



CITY COUNCIL MEETING AGENDA

Tuesday – May 27, 2025 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

Brian Watson,
Council Position No.1
bwatson@cityofnapavine.com

Ivan Wiediger,
Council Position No.2
iwiediger@cityofnapavine.com

Don Webster,
Council Position No.3
dwebster@cityofnapavine.com

Heather Stewart,
Council Position No.4
hstewart@cityofnapavine.com

Duane Crouse,
Council Position No.5
dcrouse@cityofnapavine.com

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Bryan Morris,
PW Director
Community Development

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

City of Napavine

407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website

www.cityofnapavine.com

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. APPROVAL OF AGENDA – AS PRESENTED

VI. APPROVAL OF MEETING MINUTES – May 13, 2025

1) Regular Council Meeting

VII. STAFF & COUNCIL REPORT

VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS

IX. NEW BUSINESS

1) Vouchers – M. Whitten

2) Procurement Policy Update – B. Morris & R. Denham

3) LeMay Enterprises Inc. Annual Rate Adjustment CPI – R. Denham

4) Resolution 25-05-162: Update-2025 Fee Schedule – M. Whitten

X. ADJOURNMENT – CLOSE OF MEETING

Council Meeting is held in person and via Teleconference.

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting: <https://join.freeconferencecall.com/rdenham8>



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

May 13, 2025, 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

WORKSHOP: 2025 FEE SCHEDULE @ 5:30 - 5:49PM: Discussion took place and reviewed the proposed changes. At the 5/27 council meeting a new resolution and revised fee schedule will be presented for council action. The fee schedule is a working document and can be changed at any time by resolution approved by the council.

CALL TO ORDER:

Mayor Shawn O'Neill called the regular city council meeting to order at 6:00pm.

INVOCATION:

The invocation was led by Bryan Morris.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O'Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O'Neill Mayor, Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Donald Webster Councilor #3, and Duane Crouse, Mayor Pro Tem.

City staff members present: City Clerk - Rachelle Denham, Treasurer – Michelle Whitten, Chief of Police – John Brockmueller, CD/PW Director - Bryan Morris, and Legal Counsel – Jim Buzzard.

MOVED:	Don Webster	Motion: Excuse Heather Stewart.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Duane Crouse	Motion: Approval of Agenda- As Presented.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MEETING MINUTES

MOVED:	Brian Watson	Motion: Approval of the regular council meeting minutes for April 22, 2025.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Greetings to the council & operations as normal.

Bryan Morris - PW/CD Director

- The report is in writing.

Rachelle Denham – City Clerk

- Attended Labor Relations Training in Yakima and learned some good stuff. Applied for a grant and was approved for the training.

Michelle Whitten – Treasurer

- The report is in writing.

Don Webster – Councilor 3

- Happy to work with staff and glad to see everyone work together on the fee schedule.

Ivan Wiediger – Councilor 2

- Thanked Officer Macomber for the ride along and learning about new technology.

Brian Watson – Councilor 1

- Attended the LCFD5 groundbreaking ceremony for the new fire hall and looking forward to spring sports and baseball season.

Shawn O'Neill – Mayor

- Attended the LCFD5 groundbreaking ceremony. Loves to see the baseball fields being used and is working with Bryan and Chief on safety at the parks for a parking solution by fields and skate park.

Sandra White - LCFD 5

- Provided April report in writing. Fire calls 27%, EMS calls 73%, and 102 incidents. Invited all to stop by the fire hall for the meet and greet event with the top two fire chief candidates from 5:30-7pm.

CITIZEN COMMENTS – NON-AGENDA ITEMS: *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

- Debi Aust 1250 Koontz Rd- Spoke on behalf of Local Area of Aging Agency for recognizing May as Older Americans month. Mayor O'Neill thanked Debi for all the work she does.

EXECUTIVE SESSION: POTENTIAL LITIGATION RCW 42.30.110(1)(i). Discussion with legal counsel. Executive session began at 6:15 pm and ended at 6:30 pm. No action to be taken. The normal council meeting rejoined at 6:30 pm.

NEW BUSINESS**VOUCHERS- M. WHITTEN**

The following voucher/warrants/electronic payments are approved for payment:

Accounts Payable	45	134	180,659.27	39725-26/28-39777/40250
Payroll Vendors	1	1	1,235.00	39727
Electronic Payments	5	5	1,374.44	EFT*20250507-0611
Electronic Payroll	6	6	48,932.36	EFT*20250501-06
ACH Direct Deposit	17	17	39,077.61	Payroll 4/16-4/30 2025
Total Vouchers	74	163	271,278.68	

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated May 2025 First Council Meeting.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

PROCLAMATION NATIONAL PUBLIC WORKS WEEK MAY 18-24, 2025 - MAYOR

MOVED:	Don Webster	Motion: Approve the three Proclamations for Public Works Week, Police Week, and Municipal Clerk’s Week.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

DRAFT REVISED 2025 FEE SCHEDULE – M. WHITTEN & STAFF

MOVED:	Don Webster	Motion: Approve Draft Fee Schedule.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

LEWIS COUNTY 911 ILA – CHIEF BROCKMUELLER

MOVED:	Ivan Wiediger	Motion: Approve Lewis County 911 ILA.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye 0 nay.	

