

AGENDA

Finance Committee Meeting

January 23rd, @ 6:30 PM

Finance Room

1. Call to Order

A. Attendance

2. General Business

A. Approve Minutes from January 23rd meeting

B. Vouchers from January 20th, 2023

C. December Credit Card Transactions

D. Purchasing Policy Updates

E. New System update

3. Other Business

A. Next Meeting February 13th, 2023, at 6:30PM

B. Adjournment

Finance Committee Minutes

January 9th, 2023

Members: Corrie Koopman-Frazier (Chair), Chris Gruner, Bobby Martinez
Staff Liaison, Chris Anderson, Chris Searcy, Jessica Rose

Meeting began at 6:29PM In the Finance Room. All members were in attendance except council member Gruner.

Committee members reviewed the voucher and credit card statements. No further questions were asked.

Anderson went over the current credit card policy and said there were a few housekeeping issues that needed to be addressed. Things such as changing the "IT Manger" to IT Director. The other change was to give IT the ability to purchase items without a bidding process. Anderson wanted feedback from the committee on a dollar amount. The committee understood the need but we would table until council member Gruner was there as well.

Meeting was adjourned at 6:40PM

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197544	1/9/2023	012060 REYNOLDS BURTON VINSON	DECEMBER 2022		DECEMBER LEGAL SERVICES 2022	17,700.00
					Total :	17,700.00
197545	1/20/2023	006400 AM TEST INC	131394		OCTOBER 2022 METALS	100.00
			131395		NOVEMBER 2022 METALS	100.00
			131396		DECEMBER 2022 METALS	100.00
					Total :	300.00
197546	1/20/2023	008040 AQUATIC SPECIALTY SERVICES	23470		MONTHLY SERVICE & CHEMICALS	916.35
					Total :	916.35
197547	1/20/2023	000171 ASSOCIATED PETROLEUM PRODUCTS	CFS-3279212		FUEL DECEMBER 2022	17,440.01
					Total :	17,440.01
197548	1/20/2023	009567 BHC CONSULTANTS LLC	0017335		PROJECT 2226	13,600.10
					Total :	13,600.10
197549	1/20/2023	002455 BONNEY LAKE MUNICIPAL COURT	SHAYNE RIMA		BAIL POSTED FOR SHAYNE RIMA IN OC	500.00
					Total :	500.00
197550	1/20/2023	011047 BRINKS INCORPORATED	12144877		BANKING TRANSPORTATION DECEMBER	392.75
					Total :	392.75
197551	1/20/2023	004187 CEDAR GROVE COMPOST	716128		DECEMBER 61.28 TON	4,656.05
					Total :	4,656.05
197552	1/20/2023	006260 CODE MECHANICAL INC	1731		PROJECT 2251	21,437.95
					Total :	21,437.95
197553	1/20/2023	012068 CORNERSTONE	232109-9		PROJECT 2135 SENIOR CENTER (COM	20,390.00
					Total :	20,390.00
197554	1/20/2023	010500 DAILY JOURNAL OF COMMERCE INC	3382787		REQUEST FOR RFP FOR COMPREHEN	47.70
					Total :	47.70
197555	1/20/2023	011560 DOBBS PETERBILT-TACOMA 1	ER-306 & ER-325		INV.033P45880,46044,45864,46698,4705	3,795.07

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197555	1/20/2023	011560 011560 DOBBS PETERBILT-TACOMA 1	(Continued)			Total : 3,795.07
197556	1/20/2023	000646 ENUMCLAW LANDSCAPE MAINTENANCE	DECEMBER 22 LANDSCAP		INV#28814,28813,28812,28845	9,958.05 Total : 9,958.05
197557	1/20/2023	000745 ESM CONSULTING ENGINEERS LLC	114427		PROJECT 2033	92.50 Total : 92.50
197558	1/20/2023	000856 GATEWAY TRUE VALUE, ATT: JOHN	154278/154514 154489 DECEMBER 2022		CUST:2082 REPAIR SUPPLIES CUST: 2170 PD BATTERY DECEMBER PURCHASES	70.47 10.76 1,133.52 Total : 1,214.75
197559	1/20/2023	001162 KING COUNTY FINANCE	138861		DECEMBER 500.78T	77,130.16 Total : 77,130.16
197560	1/20/2023	001211 LAKE TAPPS CONST UNLTD	3299		PROJECT 2248 EXPO FRONT DOOR	22,806.87 Total : 22,806.87
197561	1/20/2023	001289 MAIL EXPRESS BUSINESS CENTER	215		MATERIALS TO DRB MEMBERS	43.50 Total : 43.50
197562	1/20/2023	010996 MCKESSON MEDICAL- SURGICAL	20137319 20137782 20138110		JAIL SUPPLIES JAIL SUPPLIES JAIL SUPPLIES	35.94 53.83 59.36 Total : 149.13
197563	1/20/2023	009398 MOTOR CARRIERS UNIT, DEPT OF LICENSING	FUELTAX 4TH QTR 2022		DYED DIESEL FUEL USER TAX RETURN	807.00 Total : 807.00
197564	1/20/2023	004727 PAPE' MACHINERY	14082532		ER-291	98.43 Total : 98.43
197565	1/20/2023	012328 POMPS TIRE SERVICE INC	2010002664/2673 2010003797		ER-356,ER-306 ER-325	2,094.47 4,056.74 Total : 6,151.21
197566	1/20/2023	008271 POWERPLAN-OIB	140934239/14093478		ER-291	418.75

