



CITY OF MATTAWA COUNCIL MEETING AGENDA

June 15, 2023

5:30 P.M.

Call to Order:

Roll Call: Mayor Maria Celaya, Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, Wendy Lopez

I. **Additions/Approval of Agenda:**

II. **Public Hearing: Six-Year Transportation Improvement Plan**

III. **Public Comments**

IV. **Consent Agenda/Informational:**

- Minutes- Council Meeting 06/01/23
- 2023 Claims EFT & Checks Approval #19859-19889 - \$262,359.85
- 2023 Payroll EFT Approval - \$10,200.00
- Treasurer Report

V. **Reports:**

Mayor Report

Council Report

Police Department Report

Public Works Department Report

VI. Council, Items for Motion (Old Business):

1. Resolution No. 23.06.10 Amend Sewer Appendix S (GFC)

VII. Council, Items for Motion (New Business):

1. Resolution No. 23.06.11 Six-Year Street Construction Program (TIP) For 2024-2029
2. Resolution No. 23.06.12 Revising the Procurement Policy
3. Committee for Grading SOQs for Engineering Services for 2023-2034

VIII. Executive Session: RCW 42.30.110

- (b) To consider the selection of a site or the acquisition of real estate

IX. Adjournment:



**CITY OF MATTAWA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Mattawa Council in Mattawa, WA at 5:30 p.m. on Thursday, June 15th, 2023.

The purpose of the public hearing is to review and adopt revisions to the city's Six Year Transportation Improvement Plan. All public hearings are open to the public and our citizens are encouraged to attend.

Published in the Columbia Basin Herald on June 2nd, 2023.



Six Year Transportation Improvement Program From 2024 to 2029

Agency: Mattawa

County: Grant

MPO/RTPO: Quad-Co RTPO

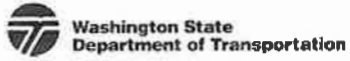
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
09	1	South Riverview Avenue Overlay South Riverview Government Way to Fourth Street South Riverview Ave Overlay from Government Way To Fourth Street	WA-03700					05		0.250	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2024		0	TIB	173,250	0	173,250
Totals				0		173,250	0	173,250

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	173,250	0	0	0	0
Totals	173,250	0	0	0	0



Six Year Transportation Improvement Program From 2024 to 2029

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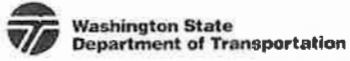
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Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	2	Broadway Avenue Rehabilitation Government Rd. to 4th St. Reconstruct Broadway Ave. from Government Rd. to 4th St.	WA-12127					04		0.250	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2025		0	TIB	288,750	0	288,750
Totals				0		288,750	0	288,750

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	288,750	0	0	0
Totals	0	288,750	0	0	0



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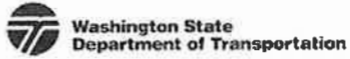
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	3	Third Street Overlay Third Street South Boundary Ave to South Portage Ave Third Street Overlay from South Boundary Ave to South Portage Ave	WA-03850					05		0.500	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2025		0	TIB	577,500	0	577,500
Totals				0		577,500	0	577,500

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	577,500	0	0	0
Totals	0	577,500	0	0	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	4	2nd Street Rehabilitation Brian Ave. to Boundary Ave. 2nd St. from Brian Ave. to Boundary Ave.	WA-12128					04		0.750	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	577,500	0	577,500
Totals				0		577,500	0	577,500

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	577,500	0	0
Totals	0	0	577,500	0	0

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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	5	Vern Ave. , William Ave., and 6th Street Overlay Vern Ave. Potage Ave. to 8th Street Overlay with HMA	WA-14394					05		0.380	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0	TIB	390,000	0	390,000
Totals				0		390,000	0	390,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	390,000
Totals	0	0	0	0	390,000



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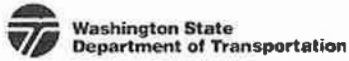
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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	6	Bess Drive Overlay Bess Drive Maureen Ave to Portage Ave Overlay with HMA	WA-14392					05		0.180	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0	TIB	150,000	0	150,000
Totals				0		150,000	0	150,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	150,000	0
Totals	0	0	0	150,000	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	7	Government Road Rehab Project Government Road SR243 to Boundary Ave Reconstruct Government Road from SR243 to Boundary Avenue.	WA-10203					04		1.000	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026	RAISE	2,500,000	TIB	2,500,000	1,000,000	6,000,000
Totals				2,500,000		2,500,000	1,000,000	6,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	6,000,000	0	0
Totals	0	0	6,000,000	0	0



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Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	8	7th Street & 7th Place Overlay 7th Street and 7th Place Selkirk Ave to Selkeirk Ave Overlay with HMA	WA-14395					05		0.250	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0	TIB	230,000	0	230,000
Totals				0		230,000	0	230,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	0	230,000
Totals	0	0	0	0	230,000

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Mattawa	2,500,000	4,887,000	1,000,000	8,387,000



**CITY OF MATTAWA
COUNCIL MEETING MINUTES
JUNE 01, 2023
5:30 PM**

Call to Order/Roll Call

The council meeting was called to order by Mayor Maria Celaya at 5:33 p.m. Council members present were Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Wendy Lopez. M/s; Barajas / Lopez excuse Fabiola Hernandez. Motion carried.

Staff present – Police Officer Alex Zesati, Public Works Director Juan Ledezma, City Clerk Anabel Martinez

Others Present: City Attorney Katherine Kenison, SCJ Alliance (Rachelle Bradley), German Godinez, Jahaza Perez & Elisa Urias, Audrey Hudgins and staff from Seattle University.

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I. Additions/Approval of Agenda:

** M/s; Acosta / Barajas motion to add to the agenda change order #11 for Phase III as item #6, change order #1 for Phase II as item #7 and executive session for RCW 1d-negotiations under bid contract at the end. Motion carried. Councilman Acosta also asked to remind engineers about council packet deadline.

**M/s; Acosta / Lopez approve tonight’s agenda. Motion carried.

II. Presentation: Stress in Agriculture from Covid-19-Mattawa Residents and Students from Evergreen Community College.

** A presentation was presented on stress and family trauma due to covid. Stories were shared about local residents that faced struggles during covid. Many lost a parent and even both parents and not being able to be near them. There were many difficulties in agriculture field work and having family members sick at home and they still needed to show up to work. The unknown about possibly losing sick members at home was very stressful and caused anguish. Many struggled financially because some were not able to go to work due to quarantine and did not get any income during that time. Unfortunately bills needed to be paid and they needed to borrow money from family members. They struggled with not having a lot of food too since they were unable to go out in public to the supermarket.

III. Public Comments:

** Jahaza & Elisa gave an update on the tree city grant application. It has been submitted and they are still looking for 3 people for the tree board.
**Audrey Hudgins, a professor from Seattle university, said they are conducting interviews on H2A workers and invited council and public to reach out to her for an interview. The interview is based on benefits on having H2A workers in the community. Mrs. Hudgins provided her card for contact information.