ADJOURNMENT: *Meeting Adjourned at 6:34 p.m.*

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried; 4 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/rDO1YeXwHW> <https://fccdl.in/Hq9QNw05B2>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



Voucher Report May 27, 2025

May - May 2025 2nd Council Meeting

Reference	Date	Amount Notes
Reference Number: 39779	BHC Consultants	\$6,412.35
23-10790.00	5/7/2025	\$6,412.35 March 22 - April 25 Jefferson Station
Reference Number: 39780	Chehalis Outfitters	\$0.02
2025*04 Acc 2095	5/21/2025	\$0.02 2025*04 Acc 2095
Reference Number: 39781	Chehalis Rentals	\$8.66
155219	5/6/2025	\$8.66 lawn roller
Reference Number: 39782	City of Chehalis	\$104,016.88
2025*WWTP Upgrade	5/21/2025	\$104,016.88 2025*WWTP Upgrade
Reference Number: 39783	City of Napavine	\$11,438.57
2025*02 Court Security	5/21/2025	\$340.55 2025*02 Court Security
2025*03 Court Security	5/21/2025	\$340.55 2025*03 Court Security
2025*04 Court Security	5/21/2025	\$310.63 2025*04 Court Security
2025*04 Utility Tax Return	5/21/2025	\$10,446.84 2025- April Water/Sewer Service Utility Ta:
Reference Number: 39784	H. D. Fowler Company	\$1,393.41
O8488934	5/6/2025	\$1,337.82 Water Tower Beacon
O8531313	5/12/2025	\$55.59 pressure switch cut off
Reference Number: 39785	Jackson Civil Engineering LLC	\$29,815.30
0016-12-08	5/12/2025	\$82.50 Development Pass-Through Fees Walsh
0016-27-14	5/12/2025	\$2,924.05 Jefferson Station review/bid tabulation/rejec
0016-29-07	5/12/2025	\$8,621.25 Development Pass-Through Fees Tiger Me
0016-30.14	5/12/2025	\$5,651.25 review school mitigation report and fees
0016-35-14	5/12/2025	\$12,536.25 Comp Plan/Climate Control

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Reference	Date	Amount	Notes
Reference Number: 39786	Lewis County Sheriffs Office	\$1,183.89	
2025*April Evidence	5/6/2025	\$1,183.89	2025 - April Evidence Handling
Reference Number: 39787	Minuteman Press	\$316.61	
1944	5/5/2025	\$316.61	1000 window envelopes
Reference Number: 39788	Mott Macdonald	\$4,143.75	
507515797	5/20/2025	\$4,143.75	New Well work pFAS
Reference Number: 39789	Owen Equipment	\$388.84	
00119047	5/7/2025	\$388.84	5 band belt
Reference Number: 39790	Pape' Machinery	\$84.24	
16104991	5/15/2025	\$84.24	oil filter/oil sweeper
Reference Number: 39791	Providence Hospital/cent	\$8.00	
2025*04 Blood draws	5/5/2025	\$8.00	Cox blood draw
Reference Number: 39792	Quill Corporation	\$48.26	
43922865	4/29/2025	\$48.26	9.5x 12.5 clasp envelopes
Reference Number: 39793	Sarah Berry c/o Duane Elwood	\$144.38	
2025 04/18 prescription	5/21/2025	\$22.45	2025 04/18 prescription
2025 05/09 prescription	5/21/2025	\$45.32	2025 05/09 prescription
2025 05/12 prescription	5/21/2025	\$76.61	2025 05/12 prescription
Reference Number: 39794	US Bank Corp Payment Syst	\$3,043.66	
000001/00000654 Vader USPS	4/26/2025	\$146.00	Jury Postage
008074 US Postal Service	4/15/2025	\$14.93	CSO postage/ Police Dept. postage
017473 AMICK Design	4/25/2025	\$375.00	Vest Carrier - Taylor
017610 Soft Touch Car Wash	4/16/2025	\$16.60	Car Wash
113-2945375-3865046 Amazon	4/18/2025	\$29.13	R.Morris cell phone cover

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Reference	Date	Amount	Notes
113-3602657-4647403 Amazon	4/12/2025	\$21.06	Office Supplies
113-6088242-9461037 Amazon	5/1/2025	\$20.79	Computer Speaker, B.Morris
113-6422206-5647432 Amazon	4/18/2025	\$222.60	Callaway Golf Supersoft PErsonalized Golf
113-7959720-9754633 Amazon	4/24/2025	\$132.08	Colamy Leather Executive Office Chair
160458 AWC	4/16/2025	\$550.00	Labor Relations Institue 2025 - R. Denham
3091108878 Adobe	5/4/2025	\$259.31	30000065 Acrobat Pro - Brockmueller
548554 Stamp Connection.com	4/23/2025	\$10.95	Trodat 6/4927 Replacement Ink Pad Black
644468 Campbell's	4/8/2025	\$495.96	Campbell's WA Public Treasurers Assn/M.
78004508 Free Conference Call	4/15/2025	\$3.25	File Storage 4/15/25-5/14/25
819986 Campbell's	4/27/2025	\$368.61	Misdemeanant Probation Assn/ Lacie Dewi
840-59800250-2-3598389-1 US Postal	4/30/2025	\$219.00	Postage Stamps
9061360 Eagle Truck Plaza	4/24/2025	\$74.31	Fuel
9141148 Arco	4/9/2025	\$67.05	Fuel
INV302988420 Zoon	4/27/2025	\$17.03	Zoom Subscription Period Apr 27, 2025 - M
Reference Number: 39795	US Bank NA Cincinnati	\$40.00	
2025*April Bond Maint	5/21/2025	\$40.00	2025 - April Bond Fee
Reference Number: 39796	Vision Municipal Solution	\$3,413.88	
09-15953	5/7/2025	\$3,413.88	2025 Office 365 29 emails
Reference Number: 39797	Younglove & Coker PLLC	\$97.50	
04186	4/25/2025	\$97.50	conflict prosecution
Reference Number: EFT*20250512	WA Employment Security-WA Cares F	\$0.06	
fix error eft*20231018	5/15/2025	\$0.06	
Reference Number: EFT*20250513	Dept of Revenue	\$7,826.07	
2025*April Excise Tax	5/20/2025	\$7,826.07	2025*April Excise Tax
Reference Number: EFT*20250514	Dept of Retirement Systems	\$8,267.46	
Emp Rtmt - 15587	5/19/2025	\$171.12	