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197566	1/20/2023	008271 008271 POWERPLAN-OIB	(Continued)			Total : 418.75
197567	1/20/2023	001703 PUMPTECH LLC	0188925-IN		AIR SCRUBBER FAN BEARINGS	4,592.99
						Total : 4,592.99
197568	1/20/2023	006290 QFC PHARMACY	OCTOBER 2022		INMATE MEDICATION	586.72
						Total : 586.72
197569	1/20/2023	010912 REHN & ASSOCIATES COBRA	IN0000170640		COBRA ADMINISTRATION FEES	25.00
						Total : 25.00
197570	1/20/2023	008515 SOUND PUBLISHING INC, EVERETT FACILITY	8089444		LEGAL PUBLICATIONS DEC 2022	160.27
						Total : 160.27
197571	1/20/2023	002028 STATE AUDITOR	L152061		STATE AUDITOR CHARGES DEC 2022	3,691.98
						Total : 3,691.98
197572	1/20/2023	006673 UNITED SITE SERVICES	DECEMBER SANI CAN 22		INV-01257777,01032844,01302849,0130:	1,697.96
						Total : 1,697.96
197573	1/20/2023	008616 US BANK N.A., TREASURY DIVISION	DECEMBER 2022		RECAP CHARGES FOR DECEMBER 20:	34.00
						Total : 34.00
197574	1/20/2023	002270 WALTHERS ELECTRIC	6851 & 6850		ELECTRICAL WORK	5,933.74
						Total : 5,933.74
197575	1/20/2023	002342 WASTE MANAGEMENT	0017419-1809-6		DECEMBER 106.47T	22,417.16
						Total : 22,417.16
197576	1/20/2023	002346 WATER MANAGEMENT LAB, INC	208376/208511/208664		DECEMBER WATER SAMPLES	266.00
						Total : 266.00
197577	1/20/2023	002427 WORK SPORTS AND MORE	DECEMBER 2022		DECEMBER PURCHASES	2,206.73
						Total : 2,206.73
34 Vouchers for bank code : wf						Bank total : 261,658.88
34 Vouchers in this report						Total vouchers : 261,658.88

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

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 AND THAT THE CLAIM OR REIMBURSEMENT IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY AND THAT THE UNDERSIGNED ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

FINANCE DIRECTOR

DATE

Cardholder - First Name	Cardholder - Last Name	Transaction Date	Posting Date	Supplier - Name	Amount	Transaction - Business Purpose
Branden	Herrell	12/23/2022	12/26/2022	Work-Sports & Outdoors	217.56	KAHTOOLA NANO SPIKES
Branden	Herrell	12/07/2022	12/08/2022	Imi*informaconf Fees	1215.00	Waste Expo 2023 Conference
Chris	Anderson	12/19/2022	12/20/2022	Wa Finance Offcra Assoc	75.00	WFOA renewal
Community	Development	12/30/2022	12/30/2022	Intl Code Council Inc	145.00	government ICC membership for 2023 - Don McCann
Community	Development	12/29/2022	12/30/2022	In *planning Association	75.00	2023 ASSOCIATION DUES FOR PLANNING OF WASHINGTON FOR CHRIS PASINETTI
Community	Development	12/28/2022	12/29/2022	Wsp Background Checks	11.00	BACKGROUND CHECK FOR BUSINESS LICENSES
Community	Development	12/28/2022	12/29/2022	Wsp Background Checks	22.00	BACKGROUND CHECK FOR BUSINESS LICENSES
Community	Development	12/22/2022	12/23/2022	Wsp Background Checks	22.00	business license background checks
Community	Development	12/17/2022	12/19/2022	Wsp Background Checks	33.00	business license background checks
Community	Development	12/15/2022	12/16/2022	Wsp Background Checks	11.00	Background check on business license
Community	Development	12/09/2022	12/12/2022	Wsp Background Checks	44.00	BACKGROUND CHECKS ON BUSINESS LICENSES
Community	Development	12/10/2022	12/12/2022	Wsp Background Checks	22.00	BACKGROUND CHECKS ON BUSINESS LICENSES
Community	Development	12/08/2022	12/09/2022	Event* Land Use Case L	40.00	LAND USE CASE LAW UPDATE - WINTER 2022 ONLINE TRAINING DECEMBER 8, 2022
Community	Development	12/02/2022	12/05/2022	Wsp Background Checks	33.00	BUSINESS LICENSE BACKGROUND CHECKS
Community	Development	12/01/2022	12/02/2022	Amzn Mktp Us	10.87	GENERAL OFFICE SUPPLIES
Daniel	Aaron	12/09/2022	12/12/2022	Motorola Manual	1050.00	Motorola Spillman Summit 2023
Darci	Smith	12/28/2022	12/29/2022	Cartegraph	1095.00	Cartecon 2023 conference registration
Darci	Smith	12/14/2022	12/15/2022	Motorola Manual	1050.00	Motorola Solutions Summit 2023 conference registration
Finance	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	159.52	OFFICE SUPPLIES
Finance	Dept A	12/04/2022	12/05/2022	Amzn Mktp Us	34.81	CHRIS' OFFICE HEATER
Finance	Dept A	12/01/2022	12/02/2022	Mountain Mist	21.70	WATER
Finance	Dept A	12/01/2022	12/02/2022	Mountain Mist	26.52	WATER
Finance	Dept A	12/01/2022	12/02/2022	Mountain Mist	26.51	WATER
Gas	Dept	12/22/2022	12/26/2022	White River Family Care	130.00	KELLY OLES PHYSICAL
Gas	Dept	12/20/2022	12/22/2022	Precision Fitting And Gau	53.96	1.0 METER
Gas	Dept	12/20/2022	12/22/2022	Precision Fitting And Gau	141.44	1.0 METER
Gas	Dept	12/14/2022	12/16/2022	Hampton Inns	361.64	E JIBSON LODGING UTILITY LOCATE TRAINING
Jan	Molinaro	12/09/2022	12/12/2022	Association Of Washington	75.00	Mayors Exchange
Jessica	Rose	12/09/2022	12/13/2022	Skamania Lodge	145.90	Hotel Deposit for WMCA Conference in March - Katy McKee
Jessica	Rose	12/09/2022	12/13/2022	Skamania Lodge	145.90	Hotel Deposit for WMCA Conference in March - Jessica Rose
Jessica	Rose	12/12/2022	12/13/2022	Event* Pra Case Law Hi	40.00	PRA Case Law Updates - Jessica Rose
Jessica	Rose	12/09/2022	12/12/2022	Event* Pra Case Law Hi	40.00	PRA Case Law Updates - Katy McKee
Jessica	Rose	12/02/2022	12/05/2022	Wpy*wapro	25.00	WAPRO Membership - Jessica Rose
Jessica	Rose	12/02/2022	12/02/2022	Wpy*wapro	25.00	WAPRO Membership - Katy McKee
Joe	Nanavich	12/30/2022	12/30/2022	Dmi* Dell Arb Bus	245.55	Dell P2223HC Monitor
Joe	Nanavich	12/30/2022	12/30/2022	Dmi* Dell Arb Bus	245.55	Dell P2223HC Monitor
Joe	Nanavich	12/30/2022	12/30/2022	Dmi* Dell Arb Bus	1288.72	Dell Latitude 7330 Laptop TFloyd
Joe	Nanavich	12/21/2022	12/23/2022	Alaska Air	488.00	Airfare SEA to SAT Tyler Connect Conference
Joe	Nanavich	12/21/2022	12/22/2022	Tyler User Conference	1067.00	Tyler Connect conference registration fee.
Joe	Nanavich	12/21/2022	12/21/2022	Dmi* Dell Arb Bus	2114.58	Dell Precision 5770 to replace incorrect order TChillman.
Joe	Nanavich	12/14/2022	12/16/2022	Tractor Supply #1945	27.71	Hand warmers for filming outside.
Joe	Nanavich	12/16/2022	12/16/2022	Dmi* Dell Arb Bus	1515.81	Dell Latitude 7430 CSearcy
Joe	Nanavich	12/15/2022	12/15/2022	Dmi* Dell Arb Bus	209.21	Dell P2422H monitor.
Joe	Nanavich	12/12/2022	12/13/2022	Gateway True Value Hdwe	15.48	Hangers and bolts
Joe	Nanavich	12/13/2022	12/13/2022	Action Business Furniture	326.70	Used mobile file pedestals for upstairs cubicles.