IV. Consent Agenda/Informational:

****Minutes – Council Meeting 05/18/23**

**** 2023 Claims EFT & Checks Approval #19841-19858 - \$76,914.51**

**** 2023 Payroll EFT & Checks Approval #31862-31867 - \$57,744.05**

**** Approval of Claims, Prepaid Claims and Payroll Vouchers audited and certified by the City Clerk as required by RCW 42.24.080, and those expense reimbursement claims, certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Council for approval and is retained for public inspection at city hall.**

**** As of June 1, 2023, the Council approved payment of 2023 Claims EFT & checks approval #19841-19858 in the amount of \$76,914.51, 2023 Payroll EFT & checks approval #31862-31867 in the amount of \$57,744.05.**

**** M/s; Acosta/ Lopez motion that bills, checks, payroll, 05/018/23 meeting minutes be approved. Motion carried.**

V. Reports

Mayor's Report:

**** Mayor Celaya and chief Salinas met with Mrs. Hudgins about the H2A interview.**

****Mayor registered for the AWC conference on June 21-23.**

****There was an article that Skill Source doing a program on CDL in Mattawa, the program is administered through a grant. Mayor Celaya asked council if there are any other programs that would be beneficial to bring to Mattawa. The list below was brainstormed by council members;**

-Fire Protection

-Welding/Concrete work (Construction)

-Animal Vet

-Computer Skills

-EMT Classes

****Graduation parade will be on June 2nd. The contact for law enforcement will be Alex Zesati. Volunteers are needed to help with closure of intersections with their personal car. Brian Berghout would like to volunteer.**

****Councilwomen Lopez reached out to Mayor to let her know that there was a group of H2A workers who had recently arrived and needed food. Marlando & Stephanie Sparks were contacted, and they did not hesitate and provided a truck load of food boxes. We are very thank-full for them and appreciate the generosity.**

Council's Report:

**** No Report**

Police Department's Report:

**** Chief Salinas is absent, Officer Alex Zesati is reporting in his place.**

****Alexandro is in week 11 and is continuing to do well. His average score is 92% on all tests up to this point. He begins his EVOC (Emergency Vehicle Operator Course) training next week.**

****Graduation is this Friday, Alex will be point of contact, the parade is scheduled to begin about 8pm.**

Public Works Department's Report:

- ** Road repair on 3rd street.
- **Crosswalk stripping on Government Road.
- **Government Road Pathway project will resume; the contractor will be onsite next week.
- **WWTF Fire rebuild is finalizing.
- **The Mattawa cardboard containers are back, they were originally removed due to a communication error between CDS and Grant County public works solid waste department.
- **Graduation parade this Friday, Clean-up Day on June 3rd, and Movies at the park on June 23rd.

VI. Council Items For Motion (Old Business):

None.

VII. Council Items For Motion (New Business):

1. Ordinance No. 23-685 Bodrero Annexation

Rachelle Bradley explained that an ordinance was also needed as well as the resolution that was already approved.

M/s; Berghout / Barajas motion to approve this ordinance. Motion carried.

2. Resolution No. 23.06.09 Adopting Housing Action Plan

M/s; Acosta / Barajas motion to approve the plan. Motion carried.

3. Public Works Truck Procurement

Councilman Acosta does not think the purchase of an additional truck is needed. Juan explained that the smaller pick-ups have high mileage over 160k miles and think there is a need of a bigger truck for better traction and more room to load/carry equipment or supplies. Councilman Heredia thinks it would be better to purchase a Ford instead of Chevy to keep them all the same brand.

M/s; Berghout / Lopez motion to approve staff's recommendation of a purchase of a new chevy truck. Opposed; Acosta/Heredia. Motion carried.

4. Speed Limit Change & No Parking

Juan, chief Salinas and WSD transportation met and concluded that a change in signage needed to be made by the west of Mattawa near Pat Chee Drive due to the new construction and more children and traffic flow.

M/; Berghout / Hwang motion to approve staff's recommendation on speed limit change and signage change. Opposed: Acosta. Motion carried.

5. Review of Bids – Basketball Court Project

There were 2 bids that were received, unfortunate they came back higher than expected. Due to funding public works will be doing most of the work.

M/s; Berghout / Barajas motion to approve staff's recommendation to not award the project. Motion carried.

6. Change Order #11 – WWFT Fire Restoration Phase III Equipment Installation

Provide floor coating to the entire building slab to restore it to pre-fire conditions.

M/s; Heredia / Acosta motion to approve this change order. Motion carried.

- 7. Change Order #1 – WWTF Fire Restoration Phase II Building Restoration**
This will delete the post construction air quality testing requirement from the contact.
M/s; Heredia / Berghout motion to approve this change order. Motion carried.

- VIII. Executive Sessions: RCW 42.30.110 Sections g & d**
Session started at 7:06pm for 20 minutes with a possible decision.
It was extended an additional 13 minutes.
Council reconvened at 7:39pm.
-M/s; Berghout / Acosta motion to waive the purchasing policy for the purpose of bidding on a snowplow. Motion carried.
-M/s; Berghout / Barajas motion to authorize a COLA increase for Chief Salinas as of June 1st. Motion carried.
-M/s; Increase monthly salary for City Clerk/Treasurer/HR from \$6,111.76 to \$6,576.67. Motion carried.
-M/s; Increase monthly salary for Public Works Director from \$6,653.67 to \$7,379.79. Motion carried.

- IX. The council meeting was adjourned at 7:40 P.M. M/s; Berghout / Acosta. Motion carried.**

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:39:11 Date: 06/12/2023

As Of: 07/30/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
16207	06/15/2023	06/15/2023	1622	ALSCO	215.80	Library Mat Maint. Services May 10 And 14, 2023
	572 20 31 00	Library Maintenance And C	001 000 572	Current Expens	215.80	Library Mat Maint. Services May 10 And 14, 2023
16227	06/15/2023	06/15/2023	3130	CASCADE ANALYTICAL EUROFINS, EUROFINS I	222.00	Water RC Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	222.00	Water RC Samples
16203	06/15/2023	06/15/2023	1886	CENTURY LINK	123.88	Lift Station LIne
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	123.88	Lift Station LIne
16204	06/15/2023	06/15/2023	1886	CENTURY LINK	66.77	WWTF SCADA System
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	66.77	WWTF SCADA System
16206	06/15/2023	06/15/2023	1251	CITY OF MATTAWA-UTILITIES	3,250.43	City Of Mattawa Utilities May 2023
	518 30 47 14	City Hall Utilities	001 000 518	Current Expens	92.53	City Hall
	543 30 47 00	Utilities	101 000 543	Street Fund	124.79	Shop
	572 20 31 00	Library Maintenance And C	001 000 572	Current Expens	179.15	Library
	576 80 47 00	Park Utilities	001 000 576	Current Expens	65.76	Skatepark
	576 80 47 00	Park Utilities	001 000 576	Current Expens	2,104.45	Park
	576 80 47 00	Park Utilities	001 000 576	Current Expens	38.15	Drinking Water
	576 80 47 00	Park Utilities	001 000 576	Current Expens	164.74	Basketball Court
	576 80 47 00	Park Utilities	001 000 576	Current Expens	480.86	Treelines
16221	06/15/2023	06/15/2023	108	CONSOLIDATED DISPOSAL	22,027.82	Waste Services May 2023
	537 10 33 00	Consolidated Disposal	420 000 537	Solid Waste Fu	22,027.82	Waste Services May 2023
16222	06/15/2023	06/15/2023	108	CONSOLIDATED DISPOSAL	867.23	Spring Clean-Up 3 Containers-2023
	537 50 41 00	Spring Clean Up	420 000 537	Solid Waste Fu	867.23	Spring Clean-Up 3 Containers-2023
16232	06/15/2023	06/15/2023	3591	CONVERGEONE INC.	28,216.55	City Of Mattawa Verkada Cameras
	594 34 35 00	Cameras	411 000 594	Water Capital I	14,108.28	City Of Mattawa Verkada Cameras
	594 35 64 03	Cameras	412 000 594	Sewer Capital I	14,108.27	City Of Mattawa Verkada Cameras
16215	06/15/2023	06/15/2023	3316	FORD MOTOR CREDIT COMPANY	3,269.63	MPD- Vehicle Lease 6/30/2023
	591 21 70 00	Police Vehicles (3) 2021 Fo	102 000 594	Police Vehicle I	2,794.13	MPD- Vehicle Lease 6/30/2023
	592 21 80 00	Police Vehicles (3) 2021 Fo	102 000 594	Police Vehicle I	475.50	MPD- Vehicle Lease 6/30/2023
16233	06/15/2023	06/15/2023	3527	GLOBAL INDSUTRIAL	3,605.20	Park- Steel Trash Cans
	594 76 63 01	2022 Paul Lauzier Grant - I	001 000 594	Current Expens	3,605.20	Park- Steel Trash Cans

