

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Susan Kostick, *President* • Kelli Smith, *Vice President* • Rose Olson, *Secretary* • Michael Adams • Jennifer DePrey • Martin Munguia • Paul Ryan

Executive Director

Lois Langer Thompson

October 24, 2022, 5:30 p.m.

Marysville Library

6120 Grove St.

Marysville, WA 98270

Telephone Dial-in: +1 872 239 6205

Conference ID: 436 683 235#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the September 19, 2022 regular meeting minutes
- b) Approval of the September 2022 payroll, benefits, and vouchers

6) Public Comment

7) Executive Director's Report

- a) Library Presentation – Stanwood Library Manager Charles Pratt
- b) Executive Director's report [Attachment #1](#)
- c) Financial Update – Accounting Manager Nicole Wehl [Attachment #2](#)

8) Unfinished Business

- a) 2023 Proposed Budget – Deputy Director David Durante, Finance Director Alisha Hendren, and Finance Manager Nicole Wehl [Attachment #3](#)

9) New Business

- a) *Purchasing & Public Works Policy – Board Development / Administration Committee Chair Ryan [Attachments #4-12](#)

10) President, Trustee Committees, and Foundation Representative Reports

- a) President's Report / Executive Committee – President Kostick [Attachment #13](#)
- b) Board Development / Administration – Chair Ryan
- c) Nominating Committee – Trustee DePrey
- d) Strategic Planning / Finance – Chair DePrey
- e) Sno-Isle Libraries Foundation – Trustee Olson

11) Announcements and Comments

12) *Adjournment

**Denotes Board of Trustees action item.*

To request accommodations for an event, email accessibility@sno-isle.org or visit sno-isle.org.

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September 19, 2022

Meeting Minutes

Snohomish Library

Call to Order

President Kostick called the meeting to order at 5:30 p.m., followed by a land acknowledgement.

Attendees

Members present: Jennifer DePrey, Susan Kostick, Martin Munguia, and Paul Ryan.

Members present via teleconference: Rose Olson. Michael Adams joined the meeting at 5:34 p.m.

Staff present: Jude Anderson, Nick Fuchs, Lindsay Hanson, Cassie Hanson, Alisha Hendren, Meredith Kraft, Diane Lai, Rebecca Loney, Antoinette Morales-Tanner, Phil Spirito, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. The motion passed.

Consent Agenda

- a) Approval of the July 25, 2022 regular meeting minutes
- b) Approval of the July 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- c) Approval of the August 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. The motion passed.

Public Comment

There were no public comments to the Board.

Executive Director's Report

Library Presentation

Snohomish Library Manager Jude Anderson highlighted the Snohomish Library's array of historical and genealogical resources as well as recent work digitizing local historical news publications. Library Manager Anderson emphasized the importance of connecting with the community through outreach and partnerships with a variety of organizations, including local historical societies, the Boys and Girls Club, the senior center, the Lions Club, and others.

Executive Director's Report

Executive Director Thompson shared information from the Executive Director's report, including meetings with community partners, a Friends of the Library update, and the Library's response to the Bolt Creek Fire. Director of Community Libraries Diane Lai provided information about recent staffing changes and progress toward strategic goals.

Financial Update

Finance Manager Nicole Wehl provided the August 2022 financial report.

New Business

2023 Budget Overview and Discussion

Executive Director Thompson presented a preliminary view of the 2023 budget proposal, highlighting the funding portfolio, which includes expanded options for upcoming capital facilities projects. Finance Director Alisha Hendren and Finance Manager Nicole Wehl previewed forecasted operations revenues and expenditures through 2032.

Unfinished Business

Public Comment Guidelines

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees adopt the public comment guidelines as presented. The motion passed.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick provided information on the following:

- Meeting locations for the October and November Board of Trustees regular meetings have been changed to the Marysville and Lynnwood Libraries.
- The 2023 Officer Nominating Committee will be chaired by Trustee Munguia. Trustee DePrey will also serve on the committee.
- President Kostick reported on attendance at recent Sno-Isle Libraries events designed to engage with the community around capital facility projects at the Langley and Arlington libraries.

Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation will be implementing a direct mail campaign in November with the goal of building donor engagement.
- The Foundation received 22 applications as a result of the Board of Directors recruitment campaign and is in the process of conducting interviews.
- The Foundation was awarded a \$15,000 grant from the Nysether Foundation to contribute to the Foundation's fundraising goals in support of the Darrington Library remodel project.
- The Bill and Melinda Gates Foundation awarded the Sno-Isle Libraries Foundation a two-year \$100,000 general operations grant.

Board Member Reports

Trustee Adams expressed appreciation for the Library's ongoing efforts to connect with the community through outreach and events.

Trustee DePrey reported on attendance at the *Langley Library Remodel 3D Sneak Peek* event.

Trustee Ryan previewed the agenda for the upcoming Board Development / Administration Committee meeting. Trustee Ryan also commended the Library for cross-governmental collaboration and expressed appreciation for the Library's willingness to partner with outside organizations serving the community.

Trustee Munguia expressed interest in the Library's October 27 all-staff development day.

Adjournment

Trustee DePrey moved to adjourn the September 19, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 6:52 p.m.

President

Secretary

Sno-Isle Libraries
September 2022 Payroll and September 2022 Vouchers

Direct Deposits, Employee Deductions	\$ 2,399,381.64
Vendor Checks 76724, 76774, 76789, 76889, 76976 and 76995 through 77005, Plus Electronic Fund Transfers	<u>\$ 876,154.77</u>
Total Payroll and Benefits	\$ 3,275,536.41
 Accounts Payable Checks 76722 through 77005 less checks listed above, plus Electronic Transfers	 <u>\$ 1,335,518.28</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,611,054.69</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees October 24, 2022.



Finance Director

* Actual checks written do not reflect adjustments.
See page two for adjustments.

Sno-Isle Libraries
September 2022 Payroll and September 2022 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

September 2022 Payroll

Employee Pay - Direct Deposit	\$	1,732,599.52	
Plus: Employee Deductions	\$	666,782.12	
Sub-Total Gross Payroll			\$ 2,399,381.64

Vendor Checks 76724, 76774, 76789, 76889, 76976 and 76995 through 77005	\$	194,274.75 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	214,525.07	
Electronic Funds Transfer - Empower - 457 Plan	\$	13,372.39	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	52,397.19	
Electronic Funds Transfer - PERS - Retirement Plan	\$	364,539.62	
Electronic Funds Transfer - Navia - FSA	\$	11,214.26	
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,632.13	
Electronic Funds Transfer - Premera - Medical	\$	265,318.76	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(246,856.24)	
Sub-Total Benefits - Employer Expense			\$ 876,154.77
Total Payroll and Benefits			\$ 3,275,536.41

September 2022 Accounts Payable

Checks 76722 through 77005 less checks listed above	\$	1,333,333.87 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,184.41	
Sub-Total Accounts Payable			\$ 1,335,518.28
Total Payroll, Benefits and Accounts Payable			\$ 4,611,054.69

Adjustments

Paycom Direct Service Fee	\$	17,855.63	
Refunds and Credits	\$	1,102.43	
Petty Cash Expense - 3rd Qtr	\$	128.01	
Bank Service Charge	\$	212.79	
Travel & Business Expense Reimbursement paid in Payroll	\$	2,305.01	
Total Adjustments			\$ 21,603.87
September 2022 Total Expenditures			\$ 4,632,658.56 ***

* Benefit invoices paid through Accounts Payable Checks \$ 194,274.75

** Regular invoices paid through Accounts Payable Checks \$ 1,333,333.87

Total Accounts Payable Check Payments \$ 1,527,608.62

*** Equals Expenditure Summary Total

Vouchers September 2022

Date	Check	Payee	Check Amount
9/29/2022	75757	VOID	-8,798.15
9/29/2022	75848	VOID	-165.00
9/22/2022	76408	VOID	-1,112.50
9/29/2022	76665	VOID	-745.00
9/8/2022	76722	Dawn Kaestner	202.28
9/8/2022	76723	Rebecca Loney	458.20
9/8/2022	76724	4imprint Inc	2,047.74
9/8/2022	76725	Alderleaf Wilderness College	300.00
9/8/2022	76726	Amazon Capital Services, Inc	4,668.95
9/8/2022	76727	AT&T Mobility (6463)	43.23
9/8/2022	76728	Backstage Library Works, Inc	223.40
9/8/2022	76729	Baker & Taylor Books (277930)	480.25
9/8/2022	76730	Ballydidean Farm Sanctuary	150.00
9/8/2022	76731	Blackstone Publishing	72.48
9/8/2022	76732	CDW Government Inc	1,492.83
9/8/2022	76733	Cision US, Inc.	18,773.04
9/8/2022	76734	City of Granite Falls	118.13
9/8/2022	76735	City of Lake Stevens	7,232.08
9/8/2022	76736	Dae Won LLC	7,726.18
9/8/2022	76737	De-el Enterprises, Inc	679.37
9/8/2022	76738	E - Rate Expertise Inc	1,237.50
9/8/2022	76739	Gale/Cengage Learning	114.54
9/8/2022	76740	Ingram Library Services	23,171.46
9/8/2022	76741	Kanopy, Inc.	6,996.00
9/8/2022	76742	Lamar Transit, LLC	2,920.00
9/8/2022	76743	Language Exchange	362.50
9/8/2022	76744	Remit Overrun	0.00
9/8/2022	76745	Midwest Tape	24,008.65
9/8/2022	76746	O'Donnell, Kristi	75.00
9/8/2022	76747	O'Donnell, Kristi	300.00
9/8/2022	76748	Office Depot, INC	603.93
9/8/2022	76749	Remit Overrun	0.00
9/8/2022	76750	Remit Overrun	0.00
9/8/2022	76751	Remit Overrun	0.00
9/8/2022	76752	Remit Overrun	0.00
9/8/2022	76753	Remit Overrun	0.00
9/8/2022	76754	Remit Overrun	0.00
9/8/2022	76755	Remit Overrun	0.00
9/8/2022	76756	Remit Overrun	0.00
9/8/2022	76757	Remit Overrun	0.00
9/8/2022	76758	Remit Overrun	0.00
9/8/2022	76759	Remit Overrun	0.00
9/8/2022	76760	Remit Overrun	0.00
9/8/2022	76761	Remit Overrun	0.00