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Reference	Date	Amount	Notes
Emp Rtmt - 15588	5/19/2025	\$281.34	
Emp Rtmt - 15589	5/19/2025	\$272.73	
Emp Rtmt - 15590	5/19/2025	\$197.85	
Emp Rtmt - 15591	5/19/2025	\$171.12	
Emp Rtmt - 15592	5/19/2025	\$171.12	
Emp Rtmt - 15593	5/19/2025	\$344.86	
Emp Rtmt - 15594	5/19/2025	\$271.03	
Emp Rtmt - 15595	5/19/2025	\$351.75	
Emp Rtmt - 15596	5/19/2025	\$221.31	
Emp Rtmt - 15597	5/19/2025	\$287.42	
Emp Rtmt - 15598	5/19/2025	\$276.78	
Emp Rtmt - 15599	5/19/2025	\$297.18	
Emp Rtmt - 15600	5/19/2025	\$329.50	
Emp Rtmt - 15601	5/19/2025	\$436.95	
Emp Rtmt - 15602	5/19/2025	\$247.45	
Taxable Retirement - 15587	5/19/2025	\$274.36	
Taxable Retirement - 15588	5/19/2025	\$196.41	
Taxable Retirement - 15589	5/19/2025	\$437.28	
Taxable Retirement - 15590	5/19/2025	\$317.22	
Taxable Retirement - 15591	5/19/2025	\$274.36	
Taxable Retirement - 15592	5/19/2025	\$274.36	
Taxable Retirement - 15593	5/19/2025	\$240.76	
Taxable Retirement - 15594	5/19/2025	\$189.22	
Taxable Retirement - 15595	5/19/2025	\$270.28	
Taxable Retirement - 15596	5/19/2025	\$154.50	
Taxable Retirement - 15597	5/19/2025	\$200.66	
Taxable Retirement - 15598	5/19/2025	\$193.23	
Taxable Retirement - 15599	5/19/2025	\$207.47	
Taxable Retirement - 15600	5/19/2025	\$230.04	
Taxable Retirement - 15601	5/19/2025	\$305.05	
Taxable Retirement - 15602	5/19/2025	\$172.75	

May - May 2025 2nd Council Meeting

Reference	Date	Amount Notes
Reference Number: EFT*20250515	Dept of Treasury Internal Revenue Ser	\$7,706.11
Federal Income Tax - 15587	5/19/2025	\$415.04
Federal Income Tax - 15588	5/19/2025	\$195.69
Federal Income Tax - 15589	5/19/2025	\$769.57
Federal Income Tax - 15590	5/19/2025	\$539.88
Federal Income Tax - 15591	5/19/2025	\$404.86
Federal Income Tax - 15592	5/19/2025	\$398.54
Federal Income Tax - 15593	5/19/2025	\$360.73
Federal Income Tax - 15594	5/19/2025	\$367.45
Federal Income Tax - 15595	5/19/2025	\$512.88
Federal Income Tax - 15596	5/19/2025	\$97.93
Federal Income Tax - 15597	5/19/2025	\$362.26
Federal Income Tax - 15598	5/19/2025	\$168.21
Federal Income Tax - 15599	5/19/2025	\$269.32
Federal Income Tax - 15600	5/19/2025	\$316.61
Federal Income Tax - 15601	5/19/2025	\$729.61
Federal Income Tax - 15602	5/19/2025	\$190.53
Medicare - 15587	5/19/2025	\$46.64
Medicare - 15587 (2)	5/19/2025	\$46.64
Medicare - 15588	5/19/2025	\$44.78
Medicare - 15588 (2)	5/19/2025	\$44.78
Medicare - 15589	5/19/2025	\$75.06
Medicare - 15589 (2)	5/19/2025	\$75.06
Medicare - 15590	5/19/2025	\$54.87
Medicare - 15590 (2)	5/19/2025	\$54.87
Medicare - 15591	5/19/2025	\$47.42
Medicare - 15591 (2)	5/19/2025	\$47.42
Medicare - 15592	5/19/2025	\$47.00
Medicare - 15592 (2)	5/19/2025	\$47.00
Medicare - 15593	5/19/2025	\$54.89
Medicare - 15593 (2)	5/19/2025	\$54.89
Medicare - 15594	5/19/2025	\$43.14

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Reference	Date	Amount Notes
Medicare - 15594 (2)	5/19/2025	\$43.14
Medicare - 15595	5/19/2025	\$55.99
Medicare - 15595 (2)	5/19/2025	\$55.99
Medicare - 15596	5/19/2025	\$35.22
Medicare - 15596 (2)	5/19/2025	\$35.22
Medicare - 15597	5/19/2025	\$45.75
Medicare - 15597 (2)	5/19/2025	\$45.75
Medicare - 15598	5/19/2025	\$44.05
Medicare - 15598 (2)	5/19/2025	\$44.05
Medicare - 15599	5/19/2025	\$47.30
Medicare - 15599 (2)	5/19/2025	\$47.30
Medicare - 15600	5/19/2025	\$52.45
Medicare - 15600 (2)	5/19/2025	\$52.45
Medicare - 15601	5/19/2025	\$69.55
Medicare - 15601 (2)	5/19/2025	\$69.55
Medicare - 15602	5/19/2025	\$39.39
Medicare - 15602 (2)	5/19/2025	\$39.39
Reference Number: EFT*20250516	WAVE	\$112.10
138396701-0011484	5/1/2025	\$112.10 2025 5/1-5/31 WAVE Internet CH
Reference Number: EFT*20250517	WAVE	\$112.10
138396801-0011484	5/1/2025	\$112.10 2025- 5/01-5/31 WAVE Phone PD
Reference Number: EFT*20250518	WAVE	\$98.43
032768701-0011472	4/26/2025	\$98.43 2025- 4/23- 5/22 WAVE Phone & Internet F
Reference Number: EFT*20250519	WAVE	\$112.10
138091001-0011484	5/1/2025	\$112.10 2025- 5/01-5/31 WAVE Mayme
Reference Number: EFT*20250520	US Cellular	\$56.21
0727310510	5/2/2025	\$56.21 2025 5/02-6/01 Mayor Cell