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:39:11 Date: 06/12/2023

As Of: 07/30/2023

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
16234	06/15/2023	06/15/2023	3527		GLOBAL INDSUTRIAL	3,311.97	Park- Steel Flat Bench
	594 76 63 01	2022 Paul Lauzier Grant - F	001 000 594	Current Expens		3,311.97	Park- Steel Flat Bench
16217	06/15/2023	06/15/2023	1698		GRANT COUNTY PUD	1,917.54	Power Billing May 2023
	542 63 47 00	Street Lighting	101 000 542	Street Fund		1,741.56	St Light
	576 80 47 00	Park Utilities	001 000 576	Current Expens		175.98	St Light Park
16209	06/15/2023	06/15/2023	1734		GRAY & OSBORNE INC	802.07	General Engineering-Electrical Support Water System- Professional Services From April 23- May 20, 2023
	534 10 41 03	Engineering Services	401 000 534	Water Operatin		802.07	General Engineering-Electrical Support Water System- Professional Services From April 23- May 20, 2023
16210	06/15/2023	06/15/2023	1734		GRAY & OSBORNE INC	23,803.99	WWTF Improvements CA-Professional Services From April 23- May 20, 2023
	594 35 41 00	WWTF Improvements Proj	412 000 594	Sewer Capital I		23,803.99	WWTF Improvements CA-Professional Services From April 23- May 20, 2023
16211	06/15/2023	06/15/2023	1734		GRAY & OSBORNE INC	455.32	Basketball Court And Parking Lot Improvements-Professional Services From April 23- May 20, 2023
	594 76 41 00	2022 Paul Lauzier Grant - F	001 000 594	Current Expens		455.32	Basketball Court And Parking Lot Improvements-Professional Services From April 23- May 20, 2023
16212	06/15/2023	06/15/2023	1734		GRAY & OSBORNE INC	1,905.40	Sewer GFC Study Update-Professional Services From April 23- May 20, 2023
	535 10 41 01	Engineering Services	405 000 535	Sewer Operatin		1,905.40	Sewer GFC Study Update-Professional Services From April 23- May 20, 2023
16225	06/15/2023	06/15/2023	286		KENISON P.S, KATHERINE L.	4,140.00	Legal Fees May 2023
	515 41 41 00	Legal Fees	001 000 515	Current Expens		4,140.00	Legal Fees May 2023
16243	06/15/2023	06/15/2023	1193		MARTY'S HARDWARE	1,641.80	Parts/Supplies
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens		15.70	Combat Ant System
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens		62.55	Potting Soil

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 07/30/2023

Time: 16:39:11 Date: 06/12/2023

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	15.45	Furn Filters
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	8.10	Keys For City Hall New Doors
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	21.60	Keys For City Hall New Doors
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	8.10	Keys For City Hall New Doors
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	20.10	Keys Ring For City Hall New Doors
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	66.12	Fan/Light
534 10 31 00	Office Supplies		401 000 534 Water Operatin;	24.93	Underbed Stor Box
534 10 31 00	Office Supplies		401 000 534 Water Operatin;	17.31	Snap Knife
534 10 31 03	Uniforms		401 000 534 Water Operatin;	4.66	Closefit Glasses
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin;	401.71	Concrete Mix
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin;	14.93	Coupling/tee/redu Bushing
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin;	132.84	DWV Pipe/ Adapter/Pipe Cutter
535 00 48 01	Sewer Installations		405 000 535 Sewer Operatin	297.44	Tape/Sealer
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	3.45	Nails/Wires
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	18.61	Elbows
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	69.26	Elbows/Extentions/Adapters/anchor/Straps
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	10.48	Adhesive Numbers
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	46.67	Nozzle/Male Connector/Nipples
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	187.68	PVC Conduit/Access Fitting/BX Cover/Coupling
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	24.93	Trimmer Line
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	1.93	Coupling
576 80 31 02	Skateboard Park Supplies		001 000 576 Current Expens	87.68	Slot Bar/Shovel/Nails
576 80 31 04	Cook Shack Repairs		001 000 576 Current Expens	48.73	Combat Ant System/Cable Tie/ Killer Plus
576 80 48 00	Park Maintenance		001 000 576 Current Expens	24.37	Puls Sprinkler
576 80 48 00	Park Maintenance		001 000 576 Current Expens	6.47	Male Adapter
16226	06/15/2023	06/15/2023	1900 MATTAWA TIRE CENTER	60.61	PW- Vehicle Maint. Services
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin;	60.61	Backhoe -Fire Repair
16220	06/15/2023	06/15/2023	3588 MCKINNEY COMMERCIAL GLASS & DOOR	18,676.57	City Hall- Replace Double Swing Door & Remove And Replace Two Windows Units
594 18 48 00	City Hall Windows/Front D		001 000 594 Current Expens	17,676.57	City Hall- Replace Double Swing Door & Remove And Replace Two Windows Units
594 18 48 01	City Hall Repairs - Front D		350 000 594 Capital Improv	1,000.00	City Hall- Replace Double Swing Door & Remove And Replace Two Windows Units
16205	06/15/2023	06/15/2023	324 MULTI AGENCY COMMUNICATION CENTER	2,284.34	Dispatch Services May 2023
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,284.34	Dispatch Services May 2023
16238	06/15/2023	06/15/2023	625 NORCO	28.51	Cylinder Rental May 2023

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	534 10 31 02	Chlorine	401 000 534 Water Operatin;	28.51	Cylinder Rental May 2023
16239	06/15/2023	06/15/2023	494 OVS	170.09	Parts/Supplies
	534 10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	20.74	PVC Pipe
	535 10 48 02	Sewer Plant Maintenance	405 000 535 Sewer Operatin	22.15	Vinyl Riser
	576 80 48 00	Park Maintenance	001 000 576 Current Expens	127.20	Rainbird Sprinkler
16201	06/15/2023	06/15/2023	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Fee April 2023
	518 70 45 01	Copier Lease	001 000 518 Current Expens	82.55	Monthly Equipment Fee May
	534 10 45 01	Copier Lease	401 000 534 Water Operatin;	82.55	Monthly Equipment Fee May
	535 10 45 01	Copier Lease	405 000 535 Sewer Operatin	82.54	Monthly Equipment Fee May
16231	06/15/2023	06/15/2023	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Fee May 2023
	518 70 45 01	Copier Lease	001 000 518 Current Expens	82.55	Monthly Equipment Fee May 2023
	534 10 45 01	Copier Lease	401 000 534 Water Operatin;	82.55	Monthly Equipment Fee May 2023
	535 10 45 01	Copier Lease	405 000 535 Sewer Operatin	82.54	Monthly Equipment Fee May 2023
16237	06/15/2023	06/15/2023	605 PARKSON CORPORATION	1,788.89	WWTP Hycor Brush
	535 10 48 02	Sewer Plant Maintenance	405 000 535 Sewer Operatin	1,788.89	WWTP Hycor Brush
16224	06/15/2023	06/15/2023	2820 PETRO-USA MATTAWA MART	2,744.84	MPD Fuel Services
	521 20 32 03	Police Vehicle Fuel	107 000 521 Public Safety T	2,744.84	MPD Fuel Services
16240	06/15/2023	06/15/2023	2820 PETRO-USA MATTAWA MART	973.56	PW Fuel Services
	534 10 32 02	Fuel	401 000 535 Water Operatin;	450.00	PW Fuel Services
	535 10 32 00	Fuel	405 000 535 Sewer Operatin	450.00	PW Fuel Services
	576 80 32 04	Fuel	001 000 576 Current Expens	73.56	PW Fuel Services
16241	06/15/2023	06/15/2023	2820 PETRO-USA MATTAWA MART	60.00	PW Fuel Services-Truck
	534 10 32 02	Fuel	401 000 535 Water Operatin;	60.00	PW Fuel Services-Truck
16223	06/15/2023	06/15/2023	2729 QUADIENT FINANCE USA INC.	217.80	Postage Machine:Lease June 28-Sept 23, 2023
	514 23 31 00	Postage	001 000 514 Current Expens	60.00	Postage Machine:Lease June 28-Sept 23, 2023
	521 20 31 02	Postage	001 000 521 Current Expens	37.80	Postage Machine:Lease June 28-Sept 23, 2023
	534 10 30 02	Postage	401 000 534 Water Operatin;	60.00	Postage Machine:Lease June 28-Sept 23, 2023
	537 10 31 01	Postage	420 000 537 Solid Waste Fui	60.00	Postage Machine:Lease June 28-Sept 23, 2023
16235	06/15/2023	06/15/2023	3553 RICK'S CUSTOM FENCING & DECKING, INC	5,875.52	Park- Fence