Vouchers September 2022

Date	Check	Payee	Check Amount
9/8/2022	76762	Remit Overrun	0.00
9/8/2022	76763	Overdrive Inc	194,033.33
9/8/2022	76764	Pacific Publishing Co Inc	293.25
9/8/2022	76765	Paper Roll Products	146.52
9/8/2022	76766	ParentMap	3,575.00
9/8/2022	76767	Penworthy	1,045.06
9/8/2022	76768	PUD No 1 of Snohomish County	1,033.57
9/8/2022	76769	Puget Sound Energy	984.37
9/8/2022	76770	Rentacrate Enterprises LLC	34,251.95
9/8/2022	76771	Rev.com, Inc	114.00
9/8/2022	76772	Ricoh USA Inc - 31001	4.10
9/8/2022	76773	Ricoh USA Inc - 650073	11,534.44
9/8/2022	76774	Robert Half	702.00
9/8/2022	76775	S-R Broadcasting Co Inc	1,554.28
9/8/2022	76776	Salish Networks	1,214.25
9/8/2022	76777	Seattle Times	6,650.00
9/8/2022	76778	Silver Lake Water & Sewer	206.97
9/8/2022	76779	Simply Magic	400.00
9/8/2022	76780	Sprague Pest Solutions	855.99
9/8/2022	76781	Teresa Wippel Communications LLC	425.00
9/8/2022	76782	The Art of Rosemary	250.00
9/8/2022	76783	Trafton, John	45.30
9/8/2022	76784	Transource Services Corp	56,182.14
9/8/2022	76785	Tsai Fong Books Inc	4,278.72
9/8/2022	76786	Verizon Communications Inc	310.12
9/8/2022	76787	Walter E Nelson Co of Western WA	509.26
9/8/2022	76788	Waste Management	3,110.17
9/8/2022	76789	Wellable LLC	231.00
9/22/2022	76790	Canopy Wellbeing	1,112.50
9/22/2022	76791	8X8 Inc	8,411.36
9/22/2022	76792	Air Care System	13,887.10
9/22/2022	76793	Alderwood Water District	86.88
9/22/2022	76794	Allied 100, LLC	317.06
9/22/2022	76795	Allied Universal	19,660.50
9/22/2022	76796	Amazon Capital Services, Inc	1,250.18
9/22/2022	76797	Apple Inc	10.90
9/22/2022	76798	Asavie Technologies Inc	1,107.33
9/22/2022	76799	Brodart Company	257.41
9/22/2022	76800	BuildingWork, LLC	3,350.00
9/22/2022	76801	Camano Hill Water Co.	125.01
9/22/2022	76802	Canopy Wellbeing	3,200.00
9/22/2022	76803	CDW Government Inc	2,373.17
9/22/2022	76804	Cedar Grove Organics Recycling LLC	380.26
9/22/2022	76805	Center for Internet Security, Inc	24,480.00

Vouchers September 2022

Date	Check	Payee	Check Amount
9/22/2022	76806	Cerium Networks Inc	8,883.02
9/22/2022	76807	City of Arlington	175.04
9/22/2022	76808	City of Marysville	1,325.46
9/22/2022	76809	City of Monroe	1,145.28
9/22/2022	76810	City of Sultan	170.88
9/22/2022	76811	Clinton Community Hall	125.00
9/22/2022	76812	Clinton Water Dist	64.35
9/22/2022	76813	Community Transit	50.00
9/22/2022	76814	Cort Party Rental	1,843.84
9/22/2022	76815	Crystal Mt. Pure Drinking Water	37.47
9/22/2022	76816	Daily Journal of Commerce	119.60
9/22/2022	76817	Del Sol Inc	58,569.85
9/22/2022	76818	Demco Inc (8048)	73.27
9/22/2022	76819	Door Pros Inc	1,255.37
9/22/2022	76820	Ednetics, Inc.	2,186.49
9/22/2022	76821	Everett Safe & Lock	19.65
9/22/2022	76822	Gartner, Inc	2,500.00
9/22/2022	76823	Goldfinch Brothers	707.71
9/22/2022	76824	Government Finance Officers Association	280.00
9/22/2022	76825	Grainger	12.15
9/22/2022	76826	Hillis Clark Martin & Peterson	1,722.00
9/22/2022	76827	Island Disposal Inc	159.78
9/22/2022	76828	Janelle Tarasewicz	1,125.00
9/22/2022	76829	JB Fitness, LLC	50.00
9/22/2022	76830	KSER Foundation	2,000.00
9/22/2022	76831	Lamar Transit, LLC	300.00
9/22/2022	76832	Language Exchange	165.00
9/22/2022	76833	Language Testing International	196.00
9/22/2022	76834	Lemay Mobile Shredding	843.02
9/22/2022	76835	Liberty Scanning LLC	2,455.32
9/22/2022	76836	Library Works Inc	450.00
9/22/2022	76837	Lifemoves Health LLC	7,500.00
9/22/2022	76838	Lithtex NW	384.76
9/22/2022	76839	Milne Electric Inc	480.04
9/22/2022	76840	MSR Design	59,616.69
9/22/2022	76841	National Business Furniture	676.25
9/22/2022	76842	Nelson Electric	884.59
9/22/2022	76843	North County Outlook	330.00
9/22/2022	76844	OCLC Inc (34299)	5,470.78
9/22/2022	76845	Remit Overrun	0.00
9/22/2022	76846	Office Depot, INC	3,076.62
9/22/2022	76847	OrangeBoy Inc	10,056.00
9/22/2022	76848	Remit Overrun	0.00
9/22/2022	76849	Remit Overrun	0.00

**Vouchers
September 2022**

Date	Check	Payee	Check Amount
9/22/2022	76850	Remit Overrun	0.00
9/22/2022	76851	Remit Overrun	0.00
9/22/2022	76852	Remit Overrun	0.00
9/22/2022	76853	Remit Overrun	0.00
9/22/2022	76854	Remit Overrun	0.00
9/22/2022	76855	Remit Overrun	0.00
9/22/2022	76856	Remit Overrun	0.00
9/22/2022	76857	Remit Overrun	0.00
9/22/2022	76858	Remit Overrun	0.00
9/22/2022	76859	Remit Overrun	0.00
9/22/2022	76860	Remit Overrun	0.00
9/22/2022	76861	Remit Overrun	0.00
9/22/2022	76862	Remit Overrun	0.00
9/22/2022	76863	Remit Overrun	0.00
9/22/2022	76864	Remit Overrun	0.00
9/22/2022	76865	Remit Overrun	0.00
9/22/2022	76866	Remit Overrun	0.00
9/22/2022	76867	Remit Overrun	0.00
9/22/2022	76868	Remit Overrun	0.00
9/22/2022	76869	Remit Overrun	0.00
9/22/2022	76870	Remit Overrun	0.00
9/22/2022	76871	Remit Overrun	0.00
9/22/2022	76872	Remit Overrun	0.00
9/22/2022	76873	Remit Overrun	0.00
9/22/2022	76874	Overdrive Inc	103,990.27
9/22/2022	76875	Paper Roll Products	1,360.78
9/22/2022	76876	Patch My PC LLC	4,544.02
9/22/2022	76877	PetroCard Systems Inc	2,746.77
9/22/2022	76878	Platt Electric Supply	130.56
9/22/2022	76879	PODS Enterprises, LLC	451.95
9/22/2022	76880	Prime Self Storage	814.00
9/22/2022	76881	PUD No 1 of Snohomish County	1,142.81
9/22/2022	76882	Puget Sound Energy	207.24
9/22/2022	76883	Puget Sound Mobile Detail	1,204.45
9/22/2022	76884	Rentacrate Enterprises LLC	37,769.14
9/22/2022	76885	Republic Services 197	817.09
9/22/2022	76886	Ricoh USA Inc - 31001	9,063.03
9/22/2022	76887	Ricoh USA Inc - 650073	12,938.52
9/22/2022	76888	Ringsquared	101.86
9/22/2022	76889	Robert Half	7,334.52
9/22/2022	76890	Snohomish Co Finance	91.00
9/22/2022	76891	Sound Publishing	151.68
9/22/2022	76892	Sprague Pest Solutions	157.87
9/22/2022	76893	Springshare LLC	125.00

Vouchers September 2022

Date	Check	Payee	Check Amount
9/22/2022	76894	Summit Law Group, PLLC	3,574.00
9/22/2022	76895	Superior Restrooms, LLC	660.00
9/22/2022	76896	The Hanover Insurance Company	10,010.70
9/22/2022	76897	Thryv, Inc	113.90
9/22/2022	76898	Timeless Design	17,688.67
9/22/2022	76899	Uline	475.06
9/22/2022	76900	Unisys Corporation	13,713.87
9/22/2022	76901	Washington State Ferries	472.10
9/22/2022	76902	Wave Business	10,346.43
9/22/2022	76903	Whidbey Telecom	600.59
9/22/2022	76904	Ziply Fiber	4,860.14
9/29/2022	76905	Hanna Krumheuer	175.18
9/29/2022	76906	Monica Jackson	258.00
9/29/2022	76907	Allied Universal	20,150.10
9/29/2022	76908	Amazon Capital Services, Inc	500.89
9/29/2022	76909	American Library Association	211.00
9/29/2022	76910	Baker & Taylor Books (277930)	5,981.62
9/29/2022	76911	Bank of America (0958)	771.26
9/29/2022	76912	Bank of America (2175)	4,665.55
9/29/2022	76913	Bank of America (2945)	4,496.77
9/29/2022	76914	Bank of America (3414)	1,407.62
9/29/2022	76915	Bank of America (3736)	1,683.65
9/29/2022	76916	Bank of America (4867)	5,519.35
9/29/2022	76917	Bank of America (5800)	1,313.74
9/29/2022	76918	Bank of America (5953)	158.59
9/29/2022	76919	Bank of America (8208)	4,991.97
9/29/2022	76920	Bibliotheca LLC	11,945.91
9/29/2022	76921	Blackstone Publishing	50.88
9/29/2022	76922	Brodart Company	2,488.11
9/29/2022	76923	Cascade Natural Gas	13.00
9/29/2022	76924	CDW Government Inc	343.48
9/29/2022	76925	Center Point Large Print	738.90
9/29/2022	76926	City of Granite Falls	118.13
9/29/2022	76927	City of Langley	687.47
9/29/2022	76928	City of Lynnwood	1,589.53
9/29/2022	76929	Comcast	3,706.89
9/29/2022	76930	Dae Won LLC	7,726.18
9/29/2022	76931	Dell Marketing L.P.	3,340.17
9/29/2022	76932	Ednetics, Inc.	86,272.35
9/29/2022	76933	Everett Safe & Lock	37.16
9/29/2022	76934	Gale/Cengage Learning	5,188.23
9/29/2022	76935	Guardian Security	3,945.31
9/29/2022	76936	Hudson, Laura	325.00
9/29/2022	76937	Imagine Children's Museum	245.56

