

MAE:jt
10/20/83

RESOLUTION NO. 3

CITY OF MILL CREEK, WASHINGTON

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AUTHORIZING A PROCEDURE FOR SECURING TELEPHONE AND/OR WRITTEN QUOTATIONS FROM VENDORS, AND AUTHORIZING THE CITY MANAGER TO ESTABLISH AND MAINTAIN A SMALL WORKS ROSTER.

WHEREAS, Chapter 89, Laws of 1979, First Extraordinary Session, provides that advertisement and competitive material, equipment or services between \$2,000 and \$4,000 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of competitive price and for awarding such contracts for purchase of materials, equipment or services to the lowest responsible bidder, and

WHEREAS, Chapter 89, Laws of 1979, First Extraordinary Session, further provides authority for the establishment of a small works roster from which contractors are invited to bid on contracts for any public works or improvements whenever the estimated cost of such work or improvement, including costs and materials, supplies and equipment will be \$20,000 or less, and

WHEREAS, it is in the interest of the City of Mill Creek, Washington, to establish such procedures, now, therefore,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON AS FOLLOWS:

Section 1. The City Manager, or his designee, may solicit telephone and/or written quotations for purchase of supplies, materials, equipment or services in an amount less than \$4,000 provided that the following procedures are followed:

- A. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders.
- B. Whenever possible, bids will be solicited on a lump sum or fixed unit price basis.
- C. Telephone or written requests for quotations shall specify at a minimum the following:
 - 1. Item(s) to be purchased;
 - 2. Number of units;
 - 3. Tax;
 - 4. Delivery time requirements;
 - 5. Freight costs;

6. Point of delivery;
 7. Terms of payment.
- D. Tabulation of telephone or written quotations shall be on forms provided by the City Treasurer and shall include at a minimum the information described in "C".
 - E. Upon written authorization of the City Manager or his designee, the materials, equipment or services will be ordered from the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.
 - F. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.
 - G. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are to be available by telephone inquiry.

Section 2. The City Manager is hereby instructed and authorized to accomplish the following:

- A. To establish a small works roster comprised of all contractors who have requested to be placed on such a roster;
- B. For all contractors requesting to be placed on such roster, to ascertain, if required by law, whether they are properly licensed or registered to perform such work within the State;

- C. Whenever such small works roster is used and the cost of the work to be done is estimated to be \$20,000 or less, that proposals are invited from all appropriate contractors on said roster;
- D. Whenever possible to invite at least one proposal from a minority contractor who shall otherwise qualify under this section;
- E. To include in all such invitations for proposals an estimate of the scope and nature of the work to be performed and the materials and equipment to be furnished;
- F. To promulgate such necessary rules, regulations and procedures as shall effectuate the purposes of this resolution and provide for the implementation of the small works roster procedure, including establishment of a procedure for removal of names from the roster of those contractors found not to be responsible or who, after having been awarded such a contract, refuse to perform the same;
- G. Contracts awarded pursuant to the small works roster procedure shall be to the lowest responsible bidder.

RESOLVED this 25th day of October, 1983.

APPROVED:



MAYOR, SID HANSON

ATTEST/AUTHENTICATED:

Michele Schutz
CITY CLERK, MICHELE SCHUTZ

FILED WITH THE CITY CLERK: October 21, 1983

PASSED BY THE CITY COUNCIL: October 25, 1983

RESOLUTION NO. 3

MILL CREEK DISTRIBUTION SCHEDULE

ORDINANCE NO. _____ () First Reading
RESOLUTION OF INTENTION NO. _____
RESOLUTION NO. 3 (x) First Reading
SUBJECT MATTER PROCEDURE FOR SECURING QUOTATIONS AND ESTABLISH AND MAINTAIN A SMALL WORKS ROSTER

CONFORM AS TO DATES & SIGNATURES:

- (X) Filed with the City Clerk October 21, 1983
- () Passed by the City Council 10/25/83
- () Signed by the Mayor 10/25/83
- () Signature of City Clerk _____
- () Posting Date(s) _____ and _____
- () Effective Date _____

DISTRIBUTE CONFORMED COPIES AS FOLLOWS:

- () The Everett Herald or _____
- (/) Ordinance or Resolution Book
- () Zoning, comprehensive plan, comprehensive street plan book
- () 3 copies to Association of Washington Cities (35A.39.010)
- (/) Attorney
- (/) Building Inspector
- () City Clerk/Treasurer
- () City Council
- () City Engineer
- () City Manager
- () Fire District 7 and 11
- () Police Department
- () _____
- () _____
- () _____
- () _____
- () _____
- () _____

CERTIFIED COPIES:

- () _____
- () _____
- () _____
- () _____

ALL EXHIBITS OR OTHER ATTACHMENTS ARE AFFIXED TO THE ABOVE DOCUMENT AND TO THE COPY TO BE PUBLISHED IF PUBLICATION IS REQUIRED.