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594 76 63 01	2022	Paul Lauzier Grant - I	001 000 594	5,875.52	Park- Fence
16242	06/15/2023	06/15/2023	1247 RIO'S AUTO AG SUPPLY	126.09	Parts/Supplies
521 20 48 00		Vehicle Repair And Mainte	001 000 521	32.52	MPD-Washer Fluids
521 20 48 00		Vehicle Repair And Mainte	001 000 521	10.21	PMD- Oild Filter
521 20 48 00		Vehicle Repair And Mainte	001 000 521	7.60	Equipment Oil
535 10 48 02		Sewer Plant Maintenance	405 000 535	39.39	Monitor Wells Connectors
535 10 48 03		Vehicle Repair / Maintenanc	405 000 535	54.18	PW-Hyd Fluids
535 10 48 03		Vehicle Repair / Maintenanc	405 000 535	55.28	PW-Lawn Mower Battery
535 10 48 03		Vehicle Repair / Maintenanc	405 000 535	33.05	PW-Ranger Brake Pads
537 10 48 01		Vehicle Repair & Maintena	420 000 537	-126.73	MPD- Brake Pads
576 80 48 00		Park Maintenance	001 000 576	20.59	Park- Side Walk Belts
16219	06/15/2023	06/15/2023	2963 SMARSH INC	55.00	Web Archive- Page- Add' I Cx
518 30 49 14		Professional Services	001 000 518	55.00	Web Archive- Page- Add' I Cx
16228	06/15/2023	06/15/2023	3299 SOILTEST FARM CONSULTANTS INC	166.00	WWTP RC Samples
535 10 41 02		Testing Samples	405 000 535	166.00	WWTP RC Samples
16229	06/15/2023	06/15/2023	3299 SOILTEST FARM CONSULTANTS INC	170.00	WWTP RC Samples
535 10 41 02		Testing Samples	405 000 535	170.00	WWTP RC Samples
16202	06/15/2023	06/15/2023	3405 STERICYCLE INC	135.58	Shredding Services 5/3/2023
518 30 49 14		Professional Services	001 000 518	67.79	Shredding Services 5/3/2023
521 10 49 00		Professional Services	001 000 521	67.79	Shredding Services 5/3/2023
16214	06/15/2023	06/15/2023	1979 THE BUILDING DEPARTMENT LLC	4,043.22	Rental/Fire Inspections & Building Permits Plans Review
524 20 41 00		Rental/Fire Inspection Cost	001 000 524	950.00	Rental/Fire Inspections
558 50 41 00		Building Permit & Plan Rev	001 000 558	3,093.22	Building Permits Plans Review
16200	06/15/2023	06/15/2023	732 U.S CELLULAR	566.03	PW & Mayor/Clerks Cell Phone Services Fees
518 23 42 14		Telephone/Internet Expense	001 000 518	194.00	Mayor/Clerks Cell Phone Services Fees
534 10 42 00		Telephone	401 000 534	186.02	PW Cell Phone Services Fees
535 10 42 00		Telephone	405 000 535	186.01	PW Cell Phone Services Fees
16230	06/15/2023	06/15/2023	554 U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees May 2023
514 23 41 01		Banking And Visa/Mercha	001 000 514	26.00	Bank Fees May 2023

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16208	06/15/2023	06/15/2023	274 UNITED STATES POSTAL SERVICES	186.00	Utility Bills Postage Fee June 2023
534 10 30 02	Postage		401 000 534 Water Operatin	62.00	Utility Bills Postage Fee June 2023
535 10 31 01	Postage		405 000 535 Sewer Operatin	62.00	Utility Bills Postage Fee June 2023
537 10 31 01	Postage		420 000 537 Solid Waste Fu	62.00	Utility Bills Postage Fee June 2023
16216	06/15/2023	06/15/2023	613 UTILITIES UNDERGROUND	14.19	Excavation Notification (11)
534 10 47 01	Utilities		401 000 534 Water Operatin	14.19	Excavation Notification (11)
16213	06/15/2023	06/15/2023	471 WAHLUKE SCHOOL DISTRICT	7,119.51	COPS Grant Expenditures #18
521 10 10 02	Contracts & Consultants - V		105 000 521 COPS Grant	7,119.51	COPS Grant Expenditures #18
16218	06/15/2023	06/15/2023	2957 WASTE MANAGEMENT	199.99	WWTF Garbage Disposal
535 10 47 00	Utilities		405 000 535 Sewer Operatin	199.99	WWTF Garbage Disposal
16236	06/15/2023	06/15/2023	2489 WIN-911 SOFTWARE	2,400.00	SCADA Softwate 3 Years 2023, 2024 & 2025
534 10 48 00	Computer Support/Mainten		401 000 534 Water Operatin	1,200.00	SCADA Softwate 3 Years
535 10 48 01	Computer Support/Mainten		405 000 535 Sewer Operatin	1,200.00	SCADA Softwate 3 Years

Report Total: 148,427.02

Fund	
001 Current Expense Fund	43,955.35
101 Street Fund	1,866.35
102 Police Vehicle Fund	3,269.63
105 COPS Grant	7,119.51
107 Public Safety Tax Fund	5,029.18
350 Capital Improvement Fund	1,000.00
401 Water Operating Fund	3,927.62
405 Sewer Operating Fund	7,348.52
411 Water Capital Improvement	14,108.28
412 Sewer Capital Improvement	37,912.26
420 Solid Waste Fund	22,890.32

This report has been reviewed by:

Anabel Martinez
Anabel Martinez - City Clerk

6/12/23
Date

REMARKS:

RESOLUTION NO. 23.06.10

A RESOLUTION OF THE CITY OF MATTAWA ADOPTING A
SCHEDULE OF RATES AND FEES FOR SEWER SERVICE

RECITALS:

- I. WHEREAS, by its adoption of Mattawa Municipal Code Section 13.24, the City Council of Mattawa authorized the establishment and collection of rates, usage limits, connection fees, delinquent charges, and service charges for related to sewer service both inside and outside city limits.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mattawa:

The fees for sewer service on the attached Appendix S are hereby
established.

ADOPTED by the City Council of the City of Mattawa, Washington, this 15th day of
June 2023.