Vouchers September 2022

Date	Check	Payee	Check Amount
9/29/2022	76938	Imagine Children's Museum	245.56
9/29/2022	76939	Imagine Children's Museum	253.96
9/29/2022	76940	Imagine Children's Museum	253.96
9/29/2022	76941	Remit Overrun	0.00
9/29/2022	76942	Remit Overrun	0.00
9/29/2022	76943	Ingram Library Services	75,318.32
9/29/2022	76944	Kathy Lynott	213.71
9/29/2022	76945	Kristen Millares Young	93.00
9/29/2022	76946	Langley Chamber of Commerce	250.00
9/29/2022	76947	Last Leaf Productions	350.00
9/29/2022	76948	Matika Wilbur Photography	6,000.00
9/29/2022	76949	Midwest Library Service	2,110.96
9/29/2022	76950	Remit Overrun	0.00
9/29/2022	76951	Remit Overrun	0.00
9/29/2022	76952	Remit Overrun	0.00
9/29/2022	76953	Midwest Tape	31,228.81
9/29/2022	76954	Northsound Auto Group, LLC	4,574.33
9/29/2022	76955	Remit Overrun	0.00
9/29/2022	76956	Office Depot, INC	1,896.42
9/29/2022	76957	OSW Equipment & Repair, LLC	509.60
9/29/2022	76958	Remit Overrun	0.00
9/29/2022	76959	Remit Overrun	0.00
9/29/2022	76960	Remit Overrun	0.00
9/29/2022	76961	Remit Overrun	0.00
9/29/2022	76962	Remit Overrun	0.00
9/29/2022	76963	Remit Overrun	0.00
9/29/2022	76964	Remit Overrun	0.00
9/29/2022	76965	Remit Overrun	0.00
9/29/2022	76966	Remit Overrun	0.00
9/29/2022	76967	Overdrive Inc	42,985.86
9/29/2022	76968	Paper Roll Products	151.12
9/29/2022	76969	Penworthy	6,627.78
9/29/2022	76970	PetroCard Systems Inc	2,172.70
9/29/2022	76971	Pitney Bowes	967.45
9/29/2022	76972	Platt Electric Supply	139.57
9/29/2022	76973	PUD No 1 of Snohomish County	12,825.19
9/29/2022	76974	Puget Sound Energy	959.53
9/29/2022	76975	Purple Communications, Inc	2,238.38
9/29/2022	76976	Robert Half	3,209.04
9/29/2022	76977	Sandys, Diana Amaranta	425.00
9/29/2022	76978	Smokey Point NW LLC	7,660.17
9/29/2022	76979	Sno-Isle Refund Account	464.13
9/29/2022	76980	Sound Publishing	2,704.50
9/29/2022	76981	Sprague Pest Solutions	409.58

**Vouchers
September 2022**

Date	Check	Payee	Check Amount
9/29/2022	76982	Tomomi Galeano	195.00
9/29/2022	76983	Tsai Fong Books Inc	3,257.73
9/29/2022	76984	U S Bank Equipment Finance	299.97
9/29/2022	76985	University of Chicago Press - Chicago Distribution	195.66
9/29/2022	76986	Remit Overrun	0.00
9/29/2022	76987	Walter E Nelson Co of Western WA	9,476.36
9/29/2022	76988	WCP Solutions	363.30
9/29/2022	76989	WEX	107.52
9/29/2022	76990	Ziply Fiber	12,037.46
9/29/2022	76991	Joint Council of Librarians of Color, Inc.	55.00
9/29/2022	76992	Better Impact USA, Inc	745.00
9/29/2022	76993	Eagle Pipe & Mechanical, LLC	8,798.15
9/30/2022	76994	Priya Thapar	309.00
9/30/2022	76995	Assured Partners of WA, LLC	7,160.00
9/30/2022	76996	Canopy Wellbeing	1,112.50
9/30/2022	76997	Delta Dental of Washington	33,253.57
9/30/2022	76998	Dept of Labor & Industries	31.01
9/30/2022	76999	Kaiser Permanente	87,008.35
9/30/2022	77000	Lifewise Assurance Company	31,046.70
9/30/2022	77001	Lincoln National Life Ins Company	8,804.46
9/30/2022	77002	Navia Benefit Solutions Client Pay	2,082.90
9/30/2022	77003	Premera Blue Cross	9,585.96
9/30/2022	77004	Snohomish County Superior Court Clerk	250.00
9/30/2022	77005	Sno-Isle Library Foundation	415.00
			<u>1,527,608.62</u>

Executive Director

BOARD REPORT

October 2022

Lois Langer Thompson
Executive Director

Community / Stakeholder meetings

- Economic Alliance of Snohomish County (EASC) Public Officials
- EASC Annual Board retreat
- Friends of the Langley Library
- SnoCODE meeting
- Snohomish County Economic Recovery Advisory Group
- Interview with University of Nebraska – Omaha student on Library Science programs

Library Board of Trustees Meetings

- Board Development / Administration
- Board President
- Executive
- Strategic Planning / Finance

Library Visits

- Brier
- Lake Stevens
- Lakewood / Smokey Point
- Langley
- Mountlake Terrace
- Mukilteo
- Stanwood

Library Updates

- Strategic Goals

Financial Update

FINANCE DEPARTMENT

October 2022

September 2022 Revenue Summary:

- **Total revenues in September were \$989k compared to the monthly budget of \$1.3M. Year to date (YTD) total revenues were \$37.4M compared to the YTD budget of \$38.1M.**
- General property tax receipts for September were \$840k. YTD tax receipts were below budget by \$136k. 55.9% of the annual property tax budget has been received to date.
- Timber tax and associated excise tax revenues for September were \$10k. YTD tax receipts were above budget by \$43k.
- Investment Interest for September was \$93k. YTD interest was \$279k above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations for September were collectively \$29k. YTD revenue was below budget by \$73k.
- Other Revenues (surplus sales, E-Rate reimbursements, and grants) for September were \$17k. YTD other revenues were below budget by \$807k.

September 2022 Expenditures Summary:

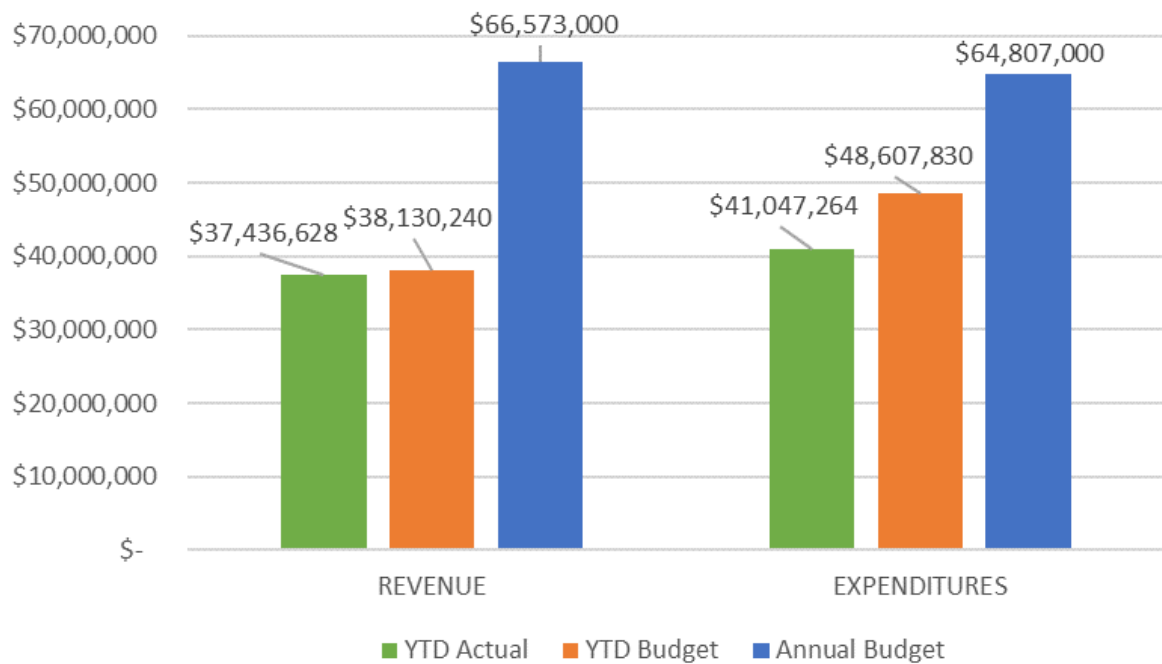
- **Total expenditures in September were \$4.6M compared to the monthly budget of \$5.4M. Total expenditures YTD were \$41.0M compared to the YTD budget of \$48.6M.**
- Salaries & Benefits for September were \$3.3M. YTD salaries & benefits were \$1.6M below budget.
- Collection materials expenditures for September were \$536k. YTD materials were \$31k above budget.
- Capital expenditures for September were \$0k. YTD expenditures were \$4.2M below budget.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for August were \$821k. YTD all other expenditures were under budget by \$1.9M.

Financial Update

FINANCE DEPARTMENT

October 2022

2022 Year-to-Date Summary:



Budget Timeline

2022 TIMELINE FOR 2023 BUDGET

Timeline is subject to change.

Date	Budget Agenda Item/s	Who	Meeting Type
July 25, 2022	2023 budget objective and timeline	Board of Trustees	Regular Board meeting
September 8, 2022	2023 budget overview presentation and discussion	Strategic Planning / Finance Committee	Committee meeting
September 19, 2022	2023 budget overview presentation and discussion	Board of Trustees	Regular Board meeting
October 6, 2022	Committee review of preliminary 2023 budget proposal	Strategic Planning / Finance Committee	Committee meeting
October 24, 2022	First review of proposed 2023 budget	Board of Trustees	Regular Board meeting
November 21, 2022	Final review of proposed 2023 budget <ul style="list-style-type: none">• Public hearing on levy• Approval of 2023 levy• Public meeting on proposed 2023 budget• Approval of 2023 budget	Board of Trustees	Regular Board meeting
November 30, 2022	2023 budget submitted to Snohomish and Island counties	Staff	N/A
January 2023	Joint levy certification	Board of Trustees	Special meeting

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

Purpose

To comply with applicable Washington State law, Sno-Isle Libraries (District) shall have procedures and guidelines identifying the process used to purchase supplies, equipment, services, and for conducting public works projects.

Scope

Purchasing

Purchasing for the purpose of this policy includes the acquisition of supplies, equipment, and services. Purchasing for the purpose of this policy does not include the acquisition of library materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.).

Public Works (Building Related Projects)

The term "public work" shall include all work, construction, renovation, remodeling, alteration, repair or improvement other than ordinary maintenance, on any public building or property. [RCW 39.04.010 (4)]

Implementation

Purchasing

The District shall purchase and acquire supplies, equipment, and services in such a way as will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements, pursuant to Chapter 39.34 RCW. Administrative procedures and guidelines will be established and maintained by the Administrative Services Director that assure a competitive, open, and fair purchasing process.

Public Works (Building Related Projects)

For public works projects with a cost of \$300,000 or less, the Board of Trustees has established a small works roster process (Sno-Isle Libraries Resolution 18-01, replacing Resolutions 07-03, 07-10 and 15-03).

For public works projects with a cost of more than \$300,000 a competitive bidding process must be used in accordance with the applicable provisions of RCW 39.04.010 (2). Administrative procedures and guidelines for competitive bidding of public works projects will be established and maintained by the Administrative Services Director.

CURRENT

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.

Policy History

Revision adopted by the Board of Trustees November 26, 2018.

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

Purpose

To comply with applicable Washington State law, Sno-Isle Libraries ([the District](#)) shall have procedures and guidelines identifying the process used to purchase supplies, equipment, [and services](#), and for conducting public works projects.

Scope

Purchasing

~~Purchasing for~~[For](#) the purpose of this policy, [purchasing](#) includes the acquisition of supplies, equipment, and services. Purchasing for the purpose of this policy does not include the acquisition of library materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.).

