



CO00032646

SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

AMENDED ORDINANCE NO. 07-117

RELATING TO COUNTY PURCHASING PROCEDURES, PROVIDING FOR
A SMALL WORKS ROSTER PROCESS, REQUIRING SMALL BUSINESS
OUTREACH ACTIVITIES, AND AMENDING CHAPTER 3.04 SCC

WHEREAS, pursuant to RCW 39.04.155 state agencies and authorized local governments can establish a small works roster process for awarding certain public works contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property; and

WHEREAS, pursuant to RCW 39.04.155 state agencies and authorized local governments can establish a small works roster process for public works projects estimated to cost \$200,000 or less, and can establish a limited public works process for projects estimated to cost less than \$35,000; and

WHEREAS, establishment of a small works roster process pursuant to RCW 39.04.155 exempts eligible projects from certain requirements that otherwise apply to public works, and can thereby promote competition and generate significant savings to implementing agencies and local governments; and

WHEREAS, the state legislature by Chapter 210, Laws of 2007 (SHB 1328) amended RCW 39.04.155 to authorize implementing agencies and local governments to adopt additional procedures to encourage small businesses having gross revenues under \$250,000 to submit quotations or bids on small works roster contracts; and

WHEREAS, the City of Lynnwood, which has administered a shared small works roster for participating local governments, has informed the County that it will no longer do so and that it will transfer operation of a shared small works roster to the Municipal Research and Services Center of Washington, a non-profit corporation; and

WHEREAS, the Snohomish County Economic Development Council, Inc., and the Washington State Procurement Technical Assistance Center are available to assist in the development and implementation of small business outreach activities in Snohomish County; and

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3 WHEREAS, it is in the interests of the County and economic development
4 within the County to authorize the Purchasing Division to establish and
5 administer a small works roster process for public works estimated to cost
6 \$200,000 or less, including a limited public works process for projects estimated
7 to cost less than \$35,000, and to implement small business outreach activities,
8 as provided herein;
9

10 NOW, THEREFORE, BE IT ORDAINED:

11
12 Section 1. Snohomish County Code Section 3.04.120, last amended by
13 Ordinance No. 89-027 on May 17, 1989, is amended to read:
14

15 **3.04.120 Competitive bidding.**

16 The bid requirements of SCC 3.04.130(2), (3), (4), (5), (9) and (10)
17 shall be complied with on all purchases, and leases of personal property
18 and contract for public work, labor and materials, and services except the
19 following:

- 20 (1) Purchases as provided in SCC 3.04.160;
21 (2) Negotiated contracts as provided in SCC 3.04.190;
22 (3) Proprietary purchases as provided in SCC 3.04.180;
23 (4) Consultant and special service contracts as provided in SCC
24 3.04.190;
25 (5) Emergencies as provided in SCC 3.04.200;
26 (6) Intergovernmental services as provided in SCC 3.04.210;
27 (7) Cooperative purchasing as provided in SCC 3.04.220; ((and))
28 (8) Exemptions as provided in SCC 3.04.015; and
29 (9) Contracts for small works as provided in SCC 3.04.135.
30

31 Section 2. A new section is added to Chapter 3.04 of the Snohomish
32 County Code to read:
33

34 **3.04.135 Small works roster.**

35 (1) Pursuant to RCW 39.04.155, the division shall develop and
36 administer a small works roster process for awarding contracts for
37 construction, building, renovation, remodeling, alteration, repair, or
38 improvement of real property with an estimated cost of \$200,000 or less.
39 The small works roster process shall include a limited public works
40 process for projects estimated to cost less than \$35,000.

41 (2) Pursuant to SCC 3.04.060(7), the manager shall adopt and
42 publish written procedures and guidelines necessary to implement this
43 section.

1 (3) The small works roster process may be administered by
2 interlocal agreement as provided in RCW 39.04.155 and Chapter 39.34
3 RCW or by contract with a non-governmental service provider, including
4 but not limited to the Municipal Research and Services Center of
5 Washington, provided that all such agreements or contracts must be
6 approved in accordance with SCC 3.04.140 and 3.04.210.
7

8 Section 3. A new section is added to Chapter 3.04 of the Snohomish
9 County Code to read:

10
11 **3.04.137 Small business outreach activities.**

12 As authorized by RCW 39.04.155(5), the division shall develop and
13 implement small business outreach activities to encourage small
14 businesses that are registered contractors with gross revenues under
15 \$250,000 to submit quotations or bids on small works roster contracts
16 awarded under SCC 3.04.135. The outreach activities may be developed
17 in consultation with the Snohomish County Economic Development
18 Council, Inc., or other appropriate governmental or non-governmental
19 entities and shall include procedures for identifying projects appropriate for
20 the limited public works process established under SCC 3.04.135,
21 notifying small businesses of quotation or bid opportunities, and educating
22 small businesses regarding the existence, requirements, and potential
23 benefits of the small works roster process. In May and November of each
24 year the division shall submit a written report to the executive and council
25 detailing the practical results of the division's outreach activities since the
26 previous report.
27

28 Section 4. Snohomish County Code Section 3.04.175, adopted by
29 Ordinance No. 92-085 on August 12, 1992, is amended to read:

30
31 **3.04.175 Public work contracts.**


32 Competitive bidding and advertising shall not be required for public
33 work contracts valued less than \$10,000 excluding sales tax. ((Public))
34 Except as authorized by SCC 3.04.135, public work contracts valued in
35 excess of \$10,000 excluding sales tax ((,)) shall be competitively bid and
36 advertised. Such advertisement shall be published in the official county
37 newspaper at least once, at least 10 days prior to the last date upon which
38 bids will be received and accepted.
39

40 Section 5. Ratification. The Interlocal Cooperation Agreement to Use
41 Lynnwood's Shared Small Works Roster between Snohomish County and the
42 City of Lynnwood dated February 7, 2006, is hereby ratified and approved,
43 subject to termination as provided therein.
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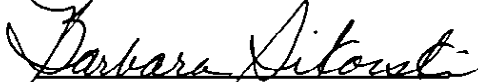
1 Section 6. Small works roster status report. The Purchasing Division
2 shall include in its May, 2008, report on outreach activities submitted under SCC
3 3.04.137 a report on the status of the small works roster process required by
4 SCC 3.04.135.

5
6 PASSED this 12th day of December, 2007.

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8 SNOHOMISH COUNTY COUNCIL
9 Snohomish County, Washington

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12 _____
13 Chairperson
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16 ATTEST:

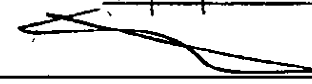
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18 _____
19 Asst. Clerk of the Council

20
21 APPROVED

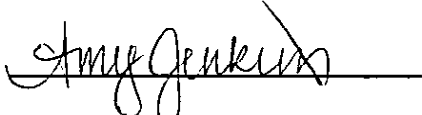
22
23 () EMERGENCY

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25 () VETOED
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28 DATE: 12/21/07

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30 _____
31 MARK SOINE
32 Deputy Executive
33 County Executive *for*

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35 ATTEST:

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37 _____

38 Approved as to form only:

39 _____
40 Deputy Prosecuting Attorney

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AMENDED ORDINANCE NO. 07-117
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PROVIDING FOR A SMALL WORKS ROSTER PROCESS,
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AND AMENDING CHAPTER 3.04 SCC - 4