Maria Celaya, Mayor

ATTEST:

Anabel Martinez, City Clerk

Appendix S

Updated 01/23

Sewer Rates - Inside the City Limits		
Base Rate	Each single family residence, each dwelling unit within a multiple-family dwelling, including mobile home multiple dwellings, each trailer or mobile home in a trailer court or mobile home park	\$46.28
	Each church, union hall, lodge, non-commercial meeting room, or other intermittently used building	\$46.28 plus \$13.90 for each restroom over one.
	Schools	\$162.64 per school, plus \$2.40 per 1,000 gallons of water used.
	Hotels/Motels	\$46.28 plus \$17.93 per rental unit, plus \$14.24 per restroom located outside of a rental unit, in excess of two.
	Self-service laundromats	\$59.10 plus \$0.15 per 1,000 gallons of water over 10,000 gallons per month
	Service stations	\$46.28 plus \$13.90 for each restroom over one
	Taverns, cocktail lounges, restaurants, cafes, and like businesses	\$46.28 plus \$13.90 for each restroom in excess of two
	Stores, professional offices, clinics, and all other commercial buildings not otherwise specifically set forth herein	\$46.28 plus \$13.90 for each restroom over one.
	Car washes	Same rate as self-service laundromats
	Industrial establishments	\$46.28 plus \$1.65 per month per employee over three
Sewer Rates - Outside the City Limits		
Base Rate	All service categories	50% surcharge
Annual Sewer Rate Increases		
Sewer rates for all rate classifications shall be subject to the following annual rate increases as follows:		
2023 - 2024	13%	
2025 and each year thereafter	3%	
Sewer Connection Permit Fee		
Permit fee to connect with any public sewer or to construct, extend, relay, repair, or make connections with a lateral or private sewer inside of a property line		\$25.00
Permit fee for a side sewer		\$25.00

Sewer Connection Charges	
All sewer connections	\$350.00, plus any associated costs
Fee to Cap a Sewer Line	
All sewer connections	\$500
Miscellaneous Charges	
Deposit fee for new sewer service account	\$50 per service
Senior Citizen Discount For qualified applicants pursuant to MMC Section 13.02.320	25% reduction in sewer rates (not fees)
Sewer System Development Charge	
<p>The General Facility Charge will be charged per Equivalent Residential Unit (ERU) at the time of meter installation.</p> <p>An ERU is defined as:</p> <ul style="list-style-type: none"> • A single-family residence. • A multifamily unit in an apartment, RV lot, or duplex is 0.5 ERU. • A person or bed in a dormitory style residential unit is 0.17 ERU. • For all other connections, an ERU is defined as 208 gallons per day of winter water usage (November 1 through March 31). The number of ERU's is determined by the estimated water usage for the facility divided by 208 gallons per day. After the first full winter period of water usage at a facility served by a two-inch (2") or greater service meter, the City will determine the ERU's of the facility based on actual water use. The city will refund the difference in the GFC between the actual ERU count versus the estimated ERU count, or the City will levy an additional GFC charge based on the actual ERU count versus the estimated ERU count. <p>The General Facility Charge is:</p> <ul style="list-style-type: none"> • \$2,500 \$5,000 per ERU within the 1999 sewer system ULID • \$5,000 \$7,500 per ERU outside the 1999 sewer system ULID 	

RESOLUTION NO. 23.06.11

A RESOLUTION AMENDING THE SIX YEAR STREET CONSTRUCTION PROGRAM FOR 2024-2029.

Recitals:

1. Pursuant to the requirements of RCW 35.77.010, the City of Mattawa has prepared an amended Six Year Comprehensive Street Program for the six calendar years, 2024-2029.
2. Pursuant to RCW 35.77.010, the City Council of the City of Mattawa, being the legislative body of said city, did hold a public hearing on said amendment to such comprehensive plan at 5:30 p.m. in Mattawa City Hall on June 15th, 2023.

Resolved:

1. The City Council of the City of Mattawa adopts the amended Six Year Comprehensive Street Program for the six calendar years, 2024-2029.
2. A copy of said amended Six Year Comprehensive Street Program for the six calendar years, 2024-2029, together with a copy of this resolution shall be filed with the Director of Highways of the State of Washington.

ADOPTED unanimously by the City Council of the City of Mattawa, Washington, this 15th day of June 2023.

Maria Celaya, Mayor

ATTEST:

Anabel Martinez, Clerk-Treasurer

RESOLUTION NO. 23.06.12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MATTAWA,
WASHINGTON REVISING THE PROCUREMENT POLICY OF THE CITY,
REPEALING ANY PRIOR INCONSISTENT RESOLUTION, INCLUDING A
SEVERABILITY PROVISION, AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the Washington State Auditor recommends that the City revise its Procurement Policy; and

WHEREAS, the City Clerk-Treasurer recommends revising the City Procurement Policy in the form attached as Exhibit "A" to this Resolution; and

WHEREAS, the Mayor and City Council have reviewed the recommended Procurement Policy and have determined that adoption of the same is in the best interest of the citizens of the City; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF MATTAWA, WASHINGTON, HEREBY RESOLVE AS
FOLLOWS:**

Section 1. The City hereby adopts the Procurement Policy which is attached hereto as Exhibit "A" and made a part of this Resolution by this reference.

Section 2. Any prior Resolution of the City that is inconsistent or in conflict with this Resolution is hereby repealed.

Section 3. This Resolution is consistent with Chapter 3.02, Mattawa Municipal Code, the "Small Works Roster," which adopts the City small works and consulting rosters policy. The city may use either this Resolution or MMC Chapter 3.02 when the purchase or public work being undertaken by the city may lawfully proceed under either process. Where MMC Chapter 3.02 and this Resolution conflict, MMC Chapter 3.02 shall be controlling. References herein to MMC Chapter 3.02 shall be considered references to said Ordinance and any amendments, updates, revisions, and/or replacements of said Ordinance.

Section 4. If any section, sentence, clause, or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 5. This Resolution shall be effective immediately upon passage by the City Council.

APPROVED by the City Council of the City of MATTAWA, Washington at an Open Public Meeting the 15th day of June, 2023.

APPROVED:

Maria Celaya, MAYOR

ATTEST/AUTHENTICATED:

Anabel Martinez, CITY CLERK/TREASURER

APPROVED AS TO FORM:

Katherine Kenison, CITY ATTORNEY

EXHIBIT "A"

CITY OF MATTAWA PROCUREMENT POLICY

Approved by City Council Resolution No. 23-

I. POLICY

The purpose of this policy is to implement the requirements of state law and, when applicable, federal guidance with regard to procurement of goods and services and the bidding on public contracts for public works, goods, services, supplies, and materials. It is the City's policy to follow state and, when applicable, federal requirements with regard to the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts, and to help ensure that public contracts are performed satisfactorily and efficiently at the least cost to the public, while avoiding fraud, waste, and favoritism in their award. For federally-funded purchases and contracts, the purpose of this policy is to also ensure there is no fraud, waste, or abuse of federal funds and that all allowable costs are accorded consistent treatment.

All contract approvals and directly related purchasing actions taken through the effective date of this policy are hereby expressly ratified.

Except as otherwise expressly provided herein, the provisions of this policy are intended solely as a convenience and reference guide for City officials and employees. Nothing in this policy is intended to create any liability for or against the City. Without limitation of the foregoing, nothing in this policy is intended to create any enforceable right, entitlement, or cause of action in or for any third-parties.

The City Council through Ordinance No. 17-609, requires City Council approval for all purchases above \$1,500.00. Purchases less than \$1,500.00 are permitted if within the authorized budget appropriation.