Public Works (Building Related Projects)

~~The term "public~~[Public](#) work" ~~shall include means~~ all work, construction, ~~renovation, remodeling,~~ alteration, repair or improvement other than ordinary maintenance, on any public building or property. ~~[RCW 39.04.010 (4)]~~

Implementation

Purchasing

[Supplies and Equipment.](#) The District shall purchase and acquire supplies, [and](#) equipment, ~~and services~~ in such a way as will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements, ~~pursuant to Chapter 39.34 RCW.~~ Administrative procedures and guidelines will be established and maintained by the ~~Administrative Services~~[Finance](#) Director that assure a competitive, open, and fair purchasing process.

[Architectural and Engineering Services.](#) By law, the District is required to procure architectural and engineering services using an advertising and negotiation process.

[Other Professional Services, Personal Services and General Services.](#) The District may, but is not required to, procure other professional services, personal services and general services utilizing a competitive process.

Public Works (Building Related Projects)

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

For public works projects with a cost of \$~~300~~350,000 or less, the Board of Trustees has ~~established~~authorized the use of a small works roster process ~~(Sno-Isle Libraries Resolution 18-01, replacing Resolutions 07-03, 07-10 and 15-03).~~

For public works projects with a cost of more than \$~~300~~350,000, a competitive bidding process ~~must~~will be used in accordance with ~~the~~ applicable ~~provisions of RCW 39.04.010 (2)~~Washington State law. Administrative procedures and guidelines for competitive bidding of public works projects will be established and maintained by the ~~Administrative Services-Finance~~ Director.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington State law.

Prevailing Wages

The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.

Emergencies

Emergency contracting is used only to avoid immediate hazard to life, preserve District property, or prevent significant service disruptions. In such a situation, the Executive Director (or designee) may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of the District to address the emergency. If a contract is awarded without using a competitive process due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract.

Associated Policies and Laws

- Washington State RCW 39.04. Public Works Generally
 - Washington State RCW 39.04.010. Definition of "Public Work"
 - Washington State RCW 39.04.155. Small Works Roster and Limited Public Works
 - Washington State 39.04.280. Emergency Contracting
- Washington State RCW 39.10. Alternative Public Works Contracting Procedures
- Washington State RCW 39.12. Prevailing Wages
- Washington State RCW 39.34. Interlocal Cooperation Act
- Washington State RCW 39.80. Contracts for Architectural and Engineering Services

- Sno-Isle Libraries Board Policy. Conflict of Interest

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

- [Sno-Isle Libraries Board of Trustees Resolution 22-04 \(repealing and replacing Resolution 18-01\)](#)

Process

[This policy is reviewed every four \(4\) years by the Executive Director \(or designee\), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.](#)

Policy History

~~[Revision adopted by the Board of Trustees November 26, 2018.](#)~~

[Date approved: TBD](#)

[Next review date: TBD](#)

[Date adopted: November 26, 2018](#)

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

Purpose

To comply with applicable Washington State law, Sno-Isle Libraries (the District) shall have procedures and guidelines identifying the process used to purchase supplies, equipment, and services, and for conducting public works projects.

Scope

Purchasing

For the purpose of this policy, purchasing includes the acquisition of supplies, equipment, and services. Purchasing for the purpose of this policy does not include the acquisition of library materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.).

Public Works (Building Related Projects)

Public work means all work, construction, alteration, repair or improvement other than ordinary maintenance, on any public building or property.

Implementation

Purchasing

Supplies and Equipment. The District shall purchase and acquire supplies and equipment in such a way as will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements. Administrative procedures and guidelines will be established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.

Architectural and Engineering Services. By law, the District is required to procure architectural and engineering services using an advertising and negotiation process.

Other Professional Services, Personal Services and General Services. The District may, but is not required to, procure other professional services, personal services and general services utilizing a competitive process.

Public Works (Building Related Projects)

For public works projects with a cost of \$350,000 or less, the Board of Trustees has authorized the use of a small works roster process.

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

For public works projects with a cost of more than \$350,000, a competitive bidding process will be used in accordance with applicable Washington State law. Administrative procedures and guidelines for competitive bidding of public works projects will be established and maintained by the Finance Director.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington State law.

Prevailing Wages

The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.

Emergencies

Emergency contracting is used only to avoid immediate hazard to life, preserve District property, or prevent significant service disruptions. In such a situation, the Executive Director (or designee) may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of the District to address the emergency. If a contract is awarded without using a competitive process due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract.

Associated Policies and Laws

- Washington State [RCW 39.04](#). Public Works Generally
 - Washington State [RCW 39.04.010](#). Definition of “Public Work”
 - Washington State [RCW 39.04.155](#). Small Works Roster and Limited Public Works
 - Washington State [39.04.280](#). Emergency Contracting
- Washington State [RCW 39.10](#). Alternative Public Works Contracting Procedures
- Washington State [RCW 39.12](#). Prevailing Wages
- Washington State [RCW 39.34](#). Interlocal Cooperation Act
- Washington State [RCW 39.80](#). Contracts for Architectural and Engineering Services
- Sno-Isle Libraries Board Policy. [Conflict of Interest](#)
- Sno-Isle Libraries Board of Trustees Resolution 22-04 (repealing and replacing Resolution 18-01)

Purchasing and Public Works Policy

Sno-Isle Libraries Board Policy

Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

Policy History

Date approved: TBD

Next review date: TBD

Date adopted: November 26, 2018

RESOLUTION 18-01
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY
RURAL LIBRARY DISTRICT ON THE SUBJECT OF ADOPTING REVISED
PROCEDURES FOR THE USE OF THE SMALL WORKS ROSTER PROCESS
(Repealing Resolution 15-03)**

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and,

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting, architectural or engineering services by municipalities allow certain contracts to be awarded by a consultant roster process; and,

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

WHEREAS, Municipal Research and Services Center (MRSC) Rosters requires public agencies to adopt a resolution establishing specific procedures for the use of their small works roster processes; and,

WHEREAS, the Sno-Isle Board of Trustees adopted Resolution 15-03 on October 26, 2015, to adopt new procedures as required by MRSC; and,

WHEREAS, Sno-Isle Libraries would now like to modify the procedure including certain thresholds in Resolution 15-03; and

WHEREAS, Sno-Isle Libraries desires the revised roster procedures to take the form of a discreet document;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF SNO-ISLE LIBRARIES, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

1. Resolution 15-03 is hereby repealed.
2. Sno-Isle Libraries staff is authorized to continue to contract with the MRSC to have their official rosters hosted in the online database for small works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.
3. The document entitled *MRSC Roster Procedures* as appended to this resolution is adopted by the Board of Trustees.
4. The Board of Trustees authorizes the Executive Director to administer all subsequent changes to the *MRSC Roster Procedures* consistent with established practices for maintaining administrative procedures.

Passed in regular session this 23rd day of July, 2018.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a meeting held on 23rd day of July, 2018 pursuant to notice given as required by law at which 5 members of the Board were present and at which a majority voted in favor of said resolution there being 5 votes in favor, 0 votes against, and 0 votes abstaining.

Sno-Isle Libraries


Board of Trustees




President



Secretary





RESOLUTION ~~18-0122-04~~
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY
RURAL LIBRARY DISTRICT ON THE SUBJECT OF ADOPTING REVISED
PROCEDURES FOR THE USE OF THE MRSC SMALL WORKS ROSTER
PROCESS
(Repealing Resolution ~~15-0318-01~~)**

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and,

WHEREAS, ~~Ch~~chapter 39.80 RCW and other laws regarding contracting for consulting, architectural or engineering services by municipalities allow certain contracts to be awarded by a consultant roster process; and,

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

WHEREAS, Municipal Research and Services Center (MRSC) Rosters requires public agencies to adopt a resolution establishing specific procedures for the use of their small works roster processes; and,

WHEREAS, the Sno-Isle Board of Trustees adopted Resolution ~~15-0318-01~~ on ~~October 26, 2015~~ July 23, _____, 2018, to adopt new procedures as required by MRSC; and,

WHEREAS, Sno-Isle Libraries would now like to modify the MRSC roster procedures including certain thresholds in Resolution ~~15-0318-01~~; and

WHEREAS, Sno-Isle Libraries desires the revised MRSC roster procedures to take the form of a discreet document;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF SNO-ISLE LIBRARIES, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

1. Resolution ~~15-0318-01~~ is hereby repealed.
2. Sno-Isle Libraries staff is authorized to continue to contract with the MRSC, on a nonexclusive basis, to have their official rosters hosted in the online database for small works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters. Sno-Isle Libraries reserves the right to establish other procedures for small works contracts, consulting services, and vendor services consistent with applicable Washington law.
3. The document entitled *MRSC Roster Procedures* as appended to this resolution is adopted by the Board of Trustees.
4. The Board of Trustees authorizes the Executive Director to administer all subsequent changes to the *MRSC Roster Procedures* consistent with established practices for

maintaining administrative procedures.

Passed in regular session this ____ day of _____, ~~2018~~2022.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a meeting held on ____ day of _____, ~~2018-2022~~ pursuant to notice given as required by law at which ____ members of the Board were present and at which a majority voted in favor of said resolution there being ____ votes in favor, ____ votes against, and ____ votes abstaining.

Sno-Isle Libraries
Board of Trustees

President

Secretary

RESOLUTION 22-04
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY
RURAL LIBRARY DISTRICT ON THE SUBJECT OF ADOPTING REVISED
PROCEDURES FOR THE USE OF THE MRSC SMALL WORKS ROSTER
PROCESS
(Repealing Resolution 18-01)**

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and,

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting, architectural or engineering services by municipalities allow certain contracts to be awarded by a consultant roster process; and,

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

WHEREAS, Municipal Research and Services Center (MRSC) Rosters requires public agencies to adopt a resolution establishing specific procedures for the use of their small works roster processes; and,

WHEREAS, the Sno-Isle Board of Trustees adopted Resolution 18-01 on July 23, 2018, to adopt new procedures as required by MRSC; and,

WHEREAS, Sno-Isle Libraries would now like to modify the MRSC roster procedures including certain thresholds in Resolution 18-01; and

WHEREAS, Sno-Isle Libraries desires the revised MRSC roster procedures to take the form of a discreet document;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF SNO-ISLE LIBRARIES, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

1. Resolution 18-01 is hereby repealed.
2. Sno-Isle Libraries staff is authorized to continue to contract with the MRSC, on a nonexclusive basis, to have their official rosters hosted in the online database for small works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters. Sno-Isle Libraries reserves the right to establish other procedures for small works contracts, consulting services, and vendor services consistent with applicable Washington law.
3. The document entitled *MRSC Roster Procedures* as appended to this resolution is adopted by the Board of Trustees.
4. The Board of Trustees authorizes the Executive Director to administer all subsequent changes to the *MRSC Roster Procedures* consistent with established practices for maintaining administrative procedures.

Passed in regular session this ____ day of _____, 2022.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a meeting held on ____ day of _____, 2022 pursuant to notice given as required by law at which ____ members of the Board were present and at which a majority voted in favor of said resolution there being ____ votes in favor, ____ votes against, and ____ votes abstaining.

Sno-Isle Libraries
Board of Trustees

President

Secretary

SNO-ISLE LIBRARIES

MRSC ROSTER PROCEDURES

Purpose

The Sno-Isle Libraries Board of Trustee adopted Resolution 18-01 authorizing the library's use of the Municipal Research and Services Center (MRSC) Rosters and to adopt these procedures by reference. Sno-Isle Libraries may waive informal and formal sealed bid procedures and use a roster process where the total estimated cost (including labor, materials, equipment, taxes and fees) is less than three hundred thousand dollars (\$300,000).