Cardholder - First Name	Cardholder - Last Name	Transaction Date	Posting Date	Supplier - Name	Amount	Transaction - Business Purpose
Joe	Nanavich	12/09/2022	12/12/2022	Amzn Mktp Us	40.25	SD Card for ECTV Cameras
Joe	Nanavich	12/11/2022	12/12/2022	Amzn Mktp Us	82.58	SD Cards for ECTV Cameras
Joe	Nanavich	12/09/2022	12/09/2022	Dmi* Dell Arb Bus	2408.40	Precision Mobile Workstation TChillman - Arrived with no WiFi - Returned for credit on next statement.
Joe	Nanavich	12/09/2022	12/09/2022	Dmi* Dell Arb Bus	209.21	Dell P2422HC monitor
Joe	Nanavich	12/07/2022	12/08/2022	Cubicle Keys	28.60	Keys for upstairs cubicle locking file cabinets.
Joe	Nanavich	12/07/2022	12/08/2022	Amzn Mktp Us	73.51	Cable grommets for upstairs cubicles.
Joe	Nanavich	12/06/2022	12/07/2022	Amzn Mktp Us	380.79	Sit Stand base for new cubicles.
Joe	Nanavich	12/07/2022	12/07/2022	Wf Wayfair3841186067	277.43	Replacement Microwave for 25+ year old unit upstairs kitchen.
Joe	Nanavich	12/01/2022	12/05/2022	Bothell Inn & Suites	131.38	Hotel for training with Lake Stevens PD and pick up iPad from WSP
Joe	Nanavich	12/02/2022	12/05/2022	The Home Depot 8562	217.71	Batteries for Makita power equipment in lab.
Municipal Cou	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	31.75	Office supplies
Municipal Cou	Dept A	12/13/2022	12/14/2022	Amzn Mktp Us	211.24	Office cart for courtroom printer
Nicholas	Fuller	12/14/2022	12/15/2022	Amazon.Com*eb7s71qr3	34.81	Locking Mechanism for Senior Center Public Computer.
Nicholas	Fuller	12/09/2022	12/12/2022	Amzn Mktp Us	63.02	Headsets for Individuals who need to hear meetings - Shelly from court and an extra to keep on hand.
Nicholas	Fuller	11/30/2022	12/01/2022	Newegg Inc.	182.75	Microsoft Lifecams for those needing cameras and microphones for MS Teams meetings. Melissa Holt, and 2 to keep on hand.
Parks Art	Division D	12/07/2022	12/08/2022	Washington Recreation And	172.00	WRPA ASSOCIATION DUES - ALINA HIBBS
Parks Maint	Division A	12/09/2022	12/12/2022	Lowes #02895	210.03	OPERATING SUPPLIES - PARKS
Parks Maint	Division A	12/07/2022	12/08/2022	Wa Agr*service Fee	1.50	WSU PESTICIDE LICENSE RENEWAL - CODY/PARKS
Parks Maint	Division A	12/07/2022	12/08/2022	Wa St Dept Agriculture	50.00	YOUTH BASKETBALL TSHIRTS
Parks Pool	Division B	12/28/2022	12/29/2022	American Red Cross	120.00	WSI course for staff
Parks Pool	Division B	12/16/2022	12/19/2022	Nuco2 Llc	489.27	Pool chemicals.
Parks Pool	Division B	12/14/2022	12/15/2022	Enumclaw Stationers	80.11	Paper and 2023 Calendar
Parks Pool	Division B	12/05/2022	12/06/2022	Amzn Mktp Us	76.14	Lifeguard Hip Packs
Parks Pool	Division B	11/30/2022	12/01/2022	Amzn Mktp Us	513.21	Whistles, lane lines, batteries, in water lights for movie night.
Parks Pool	Division B	11/30/2022	12/01/2022	Amzn Mktp Us	93.44	Replacing backstroke flags.
Parks Rec	Division E	12/28/2022	12/30/2022	Wal-Mart #5041	38.71	AFTER SCHOOL PROGRAM BLACK DIAMOND
Parks Rec	Division E	12/21/2022	12/23/2022	Daffodil Bowl	293.31	SPEC REC - BOWLING DEC
Parks Rec	Division E	12/16/2022	12/19/2022	4te*facilitron, Inc	49.68	WOMENS VOLLEYBALL FACILITY USE
Parks Rec	Division E	12/08/2022	12/09/2022	Paypal	2788.68	YOUTH BASKETBALL SHIRTS
Parks Rec	Division E	12/08/2022	12/09/2022	Paypal	26.66	YOUTH BASKETBALL TSHIRTS
Parks Rec	Division E	12/04/2022	12/06/2022	Frankies Pizza Enumcl	220.82	SPEC REC - PIZZA AFTER CRUISE 12/4
Police	Admin	12/27/2022	12/29/2022	Starbucks 800-782-7282	43.52	Meeting with other agencies- Body Investigation
Police	Admin	12/27/2022	12/28/2022	Qfc #5863	37.98	Meeting with other agencies-Body Investigation
Police	Admin	12/21/2022	12/22/2022	Bkghotel At Booking.C	879.49	Hotel for Training-Reeves and Van Zanten
Police Field	Division A	12/30/2022	12/30/2022	Amazon.Com*vg5pl6wn3	6.52	Gun Cleaning Supplies
Police Field	Division A	12/28/2022	12/29/2022	Amzn Mktp Us	11.96	Gun Cleaning Supplies
Police Field	Division A	12/28/2022	12/29/2022	Smith Brothers Farms	53.10	Weekly Milk Order
Police Field	Division A	12/27/2022	12/28/2022	Amzn Mktp Us	27.19	Jail Supplies
Police Field	Division A	12/27/2022	12/28/2022	Amzn Mktp Us	16.22	Jail Supplies
Police Field	Division A	12/27/2022	12/28/2022	Amzn Mktp Us	13.88	Gun Cleaning Supplies
Police Field	Division A	12/27/2022	12/28/2022	Amazon.Com*z94mf5eq3	18.49	Jail Supplies
Police Field	Division A	12/26/2022	12/27/2022	Amzn Mktp Us	21.75	Gun Cleaning Supplies
Police Field	Division A	12/21/2022	12/22/2022	laccp	190.00	Graddon Dues
Police Field	Division A	12/21/2022	12/22/2022	Smith Brothers Farms	59.00	Weekly Milk Order