II. DEFINITIONS

A. **"Architectural and Engineering Services"** means services rendered by any person, other than a city employee, to perform activities associated with the practice of architecture RCW 18.08, practice of engineering and land surveying RCW 18.43, or practice of landscape architecture RCW 18.96.

B. **"Bid Splitting"** means breaking up a public work project, purchase of equipment, or purchase of supplies into segments. The City may not break a public work project up to avoid compliance with bidding statutes. RCW 35.23.352(1).

C. **"Competitive Bid"** is the process of advertising and receiving sealed written bids from prospective vendors with the selection primarily based on the lowest cost.

D. **"Competitive Solicitation"** means a documented process to qualify and select individuals/entities based upon criteria to include, but not be limited to fees, experience, reputation, scheduling, responsiveness to solicitation requirements, quality of past performance, and other measurable criteria.

E. **"Goods"** means all things, tangible or intangible, that are movable at the time of being identified in the purchase order/contract, and include, but are not limited to supplies, materials and equipment necessary for the management, operation and maintenance of the City and its facilities.

- F. **"Interlocal Agreements"** are the exercise of governmental powers in a joint or cooperative undertaking with another public agency.
- G. **"Ordinary Maintenance"** is work not performed by contract and that is performed on a regularly scheduled basis (e.g. daily, weekly, seasonally, semiannually, but not less frequent 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.
- H. **"Personal Service"** means services which include professional or special expertise to accomplish a specific study, project, task or other scope of work. Personal services are typically procured to resolve a particular issue or expedite a specific project. The work requires the exercise of independent judgment to deliver advice, opinion or recommendations for policy, project or management decisions.
- I. **"Public Work"** is all work, construction, alteration, repair, improvement or demolitions to public property performed at the cost of the City. Contractors on all public works, regardless of cost, are required to pay their employees state prevailing wages. Public works contracts require a performance and payment bond with a retainage as further defined in state law. RCW 39.40.010.
- J. **"Purchase Order"** is a document which sets forth the cost and authorizes delivery of specified merchandise or the rendering of services. The City of Mattawa authorizes payment when a signed purchase order is provided to the vendor.
- K. **"Purchased Service"** means the furnishing of labor or effort by a person as an independent contractor to accomplish routine, continuing and necessary functions such as preventative equipment maintenance and repair, physical plant repair, elevator maintenance, janitorial work and related matters. Purchased services do not include "personal services."
- L. **"Purchasing"** means the purchasing, contracting for, and leasing, licensing or other acquisition of any goods or services.
- M. **"RCW"** – Revised Code of Washington.
- N. **"RFP"** – Request for Proposal" means a process that requests interested firms to submit a statement of their proposal for completing a project.
- O. **"RFQ"** – Request for Qualifications" means a request for a firm's general capabilities, including a list of principals, previous projects, number of employees, and licenses. An RFQ does not include pricing information.
- P. **"Small Works Roster"** is a roster of qualified contractors maintained for use in a modified formal bid process. When the contact amount for a public works project is \$300,000 or less, the City may follow the Small Works Roster process for construction of a public work or improvement as an alternative to formal competitive bid requirements.
- Q. **"Sole Source Supplier"** occurs when purchase is clearly and legitimately limited to a single supplier. These situations often arise when an agency has specific technology requirements. Examples include, but are not limited to: (a) licenses, 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; and (d)

products or services where only vendor meets the required certifications or statutory requirements. (RCW 39.04-280(1)(a)). Using sole source for purchasing requires City Council approval.

III. GENERAL PROVISIONS

A. **Purchasing Code of Ethics** To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics with regard to public contracting:

1. Actions of City employees shall be impartial and fair; and
2. City decisions and policies shall be made in compliance with required procedures and within proper channels of government structure; and
3. Public employment shall not be used for personal gain, and City employees shall not solicit, accept or agree to accept any gratuity for themselves, their families, or others that would result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding the contract;
4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

B. **Controlling Laws** The expenditure of public funds for the purchase of and contracting for goods, services, supplies, and materials shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC). Where this policy conflicts with state law requirements, the more restrictive provision shall prevail. Where this policy is silent with regards to purchasing and/or bidding requirements, state law shall prevail. Purchases and/or contracts that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published under Title 2 of the Code of Federal Regulations (2 CFR 200), hereinafter referred to as the Uniform Purchasing Guidance.

C. **Monitoring and Compliance** The department director shall implement, monitor, and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the Mayor or Mayor's designee for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline (RCW 39.30.020). In addition to the enforcement of these policies, the department director shall ensure that reasonable measures are taken to safeguard protected, personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or that the City considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

D. **Proper Authorization/Certification** Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods

on behalf of the City without proper authorization may be personally liable to the vendor and/or to the City and subject to disciplinary action. For federally funded purchases and contracts, to assure that expenditures are proper and in accordance with the terms and conditions of the federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreement must include a certification, signed by an official who is authorized to legally bind the City, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (US Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)"

E. **Budget Sufficiency** Each department director must ensure that purchases are initiated only when the departmental budget is sufficient to cover the anticipated cost. Expenditures that exceed departmental appropriations require a budget transfer within the authorized departmental budget or a budget amendment approved by City Council. Requests for budget amendments must be submitted in writing, and shall be approved by the requesting director or manager and forwarded to the Finance Director for review prior to being forwarded to the City Council for approval.

F. **Financing** If a department is requesting financing for equipment or vehicles, it is necessary to work with the Finance Director. Financing documentation shall be included as part of the documentation for City Council approval to authorize Mayor or designee to sign loan or bond documents.

G. **Breaking Down or Bid Splitting Purchases** The breaking down or bid splitting of any purchase or contract into units or phases for the purpose of avoiding the maximum dollar amount is prohibited.

H. **Cost Purchase** cost includes sales tax, use tax, delivery charges, and any related miscellaneous charges.

I. **Local Businesses** Local businesses should be encouraged to submit bids on City procurements that are open to all bidders. When determining the lowest bid on purchase of supplies, materials, or equipment, the City may, whenever indicated in advance, take into consideration sales tax revenue it would receive from a supplier located within its boundaries pursuant to RCW 39.30.040.

J. **Purchasing Limitations**

- a) Expenditures are required to be included in the annual budget.
- b) Purchase limitations apply to the aggregate cost of individual items, whether purchased in one order or over a series of orders. Cost is inclusive of sales tax, use tax, delivery charges, and any related miscellaneous charges.
- c) The Mayor may execute professional services, and purchase services contracts, up to \$10,000 (ten thousand dollars), as long as the contract is consistent with the adopted budget.
- d) Professional services and purchase services contracts greater than \$10,000 (ten thousand dollars) require Council authorization.
- e) Contracts of any amount that are not consistent with the adopted budget require Council approval.

- f) Interlocal agreements of any amount with governmental agencies require Council authorization.
- g) The Mayor may elect to present any contract to the Council for approval even if the contract is not required to be approved by the Council.

K. Credit Cards/Procurement Cards

In accordance with RCW 43.09.2855, the City is authorized to use credit cards or procurement cards for official government purchases and acquisitions. Cash advances on credit cards or procurement cards are prohibited. Credit cards and procurement cards may not be used to purchase alcoholic beverages. It will be the responsibility of the City Clerk-Treasurer to assign credit cards or procurement cards to employees that need them for City operations.

IV. GENERAL PROCUREMENT GUIDELINES

A. **Written Quote Specifications** To the extent practicable, staff should develop product, technical or service specifications/qualifications that accurately describe the good or service to be purchased. The specifications should not contain features that unduly restrict competition. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used. It is the responsibility of the vendor to demonstrate to the City's satisfaction that its product is "equal" to that specified. Requests for substitutions must allow the City to adequately review the request, including time for vendors to respond to additional information or clarification. The City has no obligation to accept proposed substitutions. Acceptance of a substitute product as an "equal" to that specified will be made in writing and communicated to other firms/individuals if practical and convenient.