These procedures are applicable to three MRSC roster types:

- A. **Small Works Roster.** The Small Works Roster includes businesses who provide construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.155. This roster should be used to award all public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- B. **Vendor Roster.** The Vendor Roster includes businesses who provide product sales, equipment repair, ordinary maintenance, and other purchased services as referenced in RCW 39.04.190. This roster is expected to be used to acquire materials and services not related to public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- C. **Consultant Roster.** The Consultant Roster includes businesses who provide professional services such as management, financial, legal, communications, marketing, and environmental consulting, as well as architecture, engineering, and surveying services as referenced by Ch. 39.80 RCW.

By using these MRSC Rosters and the following procedures, Sno-Isle Libraries may waive certain informal and formal sealed bid requirements. Selecting vendors not on the MRSC Rosters will typically require staff to use a more formal sealed bid process.

MRSC Rosters

Section A. Small Works Roster.

The following Small Works Roster (SWR) procedures apply specifically to public works projects. A contract awarded from the SWR need not be advertised. In addition to the prevailing wage mandate, the filing of Intents and Affidavits with Washington State L&I are required for all public works projects, regardless of dollar amounts.

Application.

Verbal, Written, or Electronic Quotes. Sno-Isle Libraries shall obtain verbal, written, or electronic quotes for all public works contracts using contractors from the small works roster. This is to assure competitive pricing is established and the contractor meets the mandatory bidder responsibility criteria per RCW 39.04.350(1). Sno-Isle Libraries may

establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.

Before quotes are sought under the SWR processes, a cost estimate by a qualified individual or knowledgeable staff is required. The estimate shall show in detail the estimated cost of the work and the estimated dates of commencement and completion.

- a) If the estimated cost of the public works contract is less than two thousand five hundred dollars (\$2,500), including tax and fees, Sno-Isle Libraries may proceed with the project utilizing a minimum of one documented quote from the SWR. If a verbal quote is used, a source record should be created and be appended to the purchase order as supporting documentation.
- b) If the estimated cost of the public works contract is less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may award such a contract using the Limited Public Works Process (LPWP) provided under RCW 39.04.155(3). For a LPWP, Sno-Isle Libraries shall 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 must be open to public inspection and be available by electronic request. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. When awarding a contract using the LPWP, Sno-Isle Libraries may waive the requirements of payment/retainage (Ch. 60.28 RCW) and performance bond (Ch. 39.08 RCW). Under this waiver, Sno-Isle Libraries assumes the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor; however, Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf. Sno-Isle Libraries must maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the LPWP 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.
- c) If the estimated cost of the public works contract is from thirty-five thousand dollars (\$35,000) to less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries shall obtain not less than five written or electronic quotes from contractors listed on the small works roster who have indicated the capability of performing the kind of work being contracted. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. Payment retainage cannot be waived. Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond.
- d) If the estimated cost of the public works contract is from one hundred and fifty thousand dollars (\$150,000) to less than three hundred thousand dollars (\$300,000), Sno-Isle Libraries 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 small works roster that quotations on the work are being sought. Sno-Isle Libraries has the sole 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; or, (iii) sending a notice to these contractors by facsimile or email. Payment retainage cannot be waived. Sno-Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond.

- e) Any public works contract with costs equal to or greater than three hundred thousand dollars (\$300,000) is subject to a formal sealed bid process. It must be open to all available contractors, include public advertisement, and use a public bid opening. Approval by the Sno-Isle Libraries Board of Trustees is required before a public works project over this dollar threshold can occur unless the project was included as part of the adopted annual budget. See Sno-Isle Libraries' *Purchasing Policies and Procedures* for formal sealed bid procedures to be followed.

Public works projects awarded under Small Works Roster and Limited Public Works Projects processes are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.

Sno-Isle Libraries must provide applicable wage rates with quote requests to contractors for public works projects.

Section B. Vendor Roster.

The following Vendor Roster procedures are established for use by Sno-Isle Libraries pursuant to RCW 39.04.190. Sno-Isle Libraries' staff are encouraged to use this roster but are not limited to the selection of businesses on the MRSC Vendor Roster. Staff may supplement the Vendor Roster with other known businesses capable of providing the desired goods and services for the purpose of obtaining competitive quotes.

- 1) **Application:** Purchases of materials, supplies, equipment, software, and services (excluding engineering or architectural consultants) not connected to a public works project in an amount up to \$150,000 may be awarded by a Vendor Roster process. Sno-Isle Libraries will attempt to obtain the lowest practical price for such goods and services by using the following procedures:
 - a. **Estimated annual purchases under \$2,500:** A minimum of one (1) verbal, electronic or written quote is required.
 - b. **Estimated annual purchases between \$2,500 and \$34,999:** A minimum of three (3) verbal, electronic or written quotes are required.
 - c. **Estimated annual purchases between \$35,000 and \$149,999:** A minimum of five (5) verbal, electronic or written quotes are required.
 - d. **Estimated annual purchases of \$150,000 or more:** Must be awarded through a formal sealed bid process.
 - e. **Estimated annual purchases \$300,000 and greater:** Must be awarded through a formal sealed bid process. Purchases of this size must first be approved by the Board of Trustees unless adopted as part of the annual budget.

- 2) **Verbal, Written, or Electronic Quotes.** Sno-Isle Libraries shall use the following process to obtain verbal or written quotes from vendors for the purchase of goods and services not connected to a public works project.
 - a. Sno-Isle Libraries shall provide a written description of the specific materials, supplies, equipment or service to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.
 - b. Sno-Isle Libraries will request quotes from vendors on the MRSC vendor roster and other known businesses capable of supplying the goods or services. Sno-Isle Libraries may use notices or advertise to solicit business interest.
 - c. A written record shall be made by Sno-Isle Libraries of each vendor's quote or bid on the material, supplies, equipment or software and any conditions imposed by such vendor. This source document should be appended to the purchase order as support for the decision.
- 3) **Posting.** A list of all contracts awarded under the Vendor Roster process greater than \$35,000 shall be posted at the Sno-Isle Libraries 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.

Section C. Consultant Roster.

The following Consultant Roster procedure is established for use by Sno-Isle Libraries for architectural and engineering professional services and consultant services. The MRSC Consultant Roster may be supplemented by other businesses not on the roster to ensure competitive pricing goals are enhanced.

1. **Application.** Consultant 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. Architectural and engineering services have specific requirements as identified in this procedure and outlined in RCW 39.80.030-050.
2. **A/E Professional Services.** Sno-Isle Libraries shall use the following process to select the most highly qualified architectural or engineering firm from the MRSC Consultant Roster.
 - a. RCW 39.80.030 requires that Sno-Isle Libraries publish its need of architectural or engineering services in advance in the form of a request for qualifications (RFQ), concisely stating the general scope and nature of the project or work for which services are required. Compliance with this requirement may be accomplished by either: (1) publishing an announcement each time the service is needed or, (2) announcing generally to the public Sno-Isle Libraries' projected requirements for any category or type of engineering or architectural service.
 - b. Sno-Isle Libraries shall establish the criteria that must be considered in evaluating architectural or engineering firms for a given project. Cost cannot be an evaluation factor.
 - c. Sno-Isle Libraries shall evaluate each firm's written statements of qualifications and 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.

- d. The firm deemed most highly qualified by Sno-Isle Libraries to complete the project will be selected. After the most qualified firm has been chosen, Sno-Isle Libraries may negotiate a contract for the services at a price that Sno-Isle Libraries determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project.
3. **Consultant/Personal Services.** Consulting/personal services excluding architectural, engineering, and public works shall follow the same procedures and standards as the Vendor Roster process.

Exceptions

The State Legislature has provided for certain exceptions to the purchasing procedures above:

1. Government contracts. Sno-Isle Libraries is authorized to purchase from or through Federal, State or local governments per RCW 39.32.070-090. The statute authorizes the purchase of goods and services without advertising, giving notice or inviting proposals.
2. Sole source. Sole source purchasing is used when, due to unique characteristics of the requested product or service (e.g. copyright, patent) there is only one product or service capable of fulfilling Sno-Isle Libraries' requirement and only one vendor sells that product or service. Approval by the Director of Administrative Services is required for sole source designation.
3. Emergency purchases. Emergency purchasing is used only to avoid immediate hazard to life, to preserve Sno-Isle Libraries' property or to prevent significant service disruptions. The Sno-Isle Libraries' Leadership Team are designated by the Board of Trustees to act in the event of an emergency and may declare that an emergency situation exists, waive competitive bidding requirements, and award all contracts necessary to address the emergency. If an emergency contract is awarded without competitive bidding, the Director declaring the emergency must document the factual basis for the exception in writing no later than two weeks following the contract award. The document shall be sent to the Executive Director and Administrative Services Director for retention. The Executive Director shall include a notice of emergency purchasing in the next report to the Board of Trustees.
4. Leases of real property. Leases of real property do not need to be competitively bid.

Other Requirements / Procedures

1. **Award.** The authority to award bids is delegated by the Sno-Isle Libraries Board of Trustees to the Executive Director, or his/her designee, for all goods and services costing less than \$300,000, without further Board of Trustees approval.

Upon awarding a bid, a purchase order shall be immediately created with all of the quotes/bids attached. The purchase order should be approved and delivered to the vendor

with any requirements for Department of Labor & Industries submissions prior to communicating to the vendor to start work on the project.

2. **Bid Criteria.** Sno- Isle Libraries may establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.
3. **Bid Selection.** Sno-Isle Libraries shall acquire goods and services at the lowest quoted price or 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 Sno-Isle Libraries may call for new bids. At the time bids are solicited, Sno-Isle Libraries' representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
4. **Contract / Purchase Order.** Sno-Isle Libraries shall use purchase orders for all goods and services acquired under the roster process. A formal contract may be used in addition to a purchase order when it is determined there is a long term agreement being contemplated with the contractor or when the scope of work, performance standards, and change management requests need to be made clear. A contract should be used when higher levels of risk are involved with work performance or a more complex set of terms and conditions is associated with the work performance.
5. **Contractor Selection.** Sno-Isle Libraries shall equitably distribute the opportunity for quoting on a project among the qualified contractors on the roster. "Equitably distribute" means that Sno-Isle Libraries may not favor certain contractors on the appropriate roster over other contractors on the roster who perform similar services.
6. **Insurance.** All contractors engaged by Sno-Isle Libraries to perform work on Sno-Isle Libraries' property or premises must provide a standard Certificate of Insurance for not less than one million dollars (\$1,000,000) within 10 days of contract or purchase order date.
7. **Retainage / Performance Bond.** For public works projects less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may waive the requirements of payment/retainage (Ch. 60.28 RCW) and performance bond (Ch. 39.08 RCW) when using the Limited Public Works process. For public works projects greater than thirty-five thousand dollars (\$35,000) but less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond. For public works projects greater than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond. Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf.
8. **Publication.** In accordance with the MRSC Rosters contract, MRSC shall, on behalf of Sno-Isle Libraries, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster, consultant roster, and vendor roster, and solicit the names of contractors, consultants, and vendors for the rosters. MRSC shall add responsible contractors, consultants, and vendors to the roster at any time the online application is completed as provided by MRSC and the applicant meets minimum State requirements for roster listing.

