



Finance Department

Drew Bouta

38624 SE River Street | P.O. Box 987
Snoqualmie, Washington 98065
dbouta@snoqualmiewa.gov

MEMORANDUM

Date: July 18, 2024
To: Fletcher Lacroix, IT Director, Mike Chambless, City Administrator
FROM: Drew Bouta, Finance Director
RE: Council Chambers A/V Sole Source Provider

Thank you for the memo dated July 17, 2024.

RCW 39.04.280 provides uniform exemptions to competitive bidding requirements used by cities when awarding contracts. RCW 39.04.280(1) states that competitive bidding requirements may be waived by the City for:

- a. Purchases that are clearly and legitimately limited to a single source of supply;
- b. Purchases involving special facilities or market conditions;
- c. Purchases in the event of an emergency;
- d. Purchases of insurance or bonds; and
- e. Public works in the event of an emergency.

The waiver of competitive bidding requirements may be by resolution or by the *terms of written policies adopted by the City*. Immediately after the award of any contract, the contract and factual basis for exception must be recorded and open to public inspection.

The Finance Management Policy adopted on June 10, 2024 includes a sole source exemption to the City's purchasing and commitment thresholds. Section 4.7.1. states that in circumstances where the City is limited to a single source of supply, competitive bidding requirements may be *waived by the department director or Finance Director* per RCW 39.04.280(1)(a). The City must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications.

Given the attempt to obtain quotes from multiple vendors and the highly customized and technical nature of this purchase, I have concluded this purchase is limited to a single source of supply and am waiving the competitive bidding requirements required for this purchase.

Signed 7/18/2024

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