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION NO. 05-2010**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON RELATING TO PUBLIC WORKS AND PURCHASING PROCEDURES; ESTABLISHING SMALL WORKS ROSTERS AND VENDOR LISTS IN LIEU OF COMPETITIVE BIDDING; AND REPEALING RESOLUTION 05-2009.**

WHEREAS, RCW 57.08.050, 39.04.155 and 39.04.190 authorize water districts to establish small works rosters and require water districts to establish vendors lists, and to award contracts to entities on small works rosters or vendors lists in lieu of competitive bidding; and

WHEREAS, the Board of Commissioners of the North Beach Water District has determined that it is in the District's best interests to establish small works rosters and vendor lists pursuant to state law; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of North Beach Water District, Pacific County, Washington, as follows:

**Section 1. Small works roster -- applicability.** All work with an estimated cost of more than \$20,000, or such other amount as may hereafter be established by state law, shall be let by contract and by competitive bidding pursuant to RCW 57.08.050; provided, that all work with an estimated cost of \$300,000 or less, or such other amount as may hereafter be established by state law, may be awarded to a contractor using the small works roster and procedure of this resolution in lieu of competitive bidding. For purposes of this resolution, "district manager" means the district general manager or designee.

**Section 2. Small works roster -- qualifications and advertisement.** The district manager may establish small works rosters for different categories of anticipated work. Each roster shall consist of all responsible contractors who have requested in writing to be on the roster, are properly licensed or registered as required by state law, and have on file at the district office current records, as determined by the district manager, of all applicable licenses, certifications, registrations, bonding and insurance. At least once a year, or more frequently if required by state law, the district manager shall cause to be published in a newspaper of general circulation in the district a notice announcing the existence of the rosters and soliciting the names of contractors for the rosters. Responsible contractors may be added to the rosters at any time. The district may no more than once every two years require contractors on the roster to submit written requests to remain on a roster.

**Section 3.**     **Small works roster -- prequalification procedure.**

A. Contractors desiring to be included on a small works roster shall submit a completed application on a form prescribed by the district manager. The form shall request the following information for the contractor:

1. Name, including designation as corporation, partnership, sole proprietorship, joint venture or otherwise;
2. Address;
3. Telephone and facsimile number;
4. State contractor's license number;
5. Names of officers or partners, as applicable;
6. State of Washington department of revenue tax number;
7. United States government identification number;
8. Type of roster work;
9. Certificate of insurance, for types and limits of insurance as determined by the district manager; and
10. As determined by the district manager, information relating to the criteria in subsection B.

B. A contractor's eligibility for inclusion on the small works roster shall be based upon the following factors:

1. The ability, capacity and skill of the contractor;
2. The reputation and experience of the contractor; and
3. The quality of performance on previous contracts by the contractor.

To determine eligibility, the district manager may consider information in the contractor's application and information obtained from other sources.

C. The district manager shall determine whether a contractor shall be included on a small works roster. The district manager shall cause notice of the decision, and the date thereof, to be given to the contractor by first-class mail. The decision shall be final unless the contractor appeals in accordance with section 8.

**Section 4.**     **Small works roster -- contract awards.**

A. The district manager shall secure telephone (voice or facsimile), written, or electronic quotations, from the contractors on the applicable type of small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in section 9. The invitation for quotations shall include an estimate of the scope and nature of the work to be performed and materials and equipment to be furnished, and as determined to be necessary by the district manager, bid bond (liquidated damages), performance bond, prevailing wage and requirements in types and amounts determined by the district manager.

B. Whenever possible, at least five contractors shall be invited to submit quotations. Once a contractor has been afforded the opportunity to submit a quotation on a contract, that contractor shall not be offered another opportunity to submit a quotation until all other contractors on the small works roster have been afforded an opportunity to submit a quotation.



C. If the district manager invites quotations from less than all contractors on the roster, and the work is estimated to cost from \$150,000 to \$300,000, then the district manager shall notify the remaining contractors on the roster that quotations are being sought. The notice shall be given by mail, facsimile, or other electronic means, as determined by the district manager, taking into account the notification capability of each contractor.

D. Immediately after award of a contract, the district manager shall record the quotations obtained for the contract, and shall make the quotations open to public inspection and available to the public by telephone inquiry. The contractor shall execute the district's form contract for small works roster projects and shall provide a current certificate of insurance.

E. The district manager shall make available a list of the contracts awarded under this section at least once every year. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

**Section 5. Small works roster -- alternative process for contract awards.**

A. Work with an estimated cost of less than \$35,000 may be awarded to a contractor using the alternative contract award process of this section. The district manager shall secure facsimile, written or electronic quotations from a minimum of three contractors on the small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in section 9.