9. **Segmentation.** The breaking of any project into units, segments, or phases is prohibited if it is done for the purpose of avoiding the bid limits governing the roster process.

Definitions

- 1) **Contract.** All types of agreements, regardless of what they may be called, for the procurements, or disposal, of supplies, services, or construction. Contracts for goods and/or services administered by the District which would normally include quantity and fixed term. RCW 34.04.010(2)
- 2) **Emergency.** Unforeseen circumstances beyond the control of the District which present a real, immediate, and extreme threat to the proper performance of essential functions or which may reasonably be expected to result in excessive loss or damage to property, bodily injury, or loss of life. RCW 43.19.200(2)
- 3) **Emergency Purchase.** A purchase made pursuant to RCW 43.19.200 in which the normal competitive purchasing procedures have been waived by a declaration of emergency issued by a member of the Leadership Team.
- 4) **Formal sealed bid.** A bid that has been submitted in a sealed manner, either manually or electronically, to prevent its contents being revealed or known before the deadline for submission of all bids. Required by statute RCW 43.19.1906 to enhance competition.
- 5) **Ordinary Maintenance.** Work not performed by contract and that is performed on a regularly scheduled basis (e.g. daily, weekly, monthly, etc. but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. WAC 296-127-010(7)(b)(iii)
- 6) **Public Works Project.** All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with Ch. 39.12 RCW and RCW 39.04.010. This includes but is not limited to, demolition, remodeling, renovation, road construction, building construction, and utilities construction. Examples of public works projects include roof repair, HVAC upgrades, building remodeling, signage, and any project paying prevailing wage.
- 7) **Responsible Bidder.** A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria pursuant to RCW 39.04.350 and RCW 39.04.155 and who meets any supplementary bidder responsibility criteria established by Sno-Isle Libraries. A responsible bidder shall have the ability, capacity, and skill to perform a contract or provide the service required, including, but not limited to the character, integrity, reputation, judgment, experience, and efficiency of the bidder. Further consideration may include, but is not limited to, whether the bidder can perform the contract within the time specified, the quality of performance of previous contracts or services, the previous and existing compliance by the bidder with laws relating to the contract or services and such other information as may be secured having a bearing on the decision to award the contract. RCW 43-19-1911(9).

- 8) **Sole Source.** Purchases which are clearly and legitimately limited to a single source of supply and purchases involving special facilities, services, or market conditions, in which instance the purchase price may be best established by direct negotiation.

These situations often arise when an agency has specific technological requirements. Examples include:

- a) Licensed, copyrighted, or patented products or services that only one vendor provides
- b) New equipment or products that must be compatible with existing equipment or products
- c) Proprietary or custom-built software or information systems that only one vendor provides
- d) Products or services where only one vendor meets the required certifications or statutory requirements

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Purpose

The Sno-Isle Libraries Board of Trustee adopted Resolution ~~18-0122-04~~ authorizing the ~~library's~~ use of the Municipal Research and Services Center (MRSC) Rosters and to adopt these procedures by reference. Sno-Isle Libraries may waive informal and formal sealed bid procedures and use a roster process where the total estimated cost (including labor, materials, equipment, taxes and fees) is less than three hundred fifty thousand dollars (\$~~300~~350,000).

These procedures are applicable to three MRSC roster types:

- A. **Small Works Roster.** The Small Works Roster includes businesses who provide construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.155. This roster should be used to award all public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- B. **Vendor Roster.** The Vendor Roster includes businesses who provide product sales, equipment repair, ordinary maintenance, and other purchased services as referenced in RCW 39.04.190. This roster is expected to be used to acquire materials and services not related to public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- C. **Consultant Roster.** The Consultant Roster includes businesses who provide professional services such as management, financial, legal, communications, marketing, and environmental consulting, as well as architecture, engineering, and surveying services as referenced by ~~Ch.~~chapter 39.80 RCW.

By using these MRSC Rosters and the following procedures, Sno-Isle Libraries may waive certain informal and formal sealed bid requirements. ~~Selecting vendors not on the MRSC Rosters will typically~~may require staff to use a more formal sealed bid process.

MRSC Rosters

Section A. Small Works Roster.

The following Small Works Roster (SWR) procedures apply specifically to public works projects. A contract awarded from the SWR need not be advertised. In addition to the prevailing wage mandate, the filing of Intents and Affidavits with Washington State L&I are required for all public works projects, regardless of dollar amounts.

Application.

Verbal, Written, or Electronic Quotes. Sno-Isle Libraries shall obtain verbal, written, or electronic quotes for all public works contracts using contractors from the small works roster. This is to assure competitive pricing is established and the contractor meets the mandatory bidder responsibility criteria per RCW 39.04.350(1). Sno-Isle Libraries may

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establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.

Before quotes are sought under the SWR processes, a cost estimate by a qualified individual or knowledgeable staff is required. The estimate shall show in detail the estimated cost of the work and the estimated dates of commencement and completion.

- a) If the estimated cost of the public works contract is less than two thousand five hundred dollars (\$2,500), including tax and fees, Sno-Isle Libraries may proceed with the project utilizing a minimum of one documented quote from the SWR. If a verbal quote is used, a source record should be created and be appended to the purchase order as supporting documentation.
- b) If the estimated cost of the public works contract is less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may award such a contract using the Limited Public Works Process (LPWP) provided under RCW 39.04.155(3). For a LPWP, Sno-Isle Libraries shall 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 must be open to public inspection and be available by electronic request. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. When awarding a contract using the LPWP, Sno-Isle Libraries may waive the requirements of payment/retainage (~~Ch.chapter~~ 60.28 RCW) and performance bond (~~Ch.chapter~~ 39.08 RCW). Under this waiver, Sno-Isle Libraries assumes the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor; however, Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf. Sno-Isle Libraries must maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the LPWP 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.
- c) If the estimated cost of the public works contract is from thirty-five thousand dollars (\$35,000) to less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries shall obtain not less than five written or electronic quotes from contractors listed on the small works roster who have indicated the capability of performing the kind of work being contracted. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. Payment retainage cannot be waived. Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond.
- d) If the estimated cost of the public works contract is from one hundred and fifty thousand dollars (\$150,000) to less than three hundred fifty thousand dollars (~~\$300~~350,000), Sno-Isle Libraries 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 small works roster that quotations on the work are being sought. Sno-Isle Libraries has the sole 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

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contractors; or, (iii) sending a notice to these contractors by facsimile or email. Payment retainage cannot be waived. Sno- Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond.

- e) Any public works contract with costs equal to or greater than three hundred ~~fifty~~ thousand dollars (\$~~300~~350,000) is subject to a formal sealed bid process. It must be open to all available contractors, include public advertisement, and use a public bid opening. Approval by the Sno-Isle Libraries Board of Trustees is required before a public works project over this dollar threshold can occur unless the project was included as part of the adopted annual budget. See Sno-Isle Libraries' *Purchasing Policies and Procedures* for formal sealed bid procedures to be followed.

Public works projects awarded under Small Works Roster and Limited Public Works Projects processes are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.

Sno-Isle Libraries must provide applicable wage rates with quote requests to contractors for public works projects.

Section B. Vendor Roster.

~~The following Vendor Roster procedures are established for use by Sno-Isle Libraries pursuant to RCW 39.04.190.~~ Sno-Isle Libraries' staff are encouraged to use this roster but are not limited to the selection of businesses on the MRSC Vendor Roster. Staff may supplement the Vendor Roster with other known businesses capable of providing the desired goods and services for the purpose of obtaining competitive quotes.

- 1) **Application:** Purchases of materials, supplies, equipment, software, and services (excluding engineering or architectural consultants) not connected to a public works project in an amount up to \$150,000 may be awarded by a Vendor Roster process. Sno-Isle Libraries will attempt to obtain the lowest practical price for such goods and services by using the following procedures:
 - a. **Estimated annual purchases under \$2,500:** A minimum of one (1) verbal, electronic or written quote is required.
 - b. **Estimated annual purchases between \$2,500 and \$34,999:** A minimum of three (3) verbal, electronic or written quotes are required.
 - c. **Estimated annual purchases between \$35,000 and \$149,999:** A minimum of five (5) verbal, electronic or written quotes are required.
 - d. **Estimated annual purchases of \$150,000 or more:** Must be awarded through a formal sealed bid process.
 - e. **Estimated annual purchases \$~~300~~350,000 and greater:** Must be awarded through a formal sealed bid process. Purchases of this size must first be approved by the Board of Trustees unless adopted as part of the annual budget.

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- 2) **Verbal, Written, or Electronic Quotes.** Sno-Isle Libraries shall use the following process to obtain verbal or written quotes from vendors for the purchase of goods and services not connected to a public works project.
 - a. Sno-Isle Libraries shall provide a written description of the specific materials, supplies, equipment or service to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.
 - b. Sno-Isle Libraries will request quotes from vendors on the MRSC vendor roster and other known businesses capable of supplying the goods or services. Sno-Isle Libraries may use notices or advertise to solicit business interest.
 - c. A written record shall be made by Sno-Isle Libraries of each vendor's quote or bid on the material, supplies, equipment or software and any conditions imposed by such vendor. This source document should be appended to the purchase order as support for the decision.
- 3) **Posting.** A list of all contracts awarded under the Vendor Roster process greater than \$35,000 shall be posted at the Sno-Isle Libraries 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.

Section C. Consultant Roster.

The following Consultant Roster procedure is established for use by Sno-Isle Libraries for architectural and engineering professional services and consultant services. The MRSC Consultant Roster may be supplemented by other businesses not on the roster to ensure competitive pricing goals are enhanced.

1. **Application.** Consultant 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. Architectural and engineering services have specific requirements as identified in this procedure and outlined in RCW 39.80.030-050.
2. **A/E Professional Services.** Sno-Isle Libraries shall use the following process to select the most highly qualified architectural or engineering firm from the MRSC Consultant Roster.
 - a. RCW 39.80.030 requires that Sno-Isle Libraries publish its need of architectural or engineering services in advance in the form of a request for qualifications (RFQ), concisely stating the general scope and nature of the project or work for which services are required. Compliance with this requirement may be accomplished by either: (1) publishing an announcement each time the service is needed or, (2) announcing generally to the public Sno-Isle Libraries' projected requirements for any category or type of engineering or architectural service.
 - b. Sno-Isle Libraries shall establish the criteria that must be considered in evaluating architectural or engineering firms for a given project. Cost cannot be an evaluation factor.
 - c. Sno-Isle Libraries shall evaluate each firm's written statements of qualifications and shall conduct discussions with one or more firms regarding anticipated

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concepts and the relative utility of alternative methods of approach for furnishing the required services.