Cardholder - First Name	Cardholder - Last Name	Transaction Date	Posting Date	Supplier - Name	Amount	Transaction - Business Purpose
Police Field	Division A	12/20/2022	12/21/2022	Amzn Mktp Us	16.31	Dispatch Dry Erase Board
Police Field	Division A	12/20/2022	12/21/2022	Amzn Mktp Us	-17.36	Refund. Wrong Item Sent. Goes with #13 on statement
Police Field	Division A	12/19/2022	12/20/2022	Qfc #5863	23.98	Special Event-Welcome Back Open House
Police Field	Division A	12/18/2022	12/19/2022	Amzn Mktp Us	39.71	Patrol Exposure Kit
Police Field	Division A	12/17/2022	12/19/2022	Amzn Mktp Us	17.36	White Board for Dispatch
Police Field	Division A	12/18/2022	12/19/2022	Amzn Mktp Us	30.24	Patrol Exposure Kit
Police Field	Division A	12/18/2022	12/19/2022	Fred-Meyer #0041	87.44	Special Event-Welcome back open house
Police Field	Division A	12/14/2022	12/15/2022	Smith Brothers Farms	59.00	Weekly Milk Order
Police Field	Division A	12/14/2022	12/15/2022	Enumclaw Stationers	91.85	Office Supplies
Police Field	Division A	12/10/2022	12/12/2022	Amazon.Com*n27dn22t3	51.99	Inmate Food
Police Field	Division A	12/08/2022	12/09/2022	Amzn Mktp Us	65.25	Flash Drives for Body Cameras
Police Field	Division A	12/07/2022	12/08/2022	Smith Brothers Farms	29.50	Weekly Milk Order
Police Field	Division A	12/07/2022	12/08/2022	Amzn Mktp Us	39.16	Flash Drives for Body Cameras
Police Field	Division A	12/07/2022	12/07/2022	Reconyx	21.76	Investigations Camera
Police Field	Division A	12/02/2022	12/05/2022	Sq *national Tactical Off	304.00	Josh Bryan Training NTOA
Police Field	Division A	12/02/2022	12/05/2022	Wci*shred	207.25	Shredding
Police Field	Division A	12/01/2022	12/02/2022	Mountain Mist	116.08	Water Delivery
Police Field	Division A	12/01/2022	12/02/2022	Tlo Transunion	120.99	Telephone Services
Police Field	Division A	11/30/2022	12/01/2022	Smith Brothers Farms	29.50	Jail Weekly Milk Order
Police Inves	Division B	12/22/2022	12/26/2022	Safeway #0494	252.74	Inmate Food
Police Inves	Division B	12/19/2022	12/20/2022	Bob Barker Company Inc	549.51	Jail Supplies
Police Inves	Division B	12/15/2022	12/19/2022	Safeway #0494	131.45	Inmate Food
Police Inves	Division B	12/14/2022	12/15/2022	Bob Barker Company Inc	74.09	Jail Supplies
Police Inves	Division B	12/13/2022	12/14/2022	Costco Bus Center 767	544.64	Inmate Food
Police Inves	Division B	12/09/2022	12/12/2022	Safeway #0494	97.57	Inmate Food
Police Inves	Division B	12/09/2022	12/12/2022	Qfc #5863	16.83	Inmate Food
Police Inves	Division B	12/09/2022	12/12/2022	Safeway #0494	106.60	Inmate Food
Police Inves	Division B	12/07/2022	12/08/2022	Qfc #5863	14.99	Inmate Food
Police Inves	Division B	12/06/2022	12/07/2022	Bob Barker Company Inc	46.75	Jail Supplies
Police Inves	Division B	12/05/2022	12/06/2022	Qfc #5863	144.89	Inmate Food
Police Inves	Division B	12/04/2022	12/05/2022	Walgreens #7136	19.57	Flash Drive for Interview
Police Inves	Division B	12/01/2022	12/02/2022	Paypal	2776.76	MOUD Program
Public Works	Dept A	12/14/2022	12/15/2022	Tacoma Utilities Online	3049.69	WATER USAGE AT 580 HWY 410 E
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	6.97	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	20.90	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	27.87	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	27.87	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	13.93	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	13.93	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	13.93	OFFICE SUPPLIES
Public Works	Dept A	12/14/2022	12/15/2022	Enumclaw Stationers	13.94	OFFICE SUPPLIES
Public Works	Dept A	12/12/2022	12/13/2022	Wa Dol Lic & Reg 45195	640.82	DOL LICENSE FEES
Public Works	Dept A	11/29/2022	12/01/2022	City Of Auburn	15.88	STORMWATER @ GAS REG STATION IN AUBURN
Public Works	Dept B	12/29/2022	12/30/2022	Safety Seal	43.45	TRUCK REPAIR FILL AND TRUCK INSERTION NEEDLE
Public Works	Dept B	12/21/2022	12/22/2022	Amzn Mktp Us	13.05	WINDOW BLIND BRACKETS
Public Works	Dept B	12/20/2022	12/21/2022	Amazon Prime	60.48	AMAZON PRIME MEMBERSHIP FEE
Public Works	Dept B	12/20/2022	12/21/2022	Amazon Prime	30.25	AMAZON PRIME MEMBERSHIP FEE