May - May 2025 2nd Council Meeting

Reference	Date	Amount Notes
Reference Number: EFT*20250521	DE Lage Landen Financial Services	\$464.86
590203744	5/8/2025	\$464.86 2025- 5/1-5/300 Sharp MX307105 CITY HA
Reference Number: EFT*20250522	Dept of Licensing Firearms Desk	\$54.00
NV0000140 Boone	5/22/2025	\$18.00 NV0000140 Boone
NV0000141 Rose	5/22/2025	\$18.00 NV0000141 Rose
NV0000142 Rose	5/19/2025	\$18.00 NV0000142 Rose
Reference Number: May 1-15, 2025	Payroll Vendor	\$38,409.92
ACH Pay - 15587	5/19/2025	\$2,263.51
ACH Pay - 15588	5/19/2025	\$2,148.26
ACH Pay - 15589	5/19/2025	\$3,485.82
ACH Pay - 15590	5/19/2025	\$2,651.06
ACH Pay - 15591	5/19/2025	\$2,238.52
ACH Pay - 15592	5/19/2025	\$2,209.60
ACH Pay - 15593	5/19/2025	\$2,290.59
ACH Pay - 15594	5/19/2025	\$2,139.68
ACH Pay - 15595	5/19/2025	\$2,618.49
ACH Pay - 15596	5/19/2025	\$1,870.81
ACH Pay - 15597	5/19/2025	\$2,100.38
ACH Pay - 15598	5/19/2025	\$2,148.06
ACH Pay - 15599	5/19/2025	\$2,237.45
ACH Pay - 15600	5/19/2025	\$2,822.74
ACH Pay - 15601	5/19/2025	\$3,199.71
ACH Pay - 15602	5/19/2025	\$1,985.24
Total		\$229,217.62

May - May 2025 2nd Council Meeting

Reference	Date		Amount	Notes
The following voucher/warrants/electronic payments are approved for payment:				
Accounts Payable	19	47	165,998.20	39779-39797
Payroll Vendors				
Electronic Payments	8	8	8,835.87	EFT*20250513/16-22
Electronic Payroll	3	3	15,973.63	EFT*20250512/14-15
ACH Direct Deposit	16	16	38,409.92	Payroll 5/1-5/15, 2025
Total Vouchers	46	74	\$ 229,217.62	

Void Check 39778

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: _____

TREASURER: _____

COUNCILOR #1: _____

COUNCILOR #2: _____

COUNCILOR #3: _____

COUNCILOR #4: _____

COUNCILOR #5: _____

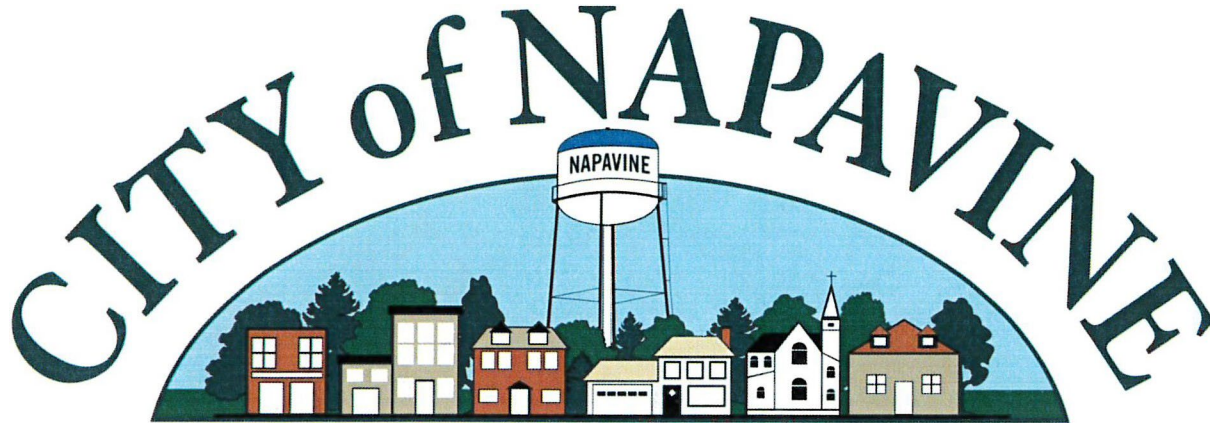
Police Department - John Brockmueller _____

Public Works/Community Development - Bryan Morris _____

Court- Lacie Dewitt _____

City Clerk - Rachelle Denham: _____

DATED THIS _DAY OF _____, 2025



Incorporated 1913

**FEDERAL AWARD STANDARDS
AND
PURCHASING AND PROCUREMENT
POLICY**

FEDERAL AWARD STANDARDS

PURPOSE

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Napavine will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), Government Accountability Office, Standards for Internal Control in the Federal Government (the Green Book).

INTERNAL CONTROLS

The City of Napavine will maintain effective internal control over the Federal award providing reasonable assurance that the City of Napavine is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.
- Follow the process workflow included as Attachment A.

CERTIFICATION

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

ADVANCE PAYMENTS AND REIMBURSEMENTS

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Napavine whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of

Napavine to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.

- The City of Napavine shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

ALLOWABLE COSTS

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the City of Napavine;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Be determined in accordance with generally accepted accounting principles (GMP);
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

PROCUREMENT

When procuring property and services under a Federal award, the City of Napavine will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of Napavine purchasing procedures whichever is more restrictive. The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	\$10,000 or less Must use more restrictive \$10,000 federal threshold	\$10,000 or less Must use more restrictive \$10,000 federal threshold
Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$3,000 - \$40,000 (Single trade) \$3,000 - \$65,000 (Multi trade) \$3,000 - \$50,000 (Non-Public works projects)	\$3,000 - \$40,000 (Single trade) \$3,000 - \$65,000 (Multi trade) \$3,000 - \$50,000 (Non-Public works projects)

	Must use more restrictive City threshold instead of \$150,000 Federal threshold	Must use more restrictive City threshold instead of \$150,000 Federal threshold
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Procurement Method	Goods	Services
Sealed Bids/ Competitive Bids (Formal)	\$40,000 or more (Single trade) \$65,000 or more (Multi trade) \$50,000 or more (Non-Public works projects) Must use more restrictive City threshold instead of \$150,000 Federal Threshold	\$50,000 \$40,000 or more (Single trade) \$65,000 or more (Multi trade) \$50,000 or more (Non-Public works projects) Must use more restrictive City threshold instead of \$150,000 Federal threshold or more
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program 	
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none"> • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass through agency in response to written request from the City of Napavine; or • After soliciting a number of sources, competition is deemed inadequate. 	