- d. The firm deemed most highly qualified by Sno-Isle Libraries to complete the project will be selected. After the most qualified firm has been chosen, Sno-Isle Libraries may negotiate a contract for the services at a price that Sno-Isle Libraries determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project.
3. **Other Consultant/Personal Services.** Sno-Isle Libraries may, but is not required to, procure Consulting other consulting/personal services (excluding architectural, and engineering services) utilizing a competitive process, and public works shall follow such as the same procedures and standards as the Vendor Roster process.

Exceptions

The State Legislature has provided for certain exceptions to the purchasing procedures above:

1. Government contracts. Sno-Isle Libraries is authorized to purchase from or through Federal, State or local governments per RCW 39.32.070-090. The statute authorizes the purchase of goods and services without advertising, giving notice or inviting proposals.
2. Sole source. Sole source purchasing is used when, due to unique characteristics of the requested product or service (e.g., copyright, patent) there is only one product or service capable of fulfilling Sno-Isle Libraries' requirement and only one vendor sells that product or service. Approval by the Finance Director ~~of Administrative Services~~ is required for sole source designation.
3. Emergency purchases. Emergency purchasing is used only to avoid immediate hazard to life, to preserve Sno-Isle Libraries' property or to prevent significant service disruptions. The Sno-Isle Libraries' Leadership Team are designated by the Board of Trustees to act in the event of an emergency and may declare that an emergency situation exists, waive competitive bidding requirements, and award all contracts necessary to address the emergency. If an emergency contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract. ~~the Director declaring the emergency must document the factual basis for the exception in writing no later than two weeks following the contract award. The document shall be sent to the Executive Director and Administrative Services Director for retention. The Executive Director shall include a notice of emergency purchasing in the next report to the Board of Trustees.~~
4. Leases of real property. Leases of real property do not need to be competitively bid.

Other Requirements / Procedures

1. **Award.** The authority to award bids is delegated by the Sno-Isle Libraries Board of Trustees to the Executive Director, or his/her designee, for all goods and services costing less than \$~~300~~350,000, without further Board of Trustees approval.

Upon awarding a bid, a purchase order shall be immediately created with all of the

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quotes/bids attached. The purchase order should be approved and delivered to the vendor with any requirements for Department of Labor & Industries submissions prior to communicating to the vendor to start work on the project.

2. **Bid Criteria.** Sno- Isle Libraries may establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.
3. **Bid Selection.** If a competitive process is required, Sno-Isle Libraries shall acquire goods and services at the lowest quoted price or 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 Sno-Isle Libraries may call for new bids. At the time bids are solicited, Sno- Isle Libraries' representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
4. **Contract / Purchase Order.** Sno-Isle Libraries shall use purchase orders for all goods and services acquired under the roster process. A formal contract may be used in addition to a purchase order when it is determined there is a long term agreement being contemplated with the contractor or when the scope of work, performance standards, and change management requests need to be made clear. A contract should be used when higher levels of risk are involved with work performance or a more complex set of terms and conditions is associated with the work performance.
5. **Contractor Selection.** Sno-Isle Libraries shall equitably distribute the opportunity for quoting on a project among the qualified contractors on the roster. "Equitably distribute" means that Sno-Isle Libraries may not favor certain contractors on the appropriate roster over other contractors on the roster who perform similar services.
6. **Insurance.** All contractors engaged by Sno-Isle Libraries to perform work on Sno-Isle Libraries' property or premises must provide a standard Certificate of Insurance for not less than one million dollars (\$1,000,000) within 10 days of contract or purchase order date.
7. **Retainage / Performance Bond.** For public works projects less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may waive the requirements of payment/retainage (~~Ch~~-chapter 60.28 RCW) and performance bond (~~Ch~~-chapter 39.08 RCW) when using the Limited Public Works process. For public works projects greater than thirty-five thousand dollars (\$35,000) but less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond. For public works projects greater than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond. Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf.
8. **Publication.** In accordance with the MRSC Rosters contract, MRSC shall, on behalf of Sno-Isle Libraries, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster, consultant roster, and vendor roster, and solicit the names of contractors, consultants, and vendors for the rosters. MRSC shall add responsible contractors, consultants, and vendors to the roster at any time the online application is completed as provided by MRSC and the applicant meets minimum State requirements for roster listing.

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9. **Segmentation.** The breaking of any project into units, segments, or phases is prohibited if it is done for the purpose of avoiding the bid limits governing the roster process.

Definitions

- 1) **Contract.** All types of agreements, regardless of what they may be called, for the procurements, or disposal, of supplies, services, or construction. ~~Contracts for goods and/or services administered by the District Sno-Isle Libraries which would normally include quantity and fixed term. RCW 34.04.010(2)~~
- 2) **Emergency.** Unforeseen circumstances beyond the control of the District ~~that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken~~ which present a real, immediate, and extreme threat to the proper performance of essential functions or which may reasonably be expected to result in excessive loss or damage to property, bodily injury, or loss of life. RCW 43.19.200(2)~~39.04.280~~
- 3) **Emergency Purchase.** A purchase made pursuant to RCW ~~43.19.200~~39.04.280 in which the normal competitive purchasing procedures have been waived by a declaration of emergency issued by ~~a member of the Leadership Team~~the Executive Director (or designee).
- 4) **Formal sealed bid.** A bid that has been submitted in a sealed manner, either manually or electronically, to prevent its contents being revealed or known before the deadline for submission of all bids. ~~Required by statute RCW 43.19.1906 to enhance competition.~~
- 5) **Ordinary Maintenance.** Work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, etc. but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. ~~WAC 296-127-010(7)(b)(iii)~~
- 6) **Public Works Project.** All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. ~~All public works, including maintenance when performed by contract shall comply with Ch. 39.12 RCW and~~ RCW 39.04.010. This includes but is not limited to, demolition, remodeling, renovation, road construction, building construction, and utilities construction. Examples of public works projects include roof repair, HVAC upgrades, building remodeling, signage, and any project paying prevailing wage.
- ~~7)~~ **Responsible Bidder.** A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria ~~pursuant to~~ set forth in RCW 39.04.350 ~~and RCW 39.04.155~~ and who meets any supplementary bidder responsibility criteria established by Sno-Isle Libraries. A responsible bidder shall have the ability, capacity, and skill to perform a contract or provide the service required, including, but not limited to the character, integrity, reputation, judgment, experience, and efficiency of the bidder. Further consideration may include, but is not limited to, whether the bidder can perform the contract within the time specified, the quality of performance of previous contracts or

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services, the previous and existing compliance by the bidder with laws relating to the contract or services and such other information as may be secured having a bearing on the decision to award the contract. ~~RCW 43.19.1911(9).~~

87 **Sole Source.** Purchases which are clearly and legitimately limited to a single source of supply and purchases involving special facilities, services, or market conditions, in which instance the purchase price may be best established by direct negotiation.

These situations often arise when an agency has specific technological requirements. Examples include:

- a) Licensed, copyrighted, or patented products or services that only one vendor provides
- b) New equipment or products that must be compatible with existing equipment or products
- c) Proprietary or custom-built software or information systems that only one vendor provides
- d) Products or services where only one vendor meets the required certifications or statutory requirements

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Purpose

The Sno-Isle Libraries Board of Trustee adopted Resolution 22-04 authorizing the use of the Municipal Research and Services Center (MRSC) Rosters and to adopt these procedures by reference. Sno-Isle Libraries may waive informal and formal sealed bid procedures and use a roster process where the total estimated cost (including labor, materials, equipment, taxes and fees) is less than three hundred fifty thousand dollars (\$350,000).

These procedures are applicable to three MRSC roster types:

- A. **Small Works Roster.** The Small Works Roster includes businesses who provide construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.155. This roster should be used to award all public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- B. **Vendor Roster.** The Vendor Roster includes businesses who provide product sales, equipment repair, ordinary maintenance, and other purchased services as referenced in RCW 39.04.190. This roster is expected to be used to acquire materials and services not related to public works contracts unless other approved government contracts are used or a formal sealed bidding procedure occurs.
- C. **Consultant Roster.** The Consultant Roster includes businesses who provide professional services such as management, financial, legal, communications, marketing, and environmental consulting, as well as architecture, engineering, and surveying services as referenced by chapter 39.80 RCW.

By using these MRSC Rosters and the following procedures, Sno-Isle Libraries may waive certain informal and formal sealed bid requirements.

MRSC Rosters

Section A. Small Works Roster.

The following Small Works Roster (SWR) procedures apply specifically to public works projects. A contract awarded from the SWR need not be advertised. In addition to the prevailing wage mandate, the filing of Intents and Affidavits with Washington State L&I are required for all public works projects, regardless of dollar amounts.

Application.

Verbal, Written, or Electronic Quotes. Sno-Isle Libraries shall obtain verbal, written, or electronic quotes for all public works contracts using contractors from the small works roster. This is to assure competitive pricing is established and the contractor meets the mandatory bidder responsibility criteria per RCW 39.04.350(1). Sno-Isle Libraries may

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establish supplementary bidder criteria under RCW 39.04.350(2) to be considered in the process of awarding a contract.

Before quotes are sought under the SWR processes, a cost estimate by a qualified individual or knowledgeable staff is required. The estimate shall show in detail the estimated cost of the work and the estimated dates of commencement and completion.

- a) If the estimated cost of the public works contract is less than two thousand five hundred dollars (\$2,500), including tax and fees, Sno-Isle Libraries may proceed with the project utilizing a minimum of one documented quote from the SWR. If a verbal quote is used, a source record should be created and be appended to the purchase order as supporting documentation.
- b) If the estimated cost of the public works contract is less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may award such a contract using the Limited Public Works Process (LPWP) provided under RCW 39.04.155(3). For a LPWP, Sno-Isle Libraries shall 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 must be open to public inspection and be available by electronic request. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. When awarding a contract using the LPWP, Sno-Isle Libraries may waive the requirements of payment/retainage (chapter 60.28 RCW) and performance bond (chapter 39.08 RCW). Under this waiver, Sno-Isle Libraries assumes the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor; however, Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf. Sno-Isle Libraries must maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the LPWP 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.
- c) If the estimated cost of the public works contract is from thirty-five thousand dollars (\$35,000) to less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries shall obtain not less than five written or electronic quotes from contractors listed on the small works roster who have indicated the capability of performing the kind of work being contracted. Sno-Isle Libraries does not have to notify the remaining contractors on the roster. Payment retainage cannot be waived. Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond.
- d) If the estimated cost of the public works contract is from one hundred and fifty thousand dollars (\$150,000) to less than three hundred fifty thousand dollars (\$350,000), Sno-Isle Libraries 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 small works roster that quotations on the work are being sought. Sno-Isle Libraries has the sole 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

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contractors; or, (iii) sending a notice to these contractors by facsimile or email. Payment retainage cannot be waived. Sno- Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond.

- e) Any public works contract with costs equal to or greater than three hundred fifty thousand dollars (\$350,000) is subject to a formal sealed bid process. It must be open to all available contractors, include public advertisement, and use a public bid opening. Approval by the Sno-Isle Libraries Board of Trustees is required before a public works project over this dollar threshold can occur unless the project was included as part of the adopted annual budget. See Sno-Isle Libraries' *Purchasing Policies and Procedures* for formal sealed bid procedures to be followed.

Public works projects awarded under Small Works Roster and Limited Public Works Projects processes are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.

