

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse, Ritzville

October 5, 1998

The Adams County Commissioners met in regular session at 8:30 a.m. on Monday, October 5, 1998, in Ritzville, with Chairman Schlagel and Commissioners Wills and Logan present.

Vouchers audited and certified by the auditing officer as required by RCW 42.23.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the board.

Commissioner moved, seconded, to approve for payment those vouchers included in the above list and further described as follows: #001 (985317-985372) for \$15,669.55; #102 (985373-5376) for \$1,518.01; #103 (985377-985378) for \$2,872.71; #104 (985379) for \$205.49; #105 (985380-985381) for \$14,062.50; #106 (985382-985383) for \$496.83; #109 (985384) for \$47.47; #112 (985385-985486) for \$207.56; #101 (1000-1002) for \$601.77; #115 (1003-1013) for \$5,084.32; #401 (1014) for \$37.65; #590 (1015-1030) for \$12,094.91; Hand Pay #74662A Fund 001/040 for \$2,000; for a total of \$52,898.77. October 5, 1998 payroll in the amount of \$431,834.49; benefits in the amount of \$101,684.95. Motion carried.

*0-1028

Public Works Director Long updated the board on road maintenance and operations; reviewed the specifications for bids/quotes for installation of a system of surveillance and alarms for certain areas in the courthouse and county services building; and, discussed janitorial needs for the courthouse. Security plans and janitorial needs will be delayed until establishment of a vendor list.

Long will notify all departments that a county surplus auction will be held November 7, 1998, should they have equipment that needs to be included.

Commissioner Wills moved, Logan seconded, to approve **RESOLUTION NO. R-71-98 IN THE MATTER OF ESTABLISHING A PROCEDURE FOR SECURING TELEPHONE OR WRITTEN QUOTATIONS FOR A LIST OF VENDORS.** Motion carried.

The board recessed for lunch at 12:00 noon and reconvened at 1:00 p.m.

Correspondence was received from:

Summons and Complaint for Refund of Property Taxes in the matter of CenturyTel of Washington, Inc. v. State of Washington et al

Corrected Complaint for Refund of Property Taxes in the matter of CenturyTel v. State of Washington, Inc.

DSHS, Division of Child Support re: Auditor's Certificate Report of Fiscal Audit of Adams County Child Support Program

Copy of letter from Dennis D. Reynolds, Williams, Kastner & Gibbs Law Firm re: Olympic Pipeline

Washington Counties Risk Pool re: Risk Pool Joint Self-Insurance Liability Policy for 1998-1999 policy year

Copy of Treasurer Resolution transferring remaining proceeds from Criminal Justice Facility Construction Fund to Adams County Debt Service Fund

Preliminary minutes of September 28, 1998, were reviewed and approved. Permanent minutes of September 21, 1998, were signed.

There being no further business to come before the board the meeting adjourned at 4:30 p.m.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/W. L. Schlagel, Chairman
s/Bill Wills, Commissioner
s/Shawn R. Logan, Commissioner

ATTEST:
s/Linda Reimer, CMC/AE
Clerk of the Board

RESOLUTION NO. R-71-98

ORDER OF BOARD OF COUNTY COMMISSIONERS ADAMS COUNTY, WASHINGTON

IN THE MATTER OF ESTABLISHING A PROCEDURE FOR SECURING TELEPHONE OR WRITTEN QUOTATIONS FOR A LIST OF VENDORS

WHEREAS, RCW 36.32.350 prohibits a contract for the purchase of materials, equipment, or supplies to be entered into by the county legislative authority or by any elected or appointed officer of the County until after bids have been submitted to the County upon specifications therefore; and,

WHEREAS, RCW 36.32.250 authorizes a county to dispense with advertisement and competitive bidding as to purchases for such items with an estimated value of two thousand five hundred dollars (\$2,500.00) up to twenty five thousand dollars (\$25,000.00) by utilizing a vendor list process as provided in RCW 39.04.190; and,

WHEREAS, RCW 39.04.190 outlines the vendor list award process; and,

WHEREAS, RCW 39.04.190 requires that the governing body of the municipal entity shall establish a procedure for securing telephone or written quotations from the vendors on the vendor list; and,

WHEREAS, Adams county has a list of vendors; and,

WHEREAS, the governing body of Adams County desires to establish a procedure for securing telephone or written quotations from the vendors on the list of vendors;

NOW THEREFORE BE IT RESOLVED that the Adams County Board of Commissioners hereby enact the policy set forth herein, establishing a procedure for securing telephone or written quotations from the vendors on the list of vendors.

POLICY

1. **ADMINISTRATION**

The Director of Public Works shall have the primary responsibility for the administration of this Resolution and shall report to the Board of Commissioners periodically on instances suggesting the need for clarification or revision of the procedures specified by this Resolution.

2. **NOTIFICATION TO POTENTIALLY INTERESTED CONTRACTORS**

Adams County shall advertise twice a year, in a newspaper of general circulation, a notice of the existence of the list of vendors and solicit the names of vendors for such list. Such advertisement will occur in October and April of each calendar year, at least once each week for two consecutive weeks. The enrollment period will begin with the first publication date and will close on the 30th day following the first publication date.

3. **APPLICATION**

Vendors will be permitted to be listed on the list of vendors only during the semi-annual enrollment periods. The vendor list may be utilized by Adams County for securing telephone or written quotations from the vendors for the purchase of materials, equipment or supplies where applicable and at Adams County's sole discretion. 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. A contract awarded from the list of vendors pursuant to RCW 39.04.155 need not be advertised. Whenever possible at least three vendors shall be invited to submit bids.

4. **EFFECITVE DATE**

This policy shall take effect on October 5, 1998.

DATED this 5th day of October, 1998.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/W. L. Schlagel, Chairman
s/Bill Wills, Commissioner
s/Shawn R. Logan, Commissioner

ATTEST:
s/Linda Reimer, CMC/AE
Clerk of the Board