Contracts for more than the simplified acquisition threshold currently set at \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$150,000 require that the City of Napavine will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

The City of Napavine will monitor procurements to avoid duplicative purchases. The City will also continue to enter into inter-entity agreements to realize cost savings for shared goods and services when possible.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government.

SINGLE AUDIT ACT

The City of Napavine, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

CLOSURE

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

CITY OF NAPAVINE CODE OF CONDUCT

PURPOSE

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all elected officials, employees or agents of the City of Napavine engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No elected official, employee or agent of the City of Napavine shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.
- The City of Napavine's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of Napavine's elected officials, employees or agents, or the contractors, potential

contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

PURCHASING AND PROCUREMENT POLICY

PURPOSE

The purpose of this document is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible. The integrity, efficiency, and effectiveness of Napavine's procurement functions are critical elements of sound government. This policy is to implement the requirements of state law with regard to procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements with regard to the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts, and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Purchasing Code of Ethics

"Public employment is a public trust."

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Napavine.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics with regard to public contracting:

1. Actions of City employees shall be impartial and fair.
2. The City will not accept donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.
3. Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
4. Public employment shall not be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
5. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

The following are examples of items not considered gratuities:

- Discounts or concessions realistically available to the general population;
- Items received that do not result in personal gain; Samples to the City used for general City use.

Controlling Laws

The expenditure of public funds for the purchase of and contracting for, goods, services, supplies and materials shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

Monitoring and Compliance

The department heads shall implement monitor and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the Mayor of his or her designee(s) for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. *See RCW 39.30.020.*

Proper Authorization

Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

Washington State law authorizes cities to enter into public works contracts according to certain limited and defined procedures (see RCW 35A.40.200), each of which is detailed below:

- Contract or day labor (City employees) without calling for bids – RCW 35.23.352(1).
- Small Works Roster – RCW 35.23.352(4) and RCW 39.04.151-.154.
- Unit Priced Contracts – RCW 35.23.352(13).
- Job Order Contracting – RCW 39.10.420.
- Advertised Bids – RCW 35.23.352(1).



The following chart describes the most common types of public contracts, summarizes the procedural requirements and the entity authorized to execute the contract:

Type of Purchase	Process	Other Requirements	Contract Authorization
Public Works Projects (<i>Must choose one of six</i>)			
State Contracts	Up to \$15,000	• Department Head, as long as there is budget capacity.	
	\$15,000 – \$75,000	• Mayor, as long as there is budget capacity.	
	\$75,000 and above	• City Council Approval.	
Projects costing under	Small Works Roster	• Prevailing wage	If budgeted or

\$350K	<i>RCW 39.04.155 (the City uses the MRSC Rosters RCW 39.04.155)</i>	<ul style="list-style-type: none"> Insurance Performance Bond Bid Bond/Deposit Contract to be awarded to lowest responsible bidder 	otherwise approved by Council, Mayor to execute contract.
Projects costing \$350K or more	Must call for bids <i>RCW 35.23.352(1)</i>	<ul style="list-style-type: none"> Prevailing wage Insurance Performance Bond Bid Bond/Deposit 	If budgeted or otherwise approved by Council, Mayor to execute contract.

Type of Purchase	Process	Other Requirements	Contract Authorization
Projects with costs that exceed \$75.5K single trade or \$150K multiple trades and less than \$350K. ¹	Must call for bids RCW 35.23.352(1) or use Small Works Roster process to solicit quotes	<ul style="list-style-type: none"> Prevailing wage Insurance Performance Bond Bid Bond/Deposit 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects costing under \$75,500 (single craft) or \$150,000 (multiple craft)	Contract or day labor without bids.	Work performed by City employees or by contract negotiated directly by Department Director or designee	Department Director or designee may approve use of day labor or contract and may sign contracts within budget.
Projects less than \$2,500	One quote needed, two recommended	<ul style="list-style-type: none"> Combined L&A form for prevailing wages No bond No retainage 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Materials, Goods and Equipment (Not associated with Public Works Projects)			
Items costing more than \$40,000	Must call for bids or use RCW 39.04.270 or vendor list.	<ul style="list-style-type: none"> Publication of RFP if bidding. Contract required. 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Items costing less than \$40,000	No state law required process. Direct Negotiations.	Obtain a detailed invoice.	If budgeted or otherwise approved by Council, Mayor or department head to execute contract.

¹ Certain projects (of accepted industry practice) above the single and multiple trade bid limits may be done with day labor as long as the value of the material, excluding individual items of 'equipment' as defined by RCW 35.23.352, used in the project does not exceed \$300,000.

Items costing more than \$40,000 and less than \$50,000	Vendor list.		
Purchased Services Purchased services are those provided by vendors for routine, necessary, and continuing functions. These mostly relate to physical activities that are repetitive, routine, or mechanical in nature. Purchased services include janitorial, debt collections, equipment service agreements, machine repair, or delivery services. (May include ordinary maintenance.) Does not include Public Works Projects.			
Minimal (\$0- \$15,000)	No state law required process.	Direct Negotiations.	• Department Head, as long as there is budget capacity
Informal (\$15,000 - \$75,000)	Solicited Quotes.	Solicited electronic or written quotes from a minimum of 3 vendors.	• Mayor, as long as there is budget capacity; otherwise, City Council Approval.
Formal (Over \$75,000)	Request for Proposals	RFP and competitive evaluation process to ensure vendor has the necessary expertise	• City Council Approval
Professional Services			
Architectural, Land and Surveying, Engineering Services	Request for Qualifications RCW 39.80	• Publish RFQ • Must evaluate on performance and qualifications • Negotiate contract	If budgeted or otherwise approved by Council, Mayor to execute contract.
 All other professional Services 	No state law required process. Direct Negotiations.	Obtain a detailed invoice. Expertise, experience, including prior experience with the city, timeframe for completing projects, and the value of a negotiated agreement are to be considered when choosing a consultant/firm.	If budgeted or otherwise approved by Council, Mayor to execute contract.