Cardholder - First Name	Cardholder - Last Name	Transaction Date	Posting Date	Supplier - Name	Amount	Transaction - Business Purpose
Public Works	Dept B	12/20/2022	12/21/2022	Amazon Prime	30.25	AMAZON PRIME MEMBERSHIP FEE
Public Works	Dept B	12/20/2022	12/21/2022	Amazon Prime	30.25	AMAZON PRIME MEMBERSHIP FEE
Public Works	Dept B	12/19/2022	12/21/2022	Vasquez Lock And Key Llc	43.43	POLICE DEPT KEYS
Public Works	Dept B	12/16/2022	12/19/2022	City Of Auburn Bldg Fee	3.36	PERMIT EXTENSION FOR 3701 ACADEMY
Public Works	Dept B	12/16/2022	12/19/2022	City Of Auburn Building	112.00	PERMIT EXTENSION - 3701 ACADEMY
Public Works	Dept B	12/15/2022	12/16/2022	Amzn Mktp Us	60.91	METAL DETECTOR, PLASTIC WRAP FOR PALLETS
Public Works	Dept B	12/15/2022	12/16/2022	Amzn Mktp Us	174.06	METAL DETECTOR, PLASTIC WRAP FOR PALLETS
Public Works	Dept B	12/15/2022	12/16/2022	Amzn Mktp Us	56.56	GRAFFITI REMOVER
Public Works	Dept B	12/14/2022	12/15/2022	Amzn Mktp Us	16.84	OFFICE SUPPLIES
Public Works	Dept B	12/08/2022	12/09/2022	Amzn Mktp Us	23.38	FUSE - DAVE/ER
Public Works	Dept B	12/08/2022	12/09/2022	Costco Whse#1278	31.15	27 GALL STORAGE TOTES
Public Works	Dept B	12/07/2022	12/08/2022	Wa St Dept Agriculture	50.00	WSDA - MARK/STREETS
Public Works	Dept B	12/07/2022	12/08/2022	Wa Agr*service Fee	1.50	WSDA - MARK/STREETS
Public Works	Dept B	12/07/2022	12/08/2022	Amzn Mktp Us	128.68	AMERICAN FLAGS - OFFICE SUPPLIES
Public Works	Dept B	12/07/2022	12/08/2022	Amzn Mktp Us	422.08	AMERICAN FLAGS - OFFICE SUPPLIES
Public Works	Dept B	12/07/2022	12/08/2022	Amzn Mktp Us	58.74	FUSES - DAVE/ER
Public Works	Dept B	12/07/2022	12/08/2022	Amzn Mktp Us	32.62	ERGONOMIC MOUSE AND PAD
Public Works	Dept B	12/06/2022	12/07/2022	Wsu Pesticide Ed	60.00	WSU RECERT - MARK/STREETS
Public Works	Dept B	12/01/2022	12/05/2022	Heath Consultant Inc	460.89	SENSOR UPGRADE
Public Works	Dept B	12/03/2022	12/05/2022	Amzn Mktp Us	124.75	(5) DESK CALENDARS - FACILITIES
Public Works	Dept B	12/03/2022	12/05/2022	Amzn Mktp Us	153.19	TRACTOR HYDRAULIC FLUID - DAVE/ER
Public Works	Dept B	12/03/2022	12/05/2022	Amzn Mktp Us	53.60	(2) DESK CALENDARS - FACILITIES
Public Works	Dept B	12/01/2022	12/02/2022	Ups	7.00	POSTAGE FOR REPAIR
Public Works	Dept B	12/01/2022	12/02/2022	Ups	24.07	POSTAGE FOR REPAIRS
Public Works	Dept B	11/30/2022	12/01/2022	Amazon.Com*771wm9ob3 Amzn	124.02	CODY/PARKS WORK BOOTS
Scott	Woodbury	12/16/2022	12/19/2022	Dennys #7875	19.44	LUNCH FOR LANCE & SCOTT RE: SR410 SEWER PROJECT
Scott	Woodbury	12/14/2022	12/15/2022	Verizonwrlls	36.95	PHONE LINE FOR SCADA EQUIPMENT
Scott	Woodbury	12/14/2022	12/15/2022	Verizonwrlls	329.51	PHONE LINE FOR SCADA EQUIPMENT
Scott	Woodbury	12/03/2022	12/05/2022	Verizonwrlls	36.83	PHONE LINE FOR SCADA EQUIPMENT
Scott	Woodbury	12/03/2022	12/05/2022	Verizonwrlls	329.88	PHONE LINE FOR SCADA EQUIPMENT
Senior	Center	12/20/2022	12/21/2022	Amzn Mktp Us	40.25	Program Supplies: Greeting Cards
Senior	Center	12/14/2022	12/15/2022	Enumclaw Stationers	288.62	Office Supplies: paper, copies, post cards, post-its
Senior	Center	12/01/2022	12/02/2022	Amzn Mktp Us	13.05	Calendar
Senior	Center	12/01/2022	12/02/2022	Mountain Mist	44.03	Water Cooler
Senior	Center	12/01/2022	12/02/2022	Amzn Mktp Us	55.22	Cleaning Supplies-Wipes
Senior	Center	11/30/2022	12/01/2022	Usps Po 5426900219	69.00	Stamps
Senior	Center	12/01/2022	12/01/2022	Amzn Mktp Us	93.95	Hand Truck
Senior	Center	12/01/2022	12/01/2022	Amzn Mktp Us	68.47	Office Supplies: scissors, paper cutter
Sewer	Treatment Plant	12/29/2022	12/30/2022	Andritz Seperation Inc	259.60	WIRE - REPAIR PARTS
Sewer	Treatment Plant	12/27/2022	12/28/2022	Sp Firehosedirectcom	305.94	FIRE NOZZEL REPAIR PARTS
Sewer	Treatment Plant	12/05/2022	12/07/2022	Mail Express Business Ctr	16.38	WATER SAMPLES - WWTP
Sewer	Treatment Plant	11/30/2022	12/01/2022	Wsu Pesticide Ed	30.00	WSU PESTICIDE - J THIM
Tana	Nissen	12/07/2022	12/08/2022	Ntl Cntr For Safety	17.50	background checks
Tana	Nissen	12/07/2022	12/08/2022	Ntl Cntr For Safety	560.00	background checks
Tana	Nissen	12/06/2022	12/07/2022	Ntl Cntr For Safety	17.50	background check
Tana	Nissen	11/29/2022	12/01/2022	Safeway #0494	25.47	Cookies for December 2022 Wellness Luncheon
Water	Dept	12/27/2022	12/29/2022	Tractor Supply #1945	58.72	ZAC- WATER DEPT COMPRESSED STRAW BALE