Michelle Schulz
CITY CLERK

10-26-83
DATE

MAE:jt
10/21/83

RESOLUTION NO. 2

A RESOLUTION OF THE CITY OF MILL CREEK,
WASHINGTON, ADOPTING BY REFERENCE A PORTION OF
THE SNOHOMISH COUNTY COMPREHENSIVE PLAN AS THE
CITY'S INTERIM COMPREHENSIVE PLAN.

WHEREAS, the City of Mill Creek was incorporated by a
vote of the electorate on September 30, 1983, and

WHEREAS, prior to such date of incorporation, the
development of land and building uses in the area that was
incorporated was ordered and coordinated with reference to a
portion of a comprehensive plan adopted by Snohomish County
known as the North Creek Area Comprehensive Plan 1977 - 1995
as adopted by the Snohomish County Board of Commissioners on
May 25, 1977 as amended, and

WHEREAS, RCW 35A.63.060 requires that the City of
Mill Creek prepare a comprehensive plan for the orderly and
coordinated development of land and building uses in the City
of Mill Creek, and

WHEREAS, the Mill Creek City Council directed the
Mill Creek Planning Commission to prepare a comprehensive
plan for recommendation to the City Council by Ordinance
No. 6, passed by the City Council on October 11, 1983, and

WHEREAS, the Planning Commission held a public
hearing after publishing a notice of such hearing in the
Everett Herald at least ten days prior to October 24, 1983,
the date of such hearing, at which members of the public were

given an opportunity to present testimony on the proposal before the Planning Commission to adopt the North Creek Area Comprehensive Plan 1977 - 1995 as the interim comprehensive plan for the City of Mill Creek, and

WHEREAS, the Planning Commission has forwarded its recommendation to the City Council in Mill Creek Planning Commission Resolution No. 1, and

WHEREAS, such recommendation was duly filed with the City Manager, whose receipt was acknowledged by the City Clerk certifying the date of such receipt after which the Planning Commission's recommendation was forwarded on to the City Council, and

WHEREAS, the City Council held a public meeting within 60 days from the date of its receipt of the Planning Commission's recommendation and,

WHEREAS, a majority of the total members of the City Council have approved the adoption by reference of the North Creek Area Comprehensive Plan 1977 - 1995 as the City of Mill Creek's interim comprehensive plan, now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON,

That the document known as the North Creek Area Comprehensive Plan 1977 - 1995 as originally adopted by the Snohomish County Board of Commissioners on May 25, 1977 and as later amended, is hereby adopted to the extent that its provisions apply directly to the area encompassed by the City

of Mill Creek and its environs as the interim comprehensive plan for the City of Mill Creek. Such document has been marked as Exhibit A and is herein incorporated by this reference as if set forth in full and shall be used for anticipating and influencing the orderly and coordinated development of land and building uses of the City of Mill Creek and its environs.

RESOLVED THIS 25th day of October, 1983.

APPROVED:

Sid Hanson
MAYOR, SID HANSON

ATTEST/AUTHENTICATED:

Michele Schutz
CITY CLERK, MICHELE SCHUTZ

FILED WITH THE CITY CLERK: October 21, 1983
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2

MILL CREEK DISTRIBUTION SCHEDULE

ORDINANCE NO. _____ () First Reading
RESOLUTION OF INTENTION NO. _____
RESOLUTION NO. 2 (x) First Reading
SUBJECT MATTER ADOPTION BY REFERENCE PORTION OF SNOHOMISH COUNTY COMPREHENSIVE PLAN AS CITY'S INTERIM COMPREHENSIVE PLAN

CONFORM AS TO DATES & SIGNATURES:

- (x) Filed with the City Clerk 10/21/83
- () Passed by the City Council 10/25/83
- () Signed by the Mayor 10/25/83
- () Signature of City Clerk _____
- ~~() Posting Date(s) >~~ 10/26/83 and _____
- () Effective Date _____

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Michel Schutz
CITY CLERK

10-26-83
DATE