Local Business Open Accounts

The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

Contract or Day Labor Without Bids

The City may construct any public work by contract or day labor (City employees) without calling for bids whenever the estimated cost of the work or improvement, including the cost of materials, supplies, and equipment, will not exceed \$150,000 if more than one craft or trade is involved, or \$75,500 if a single craft or trade is involved² or the project is street signalization or street lighting. The City may not divide the project into units of work or classes of work for the purpose of qualifying for job order contracting. The City may, without a contract, have employees perform work which is an accepted industry practice under prudent utility management (meaning utilizing material of a worth not exceeding \$300,000, not including equipment as it is defined in RCW 35.23.352(1)). Note that contracting authority dollar limits apply to all City contracts.

Work performed within the City by other public employees under an interlocal agreement will be included in the above limits. The City is required to provide a report to the State Auditor's Office (SAO) of the costs of all public works in excess of \$5,000 that are not procured by contract (RCW 35A.40.200 and RCW 35.23.352(5)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen (15) days before beginning the work, unless the work is done under a declared emergency, in which case the publication of the description and estimate may be made within seven (7) days after the commencement of the work. (RCW 39.04.020).

Projects - under \$350,000³ (Small Works Roster)

In addition to full competitive bid requirements, the City may use any of following procedures when circumstances warrant:

- 1) When the contract amount for a public works project is less than \$350,000, the City may follow the small works roster process instead of competitive bidding requirements.⁴ If the amount of the contract has been budgeted, the Mayor may execute all documents relating to the contract. Consistent with RCW 39.08.010 the City will require a performance bond as a precondition of entering into a public works contract.
- 2) The City has an agreement with Lewis County for the repair of City streets, bridges and other components of the City's transportation system. No bidding requirements

² These thresholds are set by state law (RCW 35.32.352) and are subject to adjustment. The threshold in effect at the time of bid solicitation will apply.

³ This threshold is set by state law (RCW 39.04.152) and is subject to adjustment. The threshold in effect at the time of bid solicitation will apply.

⁴ If project does not exceed \$75,500 for a single trade or \$150,000 for a multi-trade, the City may elect to use the SWP or follow the requirements of the section titled "Contract or Day Labor Without Bids".

apply to work performed by Lewis County pursuant to this agreement.

- 3) The City may from time to time acquire surplus property from another governmental entity without regard to bid laws.
- 4) The City may also exercise its authority to contract with another public agency through an Interlocal agreement to perform any function that either agency is authorized by law to perform. Pursuant to this authority, another public entity could act as the City's agent or contractor.
- 5) The City may also enter into a cooperative Interlocal agreement with another governmental entity for joint or "piggy-back" purchases. In any such cooperative action, the City will ensure that any competitive bidding requirements, including publication and notice, that otherwise apply to the contract are fulfilled to the extent required by RCW 39.34.030.



Projects exceeding \$75,500 for a single trade or \$150,000 for multi-trades:

The City will call for bids for public works projects, including the cost of materials, supplies, and equipment that exceed \$150,000 if more than one craft or trade is involved if the City elects to not use the “Small Works Roster”. If only a single craft or trade is involved, or if the project is one of street signalization or street lighting, the City will call for bids if the cost is greater than \$75,500. The City reserves the right to have its own workers or day laborers do every project, so long as each project meets the applicable bidding limits, and the City will provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not led by contract. For any project using City workers that costs more than \$25,000, the City will publish a description of the project and the estimated cost in the City’s official newspaper at least 15 days before beginning work. (RCW 39.04.020).

Projects Less Than \$2,500

For projects less than \$2,500, two quotes are recommended, but with approval of the department head, one quote is acceptable. The combined form for Intents and Affidavits will be used: No bond and retainage will be required, but the contractor must submit paid invoices for supplies, equipment rental and materials used in the project.

Materials, Goods, and Equipment *(Not associated with Public Works Projects)*

For the purchase of supplies, materials, or equipment costing more than \$40,000 which is not to be used in connection with any public work or improvement, the City will call for bids or may opt to use a **state bid** which does not require the City to obtain its own bids. When purchasing telecommunications and data processing (computer) equipment or software costing more than \$40,000, the City may follow a competitive negotiation process as an alternative to the bid process. Pursuant to RCW 39.04.270, any such an alternative competitive negotiation process will include at least the following steps:

- A request for proposals (RFP) must be published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

Architectural and Engineering Services

State law does not impose any particular competitive bid requirements for services, except for notice in the official newspaper, and that the requirements of chapter 39.80 RCW shall apply whenever the City contracts for architectural and engineering services. In particular, the City will publish its need for architectural or engineering services in advance, concisely stating the general scope and nature of the project or work for which services are required. The notice will provide the address of a representative of the City who can provide additional details. The City will either publish an announcement each time the service is needed, or will announce generally to the public the City’s projected requirements for any category or type

of engineering or architectural service.

The City may also advertise for architectural or engineering services annually. The City will then evaluate the qualifications and performance data it has on file along with any information submitted regarding a proposed project. Following the evaluation, the City will invite one or more firms to meet with City officials to discuss the project and the relative benefits of various methods of providing the desired services. The City will select the most highly qualified firm to provide the required services. The price or cost of the service may not be considered by the City when determining which firm is the most highly qualified. After the most qualified firm has been chosen, the City will negotiate a contract with that firm for the services at a price that it determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. The City need not change engineers every year, but may continue to hire the same engineer if that person or firm is the most qualified. This process may be dispensed with for certain projects upon finding by the City Council that an emergency requires the immediate execution of the work involved.

Professional and Personal Services other than Engineering or Architecture

Professional or personal services are those services involving specialized skill, education, and special knowledge, including accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. A competitive process is not required for professional or personal services, other than professional engineering or architectural services and the official newspaper.