V. PROCUREMENT OF GOODS

Dollar Threshold	Competitive Process	Activities
\$1 - \$3,500	Not Required	<ul style="list-style-type: none"> • Seeking competition is recommended. • Award is based on staff experience, general vendor/provider information and knowledge of the market in achieving maximum quality at minimum cost.
\$3,501 - \$7,500	Minimum of 3 Documented Quotes	<ul style="list-style-type: none"> • Quotes are obtained by telephone, email or Internet. • Vendors shall be provided the same information. • Documentation includes: vendor, description of goods/services, fee or cost, and delivery date/schedule.

		<ul style="list-style-type: none"> • Procedure: Contact at least three vendors. If three potential sources are not known, record the lack of competition and document that price/fee is fair and reasonable. • Purchase order is required if no contract • No purchase order is required once Council has approved contract.
\$7,501 and above	Formal Sealed Bidding (RCW 35.23.352(6))	<ul style="list-style-type: none"> • To obtain written bids the following process should be followed: <ul style="list-style-type: none"> ♣ Develop written request (see Section VI, below.) ♣ Solicit bids or proposals from a sufficient number of individuals or firms to encourage competition. ♣ Publish, post on the web and send notice to potential bidders. ♣ Bids must be complete and received by the date and time indicated on the request. ♣ No disclosure of bids shall be made prior to the public bid opening. ♣ Additional process for awarding the competitive bid may be set forth in the request. ♣ No purchase order is required once Council has approved contract.

VI. Award of Purchase Order/Contract

When purchases are obtained by Competitive Solicitation, the purchase order or contract shall be awarded to the firm/individual submitting the lowest responsive bid that meets the established criteria. Submitted bids must substantially comply with the City's specifications to be considered "responsive".

The City reserves the right to determine in its sole discretion whether a bid is responsive. When determining the lowest responsive bid, the following factors should be considered:

- conformity of the goods or services with the request for quotes
- price
- ability, capacity and skill of the firm/individual to provide the good
- quality of performance on previous contracts
- servicing resources
- any other relevant information

VII. Personal Service and Purchased Service

Unless otherwise required by state law, the procurement of Personal Service and Purchased Service is not subject to the bid guidelines for procurement of goods (see above). However, it is advisable to follow the process for procurement of goods when considering the acquisition of Personal Services or Purchased Service. It is recognized that various factors such as skill, expertise, past experience and specific knowledge of City practices or facilities should be considered in addition to those set forth in this policy, in order to obtain the services that will serve the best interests of the City. Note, the procurement of architectural and engineering services is set forth in RCW Chapter 39.80.

VIII. Cancellation

The City may cancel or reject any and all requests for bids/proposals in whole or in part, at its sole discretion and option before the actual order is made or contract signed. When using the sealed bidding process a request may be cancelled and all bids rejected before the award but after the bid opening consistent with state law.

IX. PUBLIC WORK PROJECTS

Government Type	Bid Threshold	Small Works Roster Threshold	Applicable RCW	Limits for Work by Agency Employees
Code City	\$75,500 (1 craft) \$116,155 (>1 craft)	\$350,000	RCW 35.23.352 RCW 35A.40.210	Per Project: \$75,500 (1 trade), \$116,155 (>1 trade)

X. Public Work Maintenance

Public work projects do not include "ordinary maintenance" of City facilities. "Ordinary maintenance" agreements should be procured using the procedure for purchasing Goods and Services.

"Public work maintenance" is defined as work done by contract to keep existing facilities in good usable, operating condition. See WAC 296-127-010(7)(a) and (b). All Public work maintenance

contracts require the payment of state prevailing wages to the contractor's employees. A performance bond or payment retainage is not required.

Public work maintenance contracts greater than \$40,000 are to be procured through a formal written public bid process. Public work maintenance contracts less than the bid amounts shall follow the competitive process for Public Work Projects.

Even though a public works contract may not exceed the above-identified bid limits, payment of prevailing wages may still be necessary.

XI. GENERAL SOLICITATION

Procurement Process for Goods Above \$7,500.00

The following is the recommended process.

1. Statements of Qualifications (SOQ), Requests for Proposals (RFP) or Bid Documents

Prepare a written request that includes:

- Title of Work
- Description of scope of work (see item 3 below)
- Forms or format for responding to request
- Location where contract documents (plans and specifications) can be reviewed or obtained
- Place, date, and time that responses are due
- The following statement: The City reserves the right to reject any and all proposals and to waive minor irregularities.

2. Publication of Notice

- Notice shall be published in a newspaper of general circulation in Spokane County at least ten (10) days before the date for submitting the response. Notice shall also be placed on the City Web site.
- The City may also send notice to firms or individuals whom the City reasonably believes are qualified to provide the goods or perform the requested work.

3. Scope of Work

The request for Statements of Qualifications or Proposals (SOQ/RFP) or Bid Documents should contain the following information: (a) description of the requested services/goods; (b) identification of the information/data to be submitted including forms or format for the submittal; (c) definitions, product descriptions, specifications or technical requirements to be satisfied; (d) minimum qualifications for proposers; (e) delivery schedule or term of agreement; (f) instructions for submitting proposals and date of review by City; (g) specific contract and insurance requirements; (h) criteria for evaluating proposals; (i) public disclosure requirements and (j) such other information as deemed necessary.

4. Pre-Bid Conference

When appropriate, the City will conduct a pre-bid conference to discuss and answer questions regarding the request/project, scope, specifications, and terms.

5. Receipt and Opening

Proposals/Bids are received at the City Clerk's Office, where they will be time and date stamped. Proposals/Bids shall be opened on the date set forth in the request.

6. Evaluation of submitted bids

The Mayor, Department Director, designee or selection committee will publicly identify and review all submitted proposals. The proposers shall be ranked according to the evaluation criteria. Subject to this policy, stated terms in the request and state law, the City will offer contract terms to the top-ranked proposer(s). To promote consistency, the City will use standard forms, documents, contracts and conditions, when practical.

7. City Acceptance

The Mayor (except for contracts exceeding \$10,000) will make the final decision on the contract award. For other awards, the matter will be presented to the City Council for action.

XII. EXCEPTIONS TO BIDDING REQUIREMENTS

Emergency Purchases

Compliance with the provisions of these purchasing policies and procedures may be waived for certain purchases and public works projects in the event of an emergency to provide for prompt acquisition and not compromise the health, safety or welfare of the public.

When an emergency is declared, written findings of the existence of an emergency must be made by the Mayor or City Council as a matter of public record.

"Emergency" means unforeseen circumstances beyond the control of the City 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. Competitive quotes / proposals are usually not required when an emergency exists. However, in making emergency purchases, an effort shall be made to include as much competition as is practical under the circumstances. Justification for the emergency purchase must be documented.

Sole Source Procurement

Compliance with the provisions of these purchasing policies may be waived when the purchase is limited to a sole source or supply. "Sole sources" are purchases and services that are clearly and legitimately limited to a single source of supply. It may include proprietary/patented products or a product which has a unique design/performance feature providing superior utility. A sole source can be a used good that becomes immediately available.

Subject to the above, additional sole source considerations include compatibility, meaning that the product matches an existing brand of equipment; replacement part, where the product is a replacement

for a specific brand of existing equipment; unique and innovative design or authorized service provider where to protect a warranty or provide for proper operation of equipment, a certain product is required. A consultant may also be a "sole source" if the professional or technical expertise is of such a unique nature that the individual or firm is the only practical source to obtain the service. Uniqueness of the service and sole availability are criteria to be considered. The purchase price for a sole source shall be obtained by direct negotiation. The City shall document the facts that constitute the sole source with the purchase authorized by Resolution of the City Council.

