

**Kittitas County
Board of County Commissioners**

Agenda Staff Report

Agenda Date: May 2, 2017

Action Requested:

Request to Board to acknowledge Laura Osiadacz, Vice-Chairman, signature on the Municipal Research and Service Center (MRSC) Washington Public Agency Contract for Small Works, Consultant and Vendors Rosters.

Background:

In 2016, the Board of County Commissioners has authorized the Auditor and Prosecutor to work together to prepare the documents for the County to join Municipal Research Service Center's (MRSC) to manage the County's Small Purchase, Small Works and Consulting Services Rosters. As per Resolution 2017-011, the county current limits are:

- Small Purchase limits under \$10,000 advertisement and formal sealed bidding for purchases of materials, supplies, equipment or services below \$10,000 are hereby dispensed
- Purchases of materials, supplies, equipment and services between \$10,000 and \$50,000 may use the vendor list
- Public Work projects that are below \$40,000 are dispensed from competitive bidding, - prevailing wages still are required
- Public Work projects with an estimated value of \$40,000 to \$300,000 to utilize a small works roster.

On Monday, April 24, 2017 the Board of County Commissioners approved Resolution 2017-076 - *A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF KITTITAS COUNTY, WASHINGTON, CONCERNING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS*

On, Tuesday, April 25, 2017 the Resolution was forwarded to MRSC and MRSC informed me the next step was to have the County sign a contract. Since the contract had to be signed before May 1, 2017, I requested Laura Osiadacz, Vice-Chairman, sign the contract, after legal review, and remitted it to MRSC. We currently are enrolled in their program. The fee of \$360.00 was established from the past 5 years of capitalized asset increases are reported in the Comprehensive Annual Finance Reports (2011-2015).

Recommendation:

Request acknowledgement of Laura Osiadacz, Vice-Chairman, signature on the Municipal Research and Service Center (MRSC) Washington Public Agency Contract for Small Works, Consultant and Vendors Rosters.

Interaction

Christopher Horner, Deputy Prosecutor
Prosecutor job #34763

Handling:

Judy will return the contract when MRSC returns a signed contract

Attachments:

Contract Agreement

Lead Staff

Judy Pless, Budget & Finance Manager
Kittitas County Auditor's Office