Procurement, administration, and termination of such professional or personal services contracts shall be the responsibility of the Mayor, unless the Mayor delegates that responsibility or authority to the appropriate department head. The Mayor is authorized to negotiate all professional and personal services contracts for which funds have been budgeted or otherwise approved by Council.

The Bidding Process

Emergencies

Competitive bidding is not required when an emergency exists; however, in making emergency purchases, the City shall endeavor to include the level of competition that is practical under the circumstances. The department head or designee is authorized to make emergency purchases upon a finding, duly entered of record, of the existence of an emergency, including but not limited to:

- o Any breakage or loss of equipment or in other circumstances in that necessary service is interrupted or is about to be interrupted; or
- o Situations where the City may suffer a substantial loss by reason of the time required for following the regular purchasing procedures that shall be reported to the City council at the next meeting.

If an emergency exists, the Mayor or the appropriate department head is authorized to act and will seek a resolution from Council within 2 weeks that will:

- o Declare or confirm that an emergency situation exists;
- o Waive competitive bidding requirements for purposes of responding to the emergency situation; and
- o Authorize, on behalf of the City, the execution of any contract necessary to address

the emergency situation, including, but not limited to, architectural and engineering services.

Advertising for Bids

For all contracts that require competitive bids, the City shall publish notice of the call for bids in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids, at least 13 days prior to the last date upon which bids will be received. The City's advertisement for bids will contain definite specifications and procedures for bidders to use in estimating their bids, in addition to the following information:

- o Time and place where bids will be opened;
- o The time after which bids will not be received;
- o The character of the work to be performed;
- o The materials and equipment to be furnished;
- o Where the specifications for the project may be seen;
- o A statement that a bid bond must accompany the bid; and
- o Statements that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process.

Since prevailing wages must be paid on all public works performed by public contract, the City will state in either the advertisement for bids or the specifications for the project that the successful bidder will be required to pay prevailing wages for the work to be performed. Bid notices for the purchase of materials, equipment, and supplies not used in connection with a public work do not require a bid bond.

Bid Bonds

Bid bonds are required for all public works projects where formal competitive bidding occurs to ensure that a bid has been made in good faith and that the bidder will enter into a contract if the bid is accepted. An acceptable bid bond includes a cashier's check, postal money order, letter of credit, surety bond or similar financial guarantee in a form acceptable to the City Attorney in an amount of not less than 5% of the bid amount, including sales tax. The City will not consider any bid, for which a bid bond is required, unless it is accompanied by a suitable financial guarantee. Bid bonds are not required when small works roster procedures are used. If a public works project is estimated to be \$250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid surety, is required.

After bids are opened, the City shall award the contract to the lowest responsible and responsive bidder. The City shall return bid proposal deposits and/or bid bonds to all unsuccessful bidders. The City will retain the successful bidder's bid bond. The successful bidder shall return the contract duly executed by the bidder, all insurance certificates and endorsements required, all other information and forms required by the contract documents, and performance and public works payment bonds required by the contract documents. If the contract is signed by an officer, agent, or other authorized representative of bidder, such officer, agent, or other representative shall furnish satisfactory evidence of authority to sign as the legal representative of the bidder. If the successful bidder fails to perform as required herein within ten (10) days of being notified of the bid's acceptance, the

City reserves the right to forfeit and retain the bid bond, reject the bidder and either award the contract to another bidder or re-advertise the project.

Performance Bonds

The City shall require a performance bond when entering into all public works contracts, to ensure that the job will be completed and that all workers, subcontractors and suppliers will be paid. Performance bonds are not required if the small works roster is used for a public works contract that does not exceed \$5,000. The successful bidder shall provide the performance bond in a form and amount acceptable to the City Attorney within 10 days of the City's selection of the bidder. In lieu of a performance bond for contracts of \$5,000 or less, the successful bidder may elect to satisfy the bid bond requirement by having the City retain 50% of the contract payment(s) for a period of 30 days after the date of final acceptance.

Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent (5%) of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

RCW 39.04.350 establishes bidder responsibility criteria. Before the City can accept a contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified (debarred) from bidding under RCW 39.06.010 or 39.12.065(3).

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Napavine.

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required

- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- The ability of the bidder to perform the scope of work within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract.

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

When a trade-in option exists, as it is applied to competitive purchases, and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid. RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

Submittal Of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time. No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the city may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder in accordance with this section, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by electronic request. Original specifications and the original bid responses will be retained for review and audit as required.

Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

Bid Opening and Award

The City shall open bids at the place, date, and time stated in the bid package. If the bid is complicated and City council action is required to award the contract, City staff may summarize the bids before presenting them to council. Where council action is required, staff will assist the Council in determining the lowest responsible bidder. The City must award the bid to the lowest responsible bidder or reject all bids. The City may not negotiate with any of the bidders.

Upon opening the bids, the city will first determine if the bid is responsive; If the City determines the bid is responsive, it shall then determine if the bidder is responsible.

- Responsive bid: A bid response that is consistent with the specifications and fully conforms to the mandatory submittal requirements.
- Non-responsive bid: A bid response that is not consistent with the specifications and does not fully conform to the mandatory submittal requirements.
- Responsible bidder: A bidder with the capability and reliability as well as documented financial and technical capacity to perform the requirements of the solicitation and subsequent contract.
- Not a responsible bidder: A bidder without the capability and reliability or without documented financial and technical expertise to perform the requirements of the solicitation and subsequent contract.

“Responsive” applies to bids, while “responsible” applies to bidders.