Special Facilities, Services or Market Conditions

Compliance with these purchasing policies may be waived when the purchase involves special facilities, services or market conditions. (These terms are not defined by statute or existing case law.) Special facilities and services should follow the general criteria described in Sole Source Procurement. Special market conditions reflect an opportunity and ability to acquire a good or service through special purchase arrangements (such as a distributor) or conditions that relate to time and availability. Presented circumstances must be evaluated against the routine acquisition process. A consideration is whether a certain product or service is discounted and immediately available based upon facts or circumstances which are unique at that point in time. Purchase price for special facilities, services or market conditions shall be determined by direct negotiation. The City shall document the facts that constitute the special facilities, services or market conditions.

Interlocal Contract Procurement

Compliance with the provisions of these purchasing policies may be waived when the goods or services are procured using, for example, the State of Washington Intergovernmental Cooperative Purchasing agreement. In addition, the Interlocal Cooperation Act allows purchases to be made using another agency's purchasing process and contract. To "piggy back" on another local government's contract the following should be accomplished.

- The host agency and the City must sign an interlocal agreement according to RCW 39.34.040.
- The host agency must have complied with its statutory contracting requirements to include posting the solicitation online (RCW 39.34.030(5)(b)).
- The vendor must agree to the arrangement, either through the initial solicitation or through a written request from the City.

Federal Contracts

The United States General Services Administration authorizes state and local governments to use GSA Schedules to obtain certain goods and services. See www.gsa.gov/portal/category/161.

XIII. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Purpose of Federal Policy

To establish and maintain internal controls that reduce the risk of fraud and provide for reasonable assurance that Federal Awards are being managed in compliance with all federal regulations and with

the terms and conditions of the award, the City of Mattawa will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), and the City of Mattawa's Financial Policies.

Internal Controls

The City of Mattawa will maintain effective internal control over Federal awards and provide reasonable assurance that the City of Mattawa is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

Certification

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Advance Payments and Reimbursements

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through agency and the disbursement by the City of Mattawa whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of Mattawa to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.

- The City of Mattawa shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

Allowable Costs

Federal awards will meet the following general criteria to be allowable except where otherwise authorized by statute:

- Be necessary and reasonable for the performance of the Federal award;

- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;

- Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the City of Mattawa;

- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost;

- Be determined in accordance with generally accepted accounting principles (GAAP); • Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either in the current or prior period;

- Be adequately documented.

Procurement

When procuring property and services under a Federal award, the City of Mattawa will follow 2 CFR §200.318 (General procurement standards) through §200.326 (Contract provisions) or City of Mattawa purchasing policies and procedures whichever is more restrictive.

Contracts for more than the Simplified Acquisition Threshold as established in 2 CFR §200.88 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants in excess of the Simplified Acquisition Threshold requires that the City of Mattawa will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

The City of Mattawa will monitor procurements to avoid duplicative purchases and exhaust all mandated sources before soliciting new sources. The City will also continue to enter into interentity agreements to realize cost savings for shared goods and services when possible.

The City will verify and document that vendors are not suspended or debarred from doing business with the Federal government.

Single Audit Act

The City of Mattawa, as a recipient of Federal Funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

Federal Code of Conduct

Purpose

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

Application

This Code of Conduct applies to all elected officials, employees or agents of the City of Mattawa engaged in the award or administration of contracts supported by federal grant funds.

Requirements

No elected official, employee or agent of the City of Mattawa shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.

The City of Mattawa's elected officials, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

Remedies

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of Mattawa's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or passthrough entity in accordance with applicable Federal awarding agency policy.

When procurement involves expenditure of federal funds or grants, purchasing shall be in accordance with applicable federal law and regulations related to the funds or grant. Procurement standards are set forth in federal regulations found at 2 CFR § 200.317-326. In general, the City must use its own procurement policies along with the federal procurement standards.

In addition, the City must take affirmative steps to assure minority businesses, women's business enterprises and labor surplus area firms are used when possible. This means, placing qualified small minority businesses and women's business enterprises on solicitation lists and taking other actions in order to encourage their participation. Finally, Appendix II to CFR Part 200 contains contract provisions that must be included within City contracts. See attached.

The City shall follow the above procurement process when procuring goods or services under a federal award. 2 CFR § 200.317.

XIV. GENERAL PROCUREMENT MATTERS

Time and Materials

Where it is not practical to state the amount of time or materials required to perform a service, a reasonable estimate shall be prepared to establish the threshold for the competitive process. It is recognized that in certain instances, a contract must be let on a time and material basis with the

understanding that there may be unforeseeable conditions or changes to the scope of work. In such instances, best efforts shall be exercised to determine the threshold for the competitive process.

Bid Splitting

The City will not separate into phases or segment parts of a purchase or a public works project to avoid compliance with this policy and related statutes.

Building Engineering Systems

For building engineering systems including fire alarm, building sprinklers, pneumatic tube(s), extensions of heating, ventilation or air conditioning, chlorination and chemical feed, emergency generator, building signage, pile foundations and curtain walls, the City may engage and award a contract using the competitive bid process set forth in RCW 39.04.290. This process allows a bidder to provide final specifications for the design, fabrication and installation of the building system with the final specifications being approved by the City.

Electronic Data Processing and Telecommunication Systems

The acquisition method for electronic data processing and telecommunication systems is through "competitive negotiation" which is set forth in RCW 39.04.270(3)(a) through (c). In summary, a Request for Proposals is required, to include reasonable procedures for technical evaluation of the proposals, and an award to the most qualified bidder with price and other factors considered.

Surplus Items

The City may acquire surplus property from another government through direct negotiation.

Accounts Payable

Most purchases are made "on account". This means that the item is received, installed or the service is performed. Thereafter, a payment is made by the City as set forth on an invoice.

Petty Cash

The purchase of small incidental items may be made using petty cash in accordance with City Policy.

XV. MISCELLANEOUS

Conflicts of Interest

The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in a purchase when they are aware of a conflict of interest. Gifts or gratuities shall not be accepted from existing or prospective vendors in return for a commitment to continue or initiate a purchasing relationship. City employees and officials shall comply with RCW 42.23.030, which prohibits, except under limited circumstances, a municipal officer from being beneficially interested in contracts made under the authority of such person. See RCW Chapter 42.23.

XVI. Other Laws

The City acknowledges that other state and federal laws may supersede these policies and control the acquisition of goods, services, improvements or equipment.

Pursuant to Resolution No. 23.06.12 above, these Purchasing Policies are approved this 15th day of June 2023.

Maria Celaya, Mayor

ATTEST: _____
Anabel Martinez, City Clerk

[End of Policy]

Purchasing Policy and Procedure Matrix

Goods	Public Work Projects and Maintenance
\$1-\$3,500	\$1-\$40,000 (or \$65,000) Fee Policy
Seek best product/service based on research and experience.	Seek best product for the money
	Pay Prevailing Wage
\$3,501-\$75,000	
RFP/Q	RFP/Q
Provide consistent info	Pay Prevailing Wage
Document activity	100% performance bond/5% retainage
	Bond/retainage not required for maintenance
	Construction Agreement – Short Form
\$7,501 and above	\$40,000 (or \$65,000) and above
RFP/Q	Bid Specifications
Notice published	Notice published 15 days before work
Bid opening/award	Bid opening/award
Add specific considerations	Pay prevailing wage
	100% performance bond/5% retainage
	Construction Agreement

Exceptions:

- Emergencies/unforeseen circumstances
- Sole source, special facilities or market conditions
- Purchased Services and Personal Services