Sno-Isle Libraries must provide applicable wage rates with quote requests to contractors for public works projects.

Section B. Vendor Roster.

Sno-Isle Libraries' staff are encouraged to use this roster but are not limited to the selection of businesses on the MRSC Vendor Roster. Staff may supplement the Vendor Roster with other known businesses capable of providing the desired goods and services for the purpose of obtaining competitive quotes.

- 1) **Application:** Purchases of materials, supplies, equipment, software, and services (excluding engineering or architectural consultants) not connected to a public works project in an amount up to \$150,000 may be awarded by a Vendor Roster process. Sno-Isle Libraries will attempt to obtain the lowest practical price for such goods and services by using the following procedures:
 - a. **Estimated annual purchases under \$2,500:** A minimum of one (1) verbal, electronic or written quote is required.
 - b. **Estimated annual purchases between \$2,500 and \$34,999:** A minimum of three (3) verbal, electronic or written quotes are required.
 - c. **Estimated annual purchases between \$35,000 and \$149,999:** A minimum of five (5) verbal, electronic or written quotes are required.
 - d. **Estimated annual purchases of \$150,000 or more:** Must be awarded through a formal sealed bid process.
 - e. **Estimated annual purchases \$350,000 and greater:** Must be awarded through a formal sealed bid process. Purchases of this size must first be approved by the Board of Trustees unless adopted as part of the annual budget.

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- 2) **Verbal, Written, or Electronic Quotes.** Sno-Isle Libraries shall use the following process to obtain verbal or written quotes from vendors for the purchase of goods and services not connected to a public works project.
 - a. Sno-Isle Libraries shall provide a written description of the specific materials, supplies, equipment or service to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase.
 - b. Sno-Isle Libraries will request quotes from vendors on the MRSC vendor roster and other known businesses capable of supplying the goods or services. Sno-Isle Libraries may use notices or advertise to solicit business interest.
 - c. A written record shall be made by Sno-Isle Libraries of each vendor's quote or bid on the material, supplies, equipment or software and any conditions imposed by such vendor. This source document should be appended to the purchase order as support for the decision.
- 3) **Posting.** A list of all contracts awarded under the Vendor Roster process greater than \$35,000 shall be posted at the Sno-Isle Libraries 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.

Section C. Consultant Roster.

The following Consultant Roster procedure is established for use by Sno-Isle Libraries for architectural and engineering professional services and consultant services. The MRSC Consultant Roster may be supplemented by other businesses not on the roster to ensure competitive pricing goals are enhanced.

1. **Application.** Consultant 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. Architectural and engineering services have specific requirements as identified in this procedure and outlined in RCW 39.80.030-050.
2. **A/E Professional Services.** Sno-Isle Libraries shall use the following process to select the most highly qualified architectural or engineering firm from the MRSC Consultant Roster.
 - a. RCW 39.80.030 requires that Sno-Isle Libraries publish its need of architectural or engineering services in advance in the form of a request for qualifications (RFQ), concisely stating the general scope and nature of the project or work for which services are required. Compliance with this requirement may be accomplished by either: (1) publishing an announcement each time the service is needed or, (2) announcing generally to the public Sno-Isle Libraries' projected requirements for any category or type of engineering or architectural service.
 - b. Sno-Isle Libraries shall establish the criteria that must be considered in evaluating architectural or engineering firms for a given project. Cost cannot be an evaluation factor.
 - c. Sno-Isle Libraries shall evaluate each firm's written statements of qualifications and shall conduct discussions with one or more firms regarding anticipated

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concepts and the relative utility of alternative methods of approach for furnishing the required services.

- d. The firm deemed most highly qualified by Sno-Isle Libraries to complete the project will be selected. After the most qualified firm has been chosen, Sno-Isle Libraries may negotiate a contract for the services at a price that Sno-Isle Libraries determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project.
3. **Other Consultant/Personal Services.** Sno-Isle Libraries may, but is not required to, procure other consulting/personal services (excluding architectural and engineering services) utilizing a competitive process, such as the same procedures and standards as the Vendor Roster process.

Exceptions

The State Legislature has provided for certain exceptions to the purchasing procedures above:

1. Government contracts. Sno-Isle Libraries is authorized to purchase from or through Federal, State or local governments per RCW 39.32.070-090. The statute authorizes the purchase of goods and services without advertising, giving notice or inviting proposals.
2. Sole source. Sole source purchasing is used when, due to unique characteristics of the requested product or service (e.g., copyright, patent) there is only one product or service capable of fulfilling Sno-Isle Libraries' requirement and only one vendor sells that product or service. Approval by the Finance Director is required for sole source designation.
3. Emergency purchases. Emergency purchasing is used only to avoid immediate hazard to life, to preserve Sno-Isle Libraries' property or to prevent significant service disruptions. The Sno-Isle Libraries' Leadership Team are designated by the Board of Trustees to act in the event of an emergency and may declare that an emergency situation exists, waive competitive bidding requirements, and award all contracts necessary to address the emergency. If an emergency contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract..
4. Leases of real property. Leases of real property do not need to be competitively bid.

Other Requirements / Procedures

1. **Award.** The authority to award bids is delegated by the Sno-Isle Libraries Board of Trustees to the Executive Director, or his/her designee, for all goods and services costing less than \$350,000, without further Board of Trustees approval.

Upon awarding a bid, a purchase order shall be immediately created with all of the quotes/bids attached. The purchase order should be approved and delivered to the vendor with any requirements for Department of Labor & Industries submissions prior to communicating to the vendor to start work on the project.

2. **Bid Criteria.** Sno-Isle Libraries may establish supplementary bidder criteria under RCW

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39.04.350(2) to be considered in the process of awarding a contract.

3. **Bid Selection.** If a competitive process is required, Sno-Isle Libraries shall acquire goods and services at the lowest quoted price or 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 Sno-Isle Libraries may call for new bids. At the time bids are solicited, Sno-Isle Libraries' representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
4. **Contract / Purchase Order.** Sno-Isle Libraries shall use purchase orders for all goods and services acquired under the roster process. A formal contract may be used in addition to a purchase order when it is determined there is a long term agreement being contemplated with the contractor or when the scope of work, performance standards, and change management requests need to be made clear. A contract should be used when higher levels of risk are involved with work performance or a more complex set of terms and conditions is associated with the work performance.
5. **Contractor Selection.** Sno-Isle Libraries shall equitably distribute the opportunity for quoting on a project among the qualified contractors on the roster. "Equitably distribute" means that Sno-Isle Libraries may not favor certain contractors on the appropriate roster over other contractors on the roster who perform similar services.
6. **Insurance.** All contractors engaged by Sno-Isle Libraries to perform work on Sno-Isle Libraries' property or premises must provide a standard Certificate of Insurance for not less than one million dollars (\$1,000,000) within 10 days of contract or purchase order date.
7. **Retainage / Performance Bond.** For public works projects less than thirty-five thousand dollars (\$35,000), Sno-Isle Libraries may waive the requirements of payment/retainage (chapter 60.28 RCW) and performance bond (chapter 39.08 RCW) when using the Limited Public Works process. For public works projects greater than thirty-five thousand dollars (\$35,000) but less than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to either hold 10% retainage on the value of the contract or 5% retainage provided the contractor obtains a performance bond. For public works projects greater than one hundred and fifty thousand dollars (\$150,000), Sno-Isle Libraries is required to hold 5% retainage on the value of the contract and the contractor must obtain a performance bond. Sno-Isle Libraries shall have the right of recovery against the contractor for any payments made on the contractor's behalf.
8. **Publication.** In accordance with the MRSC Rosters contract, MRSC shall, on behalf of Sno-Isle Libraries, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster, consultant roster, and vendor roster, and solicit the names of contractors, consultants, and vendors for the rosters. MRSC shall add responsible contractors, consultants, and vendors to the roster at any time the online application is completed as provided by MRSC and the applicant meets minimum State requirements for roster listing.

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- 9) **Segmentation.** The breaking of any project into units, segments, or phases is prohibited if it is done for the purpose of avoiding the bid limits governing the roster process.

Definitions

- 1) **Contract.** All types of agreements, regardless of what they may be called, for the procurements, or disposal, of supplies, services, or construction.
- 2) **Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. RCW 39.04.280
- 3) **Emergency Purchase.** A purchase made pursuant to RCW 39.04.280 in which the normal competitive purchasing procedures have been waived by a declaration of emergency issued by the Executive Director (or designee).
- 4) **Formal sealed bid.** A bid that has been submitted in a sealed manner, either manually or electronically, to prevent its contents being revealed or known before the deadline for submission of all bids.
- 5) **Ordinary Maintenance.** Work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, etc. but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary.
- 6) **Public Works Project.** All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. RCW 39.04.010. This includes but is not limited to, demolition, remodeling, renovation, road construction, building construction, and utilities construction. Examples of public works projects include roof repair, HVAC upgrades, building remodeling, signage, and any project paying prevailing wage.
- 7) **Responsible Bidder.** A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria set forth in RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by Sno-Isle Libraries. A responsible bidder shall have the ability, capacity, and skill to perform a contract or provide the service required, including, but not limited to the character, integrity, reputation, judgment, experience, and efficiency of the bidder. Further consideration may include, but is not limited to, whether the bidder can perform the contract within the time specified, the quality of performance of previous contracts or services, the previous and existing compliance by the bidder with laws relating to the contract or services and such other information as may be secured having a bearing on the decision to award the contract.

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- 8) **Sole Source.** Purchases which are clearly and legitimately limited to a single source of supply and purchases involving special facilities, services, or market conditions, in which instance the purchase price may be best established by direct negotiation.

These situations often arise when an agency has specific technological requirements. Examples include:

- a) Licensed, copyrighted, or patented products or services that only one vendor provides
- b) New equipment or products that must be compatible with existing equipment or products
- c) Proprietary or custom-built software or information systems that only one vendor provides
- d) Products or services where only one vendor meets the required certifications or statutory requirements

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Board of Trustees 2023 Regular & Special Meetings

Board meetings

Date	Time	Type	Location
January 5	12:00 P.M.	Special	SRV
January 23	5:30 P.M.	Regular	Mountlake Terrace
February 27	5:30 P.M.	Regular	Granite Falls
February / March	8:30 A.M.	Special	TBD
March 27	5:30 P.M.	Regular	Freeland
April 24	5:30 P.M.	Regular	SRV
May 22	5:30 P.M.	Regular	SRV
June 19*	5:30 P.M.	Regular	SRV
July 24	5:30 P.M.	Regular	SRV
September 18**	5:30 P.M.	Regular	SRV
October 23	5:30 P.M.	Regular	SRV
November 27	5:30 P.M.	Regular	SRV

*Moved from fourth Monday due to American Library Association Conference.

**Moved from fourth Monday due to holiday.

Other meetings

Date	What	Type	Location
Spring	Board to Board	Special	TBD
Fall	Board / Friends event	Special	TBD

Optional conferences and library events

Date	What	Location
Spring	Employee Recognition Event	TBD
March 30-April 1	WA Library Association Conference	Wenatchee, WA
June 22-27	American Library Association Conference	Chicago, IL

Adopted: TBD