Cardholder - First Name	Cardholder - Last Name	Transaction Date	Posting Date	Supplier - Name	Amount	Transaction - Business Purpose
Water	Dept	12/22/2022	12/23/2022	Green River Comm College	180.00	missing receipt - KYTE OR KYLE TRAINING
Water	Dept	12/13/2022	12/15/2022	Grc Epay	42.00	2023 WATERWORKS RENEWAL PAYMENT - JONES DEREK
Water	Dept	12/14/2022	12/15/2022	Wa Agr*service Fee	1.50	PESTICIDE LICENSE RENEWAL - DEREK JONES
Water	Dept	12/14/2022	12/15/2022	Wa St Dept Agriculture	50.00	2023 PESTICIDE LICENSE RENEWAL -DEREK JONES
Water	Dept	12/13/2022	12/14/2022	Paypal	500.00	2023 WA WATER UTILITY COUNCIL MEMBERSHIP
Water	Dept	12/13/2022	12/14/2022	Economy Fence Center Muki	1900.00	FENCE DAMAGE REPAIR CREWS RESERVOIR (DEPOSIT)
Water	Dept	12/07/2022	12/09/2022	Mail Express Business Ctr	50.91	TELEMETRY EQUIP SERVICING - WATER
Water	Dept	12/05/2022	12/07/2022	Mail Express Business Ctr	144.96	VALVEW ACTUATOR EQUIP RETURN - WATER DEPT



Finance Department
Purchasing and Contracting Policy

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- A - Matrix of Purchasing Types, Levels and Signature Authority
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Finance Department Purchasing and Contracting Policy

1.0 INTRODUCTION

1.1 Purpose

This policy is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible.

1.2 Code of Ethics

Refer to Code of Ethics adopted by separate Resolution #1601 of the City Council.

1.3 Conflicts of Interest

No City staff or elected official may undertake consulting, professional practice or other assignments which would result in a conflict of interest. Any employee of the City who recommends or approves a purchase and who has a financial interest in the vendor involved with a purchase shall disclose his or her interest in the vendor prior to recommending or approving the purchase.

1.4 Unauthorized Purchases

Purchases for personal use are not allowed. The person ordering the unauthorized and unjustified purchase is personally liable for the costs of the purchase or contract and may be subject to disciplinary action, up to and including termination. If the purchase was made without proper authorization but is in fact a justified purchase, then the Department Director has the option to approve the purchase after the fact.

1.5 Personal Gifts to be Declined

Personal gifts or gratuities that might influence or give the appearance of influencing the requisition or purchase of material(s) must be declined.

2.0 DEFINITIONS

2.1 Architectural and Engineering Services

Professional services rendered by any person, other than a city employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96)



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2.2 Formal Competitive Bid

The process of advertising and receiving sealed written bids from perspective vendors. The selection of the vendor is primarily based on the lowest cost from the responsible bidder.

2.3 Informal Competitive Quotes

Price quotes from vendors that are obtained using a variety of mediums such as phone, fax, e-mail, or writing. Results must be documented. The selection of the vendor is primarily based on the lowest cost from the responsible bidder.

2.4 Inter-local Agreements

Are the exercise of governmental powers in a joint or cooperative undertaking with another public agency.