B. After a contract award, the district manager shall make the quotations open to public inspection and available by electronic request. The district manager shall attempt to distribute opportunities for contracts awarded under this section equitably among contractors on the roster.

C. The district manager shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months, which list shall include the contractor's name, the contractor's registration number, the contract amount, a brief description of the work, and the contract award date.

D. The district manager may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW. If the bond and retainage requirements are waived, the district shall assume liability for the contractor's payment of laborers, mechanics, subcontractors, materialmen, suppliers and taxes imposed under title 82 RCW that may be due from the contractor; however, the district shall have the right of recovery against the contractor for any payments made on the contractor's behalf. The selected contractor shall execute a contract for the work in a form approved by the district manager.

**Section 6. Small works roster – presentation to board of commissioners.** The district manager shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the board of commissioners. However, for public works

projects under \$10,000, the district manager shall have the authority to award public works contracts without board of commissioners approval, provided that the board of commissioners shall ratify the district manager's approval at the next scheduled board of commissioners meeting by means of the consent agenda. For public works projects over \$10,000, the board of commissioners shall award all public works contracts by resolution.

**Section 7. Small works roster and vendor list -- removal or suspension.**

A. The district manager may remove a contractor from a small works roster or a vendor from a vendor list for cause, examples of which include but are not limited to the following:

1. Illegal acts;
2. Failure to respond, without good cause, to three consecutive requests for telephone or written quotations;
3. Failure to execute a contract after award of contract;
4. Any material failure to perform on a district contract; and
5. Any significant detrimental change in the contractor's status, such as financial condition or service ability.

B. The district manager shall cause notice of the removal to be given to the contractor or vendor by first-class mail. The decision shall be final unless the contractor or vendor appeals in accordance with section 8.

**Section 8. Small works roster prequalification and removal and vendor list removal -- Appeal.** A contractor removed from the small works roster, a vendor removed from a vendor list, or a contractor denied inclusion on the small works roster, may appeal the decision to the board of commissioners by filing a written notice of appeal with the district manager within 20 days of the date of the decision. The board of commissioners shall hold a hearing on the appeal within 30 days of the date of the district manager's receipt of the appeal, which hearing may be continued as deemed appropriate by the board of commissioners. The board of commissioners shall render a decision on the appeal within 30 days of the conclusion of the hearing.

**Section 9. Small works roster and vendor list -- lowest responsible bidder.** In determining the lowest responsible bidder for small works roster and vendor list contracts, the district manager may consider the following elements in addition to price:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- B. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- C. The ability of the bidder to perform the contract within the time specified;
- D. The quality of performance of previous contracts by the bidder;
- E. The previous and existing compliance by the bidder with laws relating to the contract; and
- F. The ability of the bidder to provide future maintenance and service for the subject of the contract.



**Section 10.** Vendor list -- applicability. Except for electronic data processing and telecommunications equipment in accordance with RCW 39.04.270 and purchases covered by RCW 39.04.280, any purchase of materials, supplies or equipment with an estimated cost of \$50,000 or more shall be made by competitive bidding as provided in RCW 57.08.050, and any purchase of materials, supplies or equipment with an estimated cost of less than \$50,000 shall be made using the vendor list and procedure of this resolution. Any purchase of materials, supplies, or equipment, with an estimated cost in excess of \$40,000 shall be by contract.

**Section 11.** Vendor list -- roster and advertisement. The vendor lists shall be for the categories of work established by the district manager. At least twice each year, or more frequently if required by state law, the district manager shall cause a notice of the existence of each vendor list to be published in a newspaper of general circulation within the district. The notice shall solicit the names of vendors for the lists.

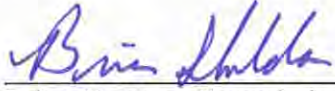
**Section 12.** Vendor lists -- contract awards. The district manager shall secure telephone (voice or facsimile), written, or electronic quotations, from at least three different vendors on the vendor list whenever possible, to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined section 9. Immediately after award of the purchase contract, the district manager shall record the bid quotations, and make the bid quotations open to public inspection and available to the public by telephone inquiry.

**Section 13.** Notice of awarded contracts. The district manager shall post a list of the contracts awarded using the vendor lists at the district office at least once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date of contract award. The list shall also state that the bid quotations for these contracts are available for public inspection.

**Section 14.** Contracts exempt from competitive bidding. The district reserves the right to avail itself of any exemptions to competitive bidding authorized by state law.

ADOPTED by the Board of Commissioners of North Beach Water District, Pacific County, Washington at its regular meeting held on 21<sup>th</sup> day of June 2010.

  
Gwen Brake, Commissioner

  
Brian Sheldon, Commissioner

  
R D Williams, Commissioner