



<b>WSTIP Policy Manual</b>			
<b>Document Name:</b>	<b>Purchasing</b>	<b>Date Adopted:</b>	09/30/2008
<b>Category:</b>	<b>Finance</b>	<b>Revision Date:</b>	04/28/2011
<b>Page:</b>	<b>1 of 2</b>		

## Purchasing

### Purpose

To allow the Pool to obtain goods and services utilizing procedures that ensure that the Pool will obtain high-quality goods and services at a fair price, to establish accountability for such purchases, and to prevent collusion or favoritism in procurement. Since the Pool is comprised of multiple entity types this policy establishes a competitive process for the purchase of goods and services pursuant to WAC 82-60-220.

### Authority

1. Interlocal Agreement, Section 3 (necessary and proper functions); and
2. Bylaws, Sections 4f and 41 (board may purchase real property, contract powers with executive committee).

### Policy Statement

1. The Pool shall follow the competitive process of WAC 236-22-038 in the procurement of services of a third party administrator.
2. The Pool shall follow RCW 39.80.010 in the procurement of architectural or engineering services.
3. The Pool shall follow RCW 39.04 et seq. in the execution of public works.
4. The Pool may utilize any purchasing program sponsored by the state such as that contained in RCW 43.105 for data processing and communications systems.
5. The Board may authorize the purchase, lease, sale, and disposal of real property. The Executive Committee shall make a recommendation to the Board concerning the purchase, lease, sale, or disposal of real property.
6. Purchase by executive director
  - a. The executive director is authorized to procure goods and services for the Pool up to \$10,000. Prior to any purchase the executive director shall make an investigation or solicit proposals or price quotations as are reasonable under the circumstances such that the Pool receives the highest quality goods or services at the lowest price.
  - b. The executive director is authorized to procure goods and services for the Pool from \$10,000 up to \$35,000, but only following the procurement procedure set forth in this subsection.
    - i. Written or telephone solicitations of price quotations from at least three entities that sell or provide the goods or services sought. The solicitor shall make a written record of the goods or services sought and shall record the names, date and times, quoted price, and phone numbers or addresses of those solicited. The executive director shall make a memorandum to the file of the reasons for choosing the successful vendor.

- ii. As an alternative to the solicitation procedure set forth above, the executive director may purchase the goods or services through any state or federal program that offers goods and services to local governmental entities.
- 7. The Pool may utilize any government sponsored joint purchasing program.
- 8. Any purchases of goods or services estimated to cost more than \$35,000 must be approved in advance by the Executive Committee. The Executive Committee may direct the manner and means of procurement which may include:
  - a. Public bidding following development of bid specifications.
  - b. Requests for proposals.
  - c. Written solicitation of proposals or price quotations.
  - d. The specifications for any procurement may include dispute resolution provisions.
- 9. Credit card purchases
  - a. Pool credit cards may, in the discretion of the executive director, be assigned to designated Pool employees.
  - b. The credit limit may not exceed \$36,000.00 in the aggregate.
  - c. Pool credit cards may be used only for authorized travel or purchases on behalf of the Pool.
  - d. Monthly statements from the financial institution that issued the card shall be forwarded each month to the Pool Auditor for payment.

**Amendment**

This policy may be amended by the Executive Committee.

**Policy History**

Resolution No. 2-2003, Sections 17 and 22.

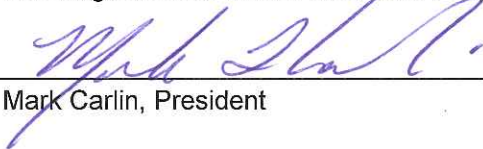
**Repealer**

Resolution No. 2-2003, Sections 17 and 22 is hereby repealed.

Passed this 19<sup>th</sup> day of May, 2011

Executive Committee

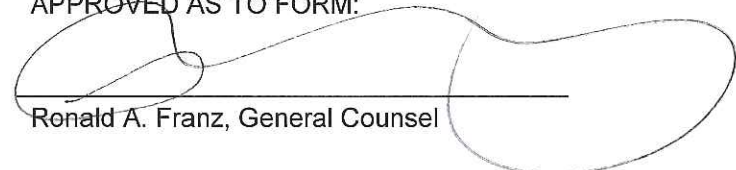
Washington State Transit Insurance Pool

  
\_\_\_\_\_  
Mark Carlin, President

ATTEST:

  
\_\_\_\_\_  
Ben Foreman, Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ronald A. Franz, General Counsel