2.5 MRSC Small Works and Consultant Roster

A shared statewide small public works and consultant roster service managed by the Municipal Research and Services Center of Washington used by Washington State local public agencies. The small works and consultant roster is maintained and operated in full compliance with state laws and purchasing requirements.

2.6 Nonprofessional Services

Services that are purchased by the city for which the contractor receives specific instructions and guidance from the city and does not meet the definition of professional services, architectural and engineering services, or public works projects. Examples include machine repair, debt collection services, temporary service agencies, credit card services, equipment service agreements, auctioning services, delivery services, inspections, advertising, etc.

2.7 Ordinary Maintenance

Is less complex and routine:

- Work that is not contracted but regularly performed at least once per year. Includes servicing, checking or replacing items not broken, or
- Work that is not contracted and not regularly performed but is necessary to prevent eventual repairs.

2.8 Prevailing Wage

The state Public Works Act requires government contractors to pay their employees prevailing wages on public work and public building service maintenance contracts. The



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prevailing wage is the hourly wage, including usual benefits and overtime, paid in the largest city in each county, to the majority of workers in a particular trade or occupation, as published by the Washington State Department of Labor and Industries semi-annually in February and August. RCW 39.12

2.9 Professional Services

Services provided by consultants that provide highly specialized, generally one-time expertise to solve a problem or render professional opinions, judgements or recommendations. The labor and skill involved to perform these types of services are predominately mental or intellectual, rather than physical or manual. Examples may include graphic design, advertising, analysis, financial expertise, accounting, artists, attorneys, bond brokers, computer consultants, planners, real estate services, etc. This term does not include architecture and engineering services.

2.10 Public Work

As defined by RCW 39.040.10, means a complete project, and includes all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City or which is by law a lien or charge on any City property. Public work projects include the related materials, supplies, and equipment to complete the project. For purposes of this policy, the term “public work” may include contracts for maintenance of City facilities or real property that comply with chapter RCW 39.12.

2.11 Emergency Purchase

Unforeseen circumstances beyond the control of the city. If immediate action not taken will:

- Present an immediate threat to the proper performance of essential functions or
- Result in material loss or damage to property, bodily injury or loss of life.

2.12 Vendor List

An informal directory of vendors who are interested in selling equipment, materials, and supplies to the city.

2.13 Lowest Responsible Bidder

RCW 39.04.350 establishes bidder responsibility criteria as follows; 1) be a registered contractor at the time of bid submittal (RCW 18.27.020), 2) have a current Unified Business Identifier number, 3) have industrial insurance coverage, 4) have an employment security department number, 5) have a state excise tax registration number, 6) have never been disqualified from bidding under RCW 39.06.010 or



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39.12.05(3), 7) have not had any apprenticeship violations, if applicable, and 8) certify through a sworn statement that they are not a willful violator of labor laws in reference to RCW 49.48.082.

2.14 Supplemental Bidder Responsibility Criteria

In accordance with RCW 39.04.350 the City may use additional supplemental bidder responsibility criteria as follows; 1) the ability, capacity, and skill of the bidder to perform the contract or provide the service required, 2) the character, integrity, reputation, judgement, experience, and efficiency of the bidder, 3) whether the bidder can perform the contract within the time specified, 4) the quality of performance of previous contracts or services, 5) the previous and existing compliance by the bidder with laws relating to the contract or services, and 6) such other information as may be secured having a bearing on the decision to award the contract.

3.0 RESPONSIBILITY

3.1 Finance Director

- Develops purchasing policy and procedures
- Monitors compliance with this policy
- Monitors compliance with budget authority
- Approves exceptions to policy
- May require additional justification or clarification for requests or specifications

3.2 Public Works Director

- Monitors compliance with purchasing policy and procedures
- Contracts with Municipal Research and Services Center to adopt for City use statewide databases developed by MRSC for small works and consultant rosters and vendor lists.

3.3 City Administrator

- Must sign for authorization of payment for invoices greater than \$35,000.

3.4 ALL Department Directors

- Ensure compliance with policy by staff
- Issuance and cancellation of Purchase Orders for purchases over \$35,000 and/or for multiple purchases under a single vendor.



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- Specifications and the selection of products and vendors
- Inspecting and accepting or rejecting deliveries of supplies, materials, or equipment
- Ensuring that Prevailing Wages are paid
- Authorized to approve invoices for payment in the amount of \$35,000 or less.

3.5 All Supervisors and Managers

- Authorized to approve invoices for payment in the amount of \$7,500 or less.
- Department Directors can submit to Finance Director appointing a staff member who is not a supervisor or manager the ability to sign \$2,500 or less
- Follow this policy and related procedures
- Retain documentation
- Never split purchases of same or like items to stay below bid or quote limit

3.6 Employees

City employees purchasing on behalf of the city

- Follow this policy and related procedures
- Retain documentation
- Never split purchases of same or like items to stay below bid or quote limit

4.0 GENERAL PROVISIONS

4.1 Council Notification

The City Council shall be informed of all non-emergency projects over \$10,000 and provided a preliminary estimated cost breakdown of each project, which includes all parts like and unlike, prior to awarding of work. Projects included in the adopted annual budget do not need additional council notification. For emergency projects over \$5,000, the chair of the respective council committee shall be informed as soon as possible, and the entire council shall be informed at the next regular council meeting.

4.2 Exceptions to Formal Bidding and Quotation Process

City allows exceptions to the process, subject to approval of the Public Works Director:

- Procurement of a patent brand product to ensure compatibility
- Formal bids have been solicited and no responses received
- The State Department of Purchasing or other governmental entity has established a bid (piggybacking).



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- Emergency contracts as authorized by resolution of the City Council. RCW 39.04.280(2)(b)
- A sole source of supply exists, and
- Department completes sole source justification document. RCW 39.04.280(2)(a)

4.3 Procurement under Federal Grant Awards

When procuring property and services under a Federal Award, the City will follow 2 CFR 200.318 General Procurement Standards through 200.326 Contract provisions, or City purchasing procedures, whichever is more restrictive. See Appendix B.

