

Resolution 2023-3

Procurement Policies and Procedures

Whereas the Port of Illahee is a small public port district in Kitsap County in the State of Washington with limited funds and without an office or staff to provide basic administrative services, and

Whereas the Port of Illahee has occasional needs to contract for public works services, and

Whereas the Washington State Revised Code of Washington (RCW Chapter 53.08 and RCW Chapter 39.04) provides public works policies and procedures for public agencies, including Port Districts, and

Whereas the Port of Silverdale, the administrative lead of the Kitsap All Ports Quarterly Meetings, maintains the small public works roster for Kitsap County Port districts, which the Port of Illahee supports and uses, and

Whereas the Port of Illahee recently applied for and were successful in obtaining grant funding for major dock and upland improvements with the Recreation and Conservation Office (RCO) that will require the procurement of public works services,

Therefore, the Port of Illahee hereby adopts the following rules, policies, and procedures for non-federally funded procurements, as noted in the attached "Appendix A":

Adopted by the Commission of the Port of Illahee on 4/12/23 by the signatures of the Commissioners voting in favor thereof.


Commissioner Buesch


Commissioner Aho


Commissioner Rupert

Appendix A – Non-Federally Funded Public Works Project Procurement Policy

Public Work:

In the context of this policy “public work” is defined as all work, construction, alteration, repairs, or improvements, other than ordinary maintenance, that are paid for by the Port of Illahee. “Ordinary maintenance” means maintenance work performed by the Port or through an intergovernmental agreement.

The Port of Illahee will follow the procedure outlined in RCW 53.08.120 and RCW 53.08.130 when soliciting and awarding contracts for public work.

The Port of Illahee may use unit priced (“on call”) public works contracts if it best meets the need of anticipated work. A unit priced contract means a *competitively bid* contract in which public works are anticipated on a recurring basis, under which the contractor agrees to a fixed period indefinite quantity delivery or work, at a defined unit price, for each category of work.

For projects where the estimated project cost is \$40,000 or less, the Port may use a minimal competition process or a small public works roster, or formal competitive bidding. The port district managing official or authorized agent will make their best effort to reach out to qualified contractors, including certified minority and woman-owned contractors.

For projects where the estimated project cost is more than \$40,000 but less than \$300,000, the Port may use a small public works roster or formal competitive bidding. If using a roster, the Port will invite at least one proposal from a minority contractor whenever possible.

For projects where the estimated project cost is more than \$300,000, the Port will use formal competitive bidding. Bids will advertise the solicitation in a newspaper of general circulation within the district at least 13 days before the submittal deadline. Sealed bids will be required, and a public bid opening will be held. A 5% bid guarantee will be required. Performance and payment bonds of at least 25% will be required. The bid will be awarded to the lowest responsible bidder in accordance with the contract bidding requirements.

Prevailing wages shall be required for all public work projects.

The Port may, in accordance with applicable State Law, exempt emergency contracts and/or intergovernmental contracts from these policies and procedures.