

**WEST PLAINS/AIRPORT AREA  
PUBLIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2019-03  
[Adoption of a Procurement Policy]**

**WHEREAS**, the West Plains/Airport Area Public Development Authority (the "PDA") was created through an interlocal agreement between the City of Spokane and Spokane County; and

**WHEREAS**, the PDA has a need, as a quasi-governmental entity, to adopt a procurement policy to inform its expenditure of public funds; and

**WHEREAS**, the PDA will update its Procurement Policy from time to time; and

**WHEREAS**, the West Plains/Airport Area Public Development Authority finds it desirable for the efficient and effective governance of the Corporation's affairs to adopt a Procurement Policy, a copy of which is attached hereto as "**Exhibit A.**"

**WHEREAS**, pursuant to Section 3.7 and Section 6.6 of the corporate bylaws, the affirmative vote of a simple majority of board members is required to adopt board policies;

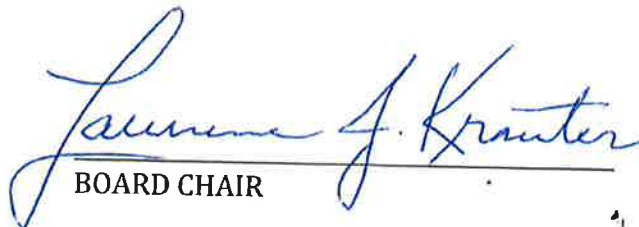
**BE IT RESOLVED**, that pursuant to the authority provided in the Corporation's bylaws, the Board of Directors hereby adopts the Procurement Policy found in "**Exhibit A.**"

**BE IT FURTHER RESOLVED**, that the officers of the Corporation are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

**BE IT FURTHER RESOLVED**, any actions of the Board of Directors or staff of the West Plains/Airport Area Public Development Authority prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

**ADOPTED** by an affirmative majority vote of the Board of the West Plains/Airport Area Public Development Authority on the 20<sup>TH</sup> day of JUNE, 2019.

**WEST PLAINS/AIRPORT AREA PUBLIC DEVELOPMENT AUTHORITY**

  
BOARD CHAIR

**CERTIFICATE**

I, the undersigned, Secretary of the West Plains/Airport Area Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 18 day of July, 2019, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this 18 day of July, 2019.



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SECRETARY

# PROCUREMENT REQUIREMENTS POLICY FOR:

SUEANN HERKEL



WEST PLAINS AIRPORT AREA  
PUBLIC DEVELOPMENT AUTHORITY

2019

**PURCHASES OF GOODS:**

Purchase of Goods, Supplies and Materials	Competitive Procurement Method
\$5,000 or less	<ul style="list-style-type: none"> <li>• Competition not required</li> <li>• Selection from MRSC Vendor Roster encouraged</li> </ul>
>\$5000 - <\$50,000	<ul style="list-style-type: none"> <li>• Three written quotes</li> <li>• Selection from MRSC Vendor Roster encouraged</li> </ul>
\$50,000 - <\$300,000	<ul style="list-style-type: none"> <li>• Three written quotes</li> <li>• MRSC Roster or Website notification</li> </ul>
\$300,000 +	<ul style="list-style-type: none"> <li>• Formal sealed bid</li> <li>• Will be advertised</li> </ul>

**PERSONAL/PURCHASED SERVICES:**

Personal/Purchased Services	Competitive Procurement Method
\$10,000 or less	<ul style="list-style-type: none"> <li>• Competition not required</li> <li>• Selection from MRSC Vendor or Consultant Roster Encouraged</li> </ul>
>\$10,000 - \$50,000	<ul style="list-style-type: none"> <li>• Three informal Request for Proposals (RFP)</li> <li>• Selection from MRSC Vendor or Consultant Roster encouraged</li> </ul>
>\$50,000 - <\$300,000	<ul style="list-style-type: none"> <li>• Informal RFP</li> <li>• MRSC Roster, Website notification or formal advertisement</li> </ul>
\$300,000 +	<ul style="list-style-type: none"> <li>• Formal RFP</li> <li>• Will be advertised</li> </ul>

**PROFESSIONAL SERVICES:**

Professional Services as referenced in Chapter 39.80 RCW as well as other professional services to include but not limited to design, planning, management, financial, legal, environmental, IT and personnel consulting	Competitive Procurement Method
\$75,000 or less	<ul style="list-style-type: none"> <li>• MRSC Consultant Roster required</li> <li>• At least three consultants must be selected to review qualifications</li> <li>• Printout from Roster showing candidates reviewed required</li> </ul>
>\$75,000 - \$150,000	<ul style="list-style-type: none"> <li>• MRSC Consultant Roster required</li> <li>• At least three consultants must be selected to review qualifications</li> <li>• Printout from Roster showing selected candidates required</li> </ul>
<\$150,000 - \$300,000	<ul style="list-style-type: none"> <li>• MRSC Consultant Roster issuing RFPs to all Consultants in selected category, <u>or</u></li> <li>• Advertised Request for Qualifications</li> </ul>
\$300,000 +	<ul style="list-style-type: none"> <li>• Advertised Request for Qualifications</li> </ul>