4.4 Purchase Orders

Purchase orders are required for purchases over \$35,000. Department Directors or their designees have discretion to issue purchase orders under the required amount. Purchase orders are recommended when making several purchases from a single vendor to assist with budget and inventory control.

4.5 Public Works

- Purchase Order if \$35,000 or over, and
- Contracts less than \$35,000 do not require multiple quotes provided it is determined that the quote received is fair and reasonable.
- Minimum of three informal quotes if between \$35,000 and \$75,500 using Limited Public Works Process procedures established by separate Resolution of the City Council. ¹
 - Award contract to lowest responsible bidder per RCW 43.19.1911
 - May waive payment and performance bond requirements of RCW 39.08
 - May waive bid bond and retainage requirements of RCW 60.28
 - Includes supplies, materials, equipment related to public work project
- Formal bid process for work performed in excess of:
 - \$75,000 if one craft or trade is involved, or for street signalization or lighting²
 - \$116,155 if two or more crafts or trades are involved
- In accordance with RCW 39.04.155, the City may use small works roster for public work projects less than \$350,000. Annually the City contracts with MRSC to use their statewide Small Works Roster.

¹ Bid bonds required for public works contracts of \$75,000 or more RCW 39.08.015

² RCW 35.23.352 sets this limit at \$75,000



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- Small works roster procedures shall be in accordance with procedures established by separate Resolution of the City Council.
- See Appendix A

4.6 Supplies, Materials and Equipment

- Small purchases under \$35,000 do not require formal quotes
- Formal bid process if \$35,000 or over
- See Appendix A

4.7 Architectural and Engineering Services

Procurement of architects, engineers and landscape architects will be done through a qualification-based selection process as required per RCW 39.80. Procurement of professional services shall be in accordance with procedures established by separate Resolution of the City Council.

4.8 Telecommunications and Data Processing Equipment and Software

The City may use an alternative competitive negotiation process allowed per RCW 39.04.270 to purchase telecommunications and data processing equipment and software. All telecommunication and data processing equipment and software purchases must be approved by the Information Technology Manager and comply with the Acceptable Use Policy.

4.9 Purchasing from Other Governments and Piggybacking

The city may enter into interlocal cooperative purchasing agreements with other public agencies as authorized by RCW 39.34.030, and/or purchase off of State of WA contracts established by the WA State Department of Enterprise Services. This allows the City to “piggyback” off of the other entities competitive process and thus eliminates the need to perform our own. Due care should be exercised to ensure the contracting entity has complied with all applicable bid laws.

REFERENCE:

RCW 35.23.352/35a.40.210

RCW 39.04, Public Works

RCW 39.80, Contracts for Architectural and Engineering Services

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200 “Uniform Guidance”



Finance Department
Purchasing and Contracting Policy

Washington State Auditors Budget Accounting and Reporting System

Purchasing Policy Appendix A

Purchasing Matrix

CONTRACT TYPE	DOLLAR LIMIT	FORMAL BID PROCESS	SIGNATURE AUTHORITY
PUBLIC WORKS			
Public Works – single trade or craft	Under \$75,000	No	Department Director signature authority up to \$35,000
Public Works – single trade or craft	Over \$75,000	Yes	
Public Works – Multi trade or craft	Under \$116,155	No	
Public Works – Multi trade or craft	Over \$116,155	Yes	City Administrator signature authority over \$35,000
Small Works Roster	Up to \$350,000	See above	
MATERIALS, SUPPLIES, EQUIPMENT			
Materials, supplies, equipment	Over \$35,000	Yes	
With government “piggybacking”	Over \$35,000	No	
PROFESSIONAL AND OTHER SERVICES			
Architecture, Engineering, Land Survey & Landscape Architecture Contracts		Qualification Based Selection	
Personal Services; Comprehensive Plans, Legal Services, Management Analysis	\$5,000 to \$20,000	Written solicitation to 3 to 5 firms	
Personal Services; Comprehensive Plans, Legal Services, Management Analysis	Over \$20,000	Formal RFP	
Telecommunications and Data Processing Purchases		Competitive Negotiation Process	

Purchasing Policy Appendix B

Federal Grant Procurement

When procuring property and services under a Federal award, the City of Enumclaw will follow 2 CFR §200.318 General Procurement Standards through §200.326 Contract Provisions, or City of Enumclaw purchasing procedures, whichever is more restrictive. The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practicable, distribute equity among suppliers	\$3,000 or less Must use more restrictive \$3,000 federal threshold	\$3,000 or less Must use more restrictive \$3,000 federal threshold
Small Purchase Procedures (Informal)-Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$3,000 – \$7,500 Must use more restrictive City threshold instead of \$150,000 Federal simplified acquisition threshold	\$3,000 - \$7,500 Must use more restrictive City threshold instead of \$150,000 Federal simplified acquisition threshold
Sealed Bids/Competitive Bids (Formal)	\$35,000 or more (single trade) \$65,000 or more (multi trade) \$7,500 or more (non-public works projects) Must use more restrictive City threshold instead of \$150,000 Federal Threshold	\$35,000 or more (single trade) \$65,000 or more (multi trade) \$7,500 or more (non-public works projects) Must use more restrictive City threshold instead of \$150,000 Federal Threshold
Competitive Proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> Must publicize request for proposals soliciting from an adequate number of qualified sources. Maintain written method for conducting technical evaluations. Contract must be awarded to the responsible firm whose proposal is most advantageous to the program 	
Non-Competitive Proposals	Appropriate only when:	

	<ul style="list-style-type: none">• Available only from a single source; or• Public emergency; and• Expressly authorized by awarding or pass-through agency in response to written request from the City of Enumclaw; or• After soliciting a number of sources, competition is deemed inadequate.
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