

TOWN OF GRANITE FALLS

RESOLUTION NO. 88-11

A RESOLUTION OF THE TOWN OF GRANITE FALLS AUTHORIZING A PROCEDURE FOR SECURING TELEPHONE AND/OR WRITTEN QUOTATIONS FROM VENDORS.

WHEREAS, Chapter 120, Laws of 1987, provides that advertisement and competitive bidding may be dispensed with as to purchases of supplies, materials, equipment, or services between \$7500.00 and \$15000.00 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 purchase of materials, equipment, or services to the lowest responsible bidder; and

WHEREAS, it is in the interest of the Town of Granite Falls to establish such a procedure; now, therefore,

IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GRANITE FALLS, WASHINGTON, as follows:

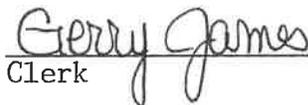
1. The City Clerk/Treasurer, or his/her designee, may solicit telephone and/or written quotations for purchase of supplies, materials, equipment or services, in an amount less than \$15000.00 provided that the following procedures are followed.
 - (a) Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the 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 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 or 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) 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 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 will 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.

PASSED AND APPROVED THIS 28 day of December, 1988.


MAYOR, TOWN OF GRANITE FALLS

Attest:


Clerk

A G R E E M E N T

THIS AGREEMENT made as of the 28th day of December, 1988, by and between the TOWN OF GRANITE FALLS, (hereinafter called the TOWN), and Dick Lachapelle, (hereinafter called the PLUMBING INSPECTOR).

TOWN and PLUMBING INSPECTOR, in consideration of their mutual covenants herein, agree in respect of the performance of services by PLUMBING INSPECTOR, and the payment for those services by TOWN, as set forth below:

PLUMBING INSPECTOR shall serve as TOWN'S representative in performing those duties set forth below and will give consultation and advise to TOWN during the performance of his services as follows:

SECTION 1 - BASIC SERVICE OF PLUMBING INSPECTOR:

1. Provide underground and rough in plumbing inspections for residential and commercial buildings as requested.

SECTION 2 - PAYMENTS TO PLUMBING INSPECTOR:

1. The PLUMBING INSPECTOR shall be compensated for the performance of duties at the rate of \$16.50 per hour with a minimum of two (2) hours per event.
2. The PLUMBING INSPECTOR shall prepare a monthly billing statement for compensation for services performed during that month.

SECTION 3 - PERIOD OF SERVICE:

1. This Agreement may be terminated by either party upon 30 days prior written notice to the other. No cause shall be required for said termination.

SECTION 4 - HOLD HARMLESS:

1. The TOWN shall indemnify and hold the PLUMBING INSPECTOR harmless from all claims demands losses and damages arising out of the performance of this Agreement on the part of the PLUMBING INSPECTOR or the TOWN.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this 28th day of December, 1988.

TOWN OF GRANITE FALLS

Vivian Affleck
By: Vivian Affleck, Mayor

Dick Lachapelle
Plumbing Inspector

Attest:

Gerry James
Clerk