Determining a Bid is Responsive

1. First, the City shall verify that the bid is sealed and submitted on time before the deadline.
2. Next, the City shall determine if the bid meets the characteristics that were required as part of the bid submittal, such as:
 - a. Bid guarantee is in correct amount in the form of bond, check, or money order;
 - b. Unit, lump, and total prices are listed in all spaces on the bid form;
 - c. Bidder has verified attendance at pre-bid meeting (if mandatory);
 - d. Amendments/addenda have been acknowledged;
 - e. Non-collusion affidavit has been completed; and
 - f. Bidder responsibility questionnaire has been completed.
3. If any of the required information or documents are missing during the bid review, the City must then decide whether the error or irregularity in the bid gives the bidder a substantial advantage or benefit not enjoyed by other bidders and, if so, should the bid be deemed non-responsive, and rejected.⁵
4. The city then makes sure it has received the following for public works projects (if required):
 - a. For projects that cost an estimated \$1 million or more: Each bidder must submit a list of all subcontractors for HVAC, plumbing, or electrical work, structural steel installation, and rebar installation (RCW 39.30.060). The list for HVAC, plumbing, and electrical must be submitted within one hour after the bid submittal deadline.

⁵ When the bid document has a specific bid bond amount, and the bid guarantee submitted was a lower amount, this is an advantage over other bidders and this irregularity shall not be waived; the bid is deemed a non-responsive bid, and the bid is rejected.

The list for structural steel and rebar installation must be submitted within 48 hours after the bid submittal deadline. The bidder may also submit itself for any of these categories and/or may submit the list at the time the bid is submitted; and

- b. A complete supplemental bidder responsibility criteria questionnaire: This must be submitted within 72 hours after bid opening by the apparent low bidder and the next two lowest bidders.
5. If all requirements are met, and receipt of all required bid submittal documents, the bid is a responsive bid and the City will move on to determine whether the apparent low bidder is a responsible bidder that can meet the requirements of the specific job or project. If the bid is deemed non responsive, the City shall reject the bid and no further action shall be taken on that bid or bidder. The City will move onto the next lowest bidder.

Bid Rejection

The City reserves the right to reject any bid not in substantial compliance with the bid documents, specifications, or any prescribed public bidding procedure or requirement and may reject for good cause any or all bids upon a finding that it is in the public interest to do so.

Bid Protests – Public Works Projects

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

Only bidders that submitted a bid, subcontractors, or others that can show substantial economic interest in the bid award and who are aggrieved, are eligible to protest. After bid opening, protests are limited to issues related to bid opening, evaluation of bids, and intention to award decisions, and are further limited to those items that were not known or could not have been reasonably known prior to bid opening.

For purposes of this section, two full business days shall mean the equivalent of 16 business hours. The following procedures shall apply to bid protests of public works projects.

a. Requests For Copies Of Bids Received By City

In accordance with RCW 39.04.105, within two full business days (the equivalent of 16 business hours) of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as “business days.”

b. Procedure For Submission Of A Bid Protest

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal

holidays are not counted as "business days." All bid protests must

- Be submitted in writing.
- Explicitly identify itself as a bid protest.
- Explicitly identify the bid/project/request for which the protest is made.
- Explicitly state all reasons and bases in law and fact supporting the protest; and
- Include all supporting documents.

c. Consideration Of A Bid Protest

Submitted bid protests complying with the requirements outlined above will be reviewed by the City Mayor or designee, the City Attorney, and the Public Works Director, or their designees. The bid protest will be decided based upon the written materials, supporting documents, and other information submitted with the bid protest as well as other records or information known to the City relating to the public works project in question. If a meeting or conference with the protesting bidder would materially assist the City in making its decision, a meeting may be scheduled at the discretion of the City Mayor or designee or their designee. Only those issues identified by the bidder in the written protest filed with the City Clerk will be considered. The City Attorney or their designee will issue a written decision no later than 10 business days after the filing of the bid protest with the City Clerk, which shall be the final decision of the City on the bid protest.

Solicitation or Bid Appeals or Protests

Bidders may appeal or protest a proposal solicitation or award of contract issued by the City, provided that the bidder strictly follows the procedures described below. Prior to the deadline for submitting bids or proposals, bidders may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, bidders may appeal or protest the award or pending award to the apparent low bidder or the selection of the apparently most advantageous proposal. The appeal or protest shall:

- o Be in writing; and
- o Explicitly identify itself as an appeal or protest; and
- o Explicitly identify the bid/project/request being appealed or protested; and
- o Explicitly state all reasons and bases in law and fact supporting the appeal or protest, including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects; and
- o Include any and all supporting documents; and
- o Be filed with the City Clerk.

All appeals or protests of a purchase specification, term, condition, or requirement shall be received by the City Clerk no later than seven (7) calendar days prior to the deadline for submission of bids or proposals. All appeals or protests of an award or pending award shall be received by the City Clerk no later than five (5) business days after the City awards the contract or selects the most advantageous proposal. In no event will appeals or protests be heard or considered if these deadlines are not met. The City reserves the right to proceed with the execution of a contract and any actions allowed pursuant thereto without notice to the appellant/protestor, notwithstanding the pendency of any appeal/protest.

A bidder's initial appeal/protest will be reviewed by the Mayor, the City Attorney, the department head of the procuring department, and the City Clerk and/or City Treasurer. The initial appeal/protest will be decided based upon the written appeal or protest, supporting documents, and other information obtained by those reviewing the appeal/protest. A meeting or conference with the appellant/protestor will occur only if the Mayor determines that a meeting or conference with the appellant/protestor would materially assist the City in resolving the appeal or protest. Only those issues raised by the appellant/protestor in the initial written appeal/protest filed with the City Clerk will be considered. The City will issue a written decision no later than 10 business days after the initial appeal/protest is filed with the City Clerk. The City may exercise discretion to extend the time for decision if more time is needed.

An appellant/protestor may appeal the City's decision on an appeal/protest to the City Council by following the procedures described in this section. Any appeal of a City decision on an appeal/protest shall be in writing and received by the City Clerk no later than seven (7) calendar days after the date of the City's written decision. The appeal shall state the legal and factual bases for the appeal, include a copy of the initial appeal/protest, and the resulting City decision appealed. The appeal shall state whether the appellant requests the opportunity to present oral argument to the City Council. The Council will not consider any issues not set forth in the initial appeal/protest. At its sole discretion, Council may allow the appellant to present oral argument in support of the appellant's written submission if Council finds that such presentation would materially aid its resolution of the appeal. The Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council. The Council's decision shall be in writing and shall be final and binding.

GRANT PROCESS

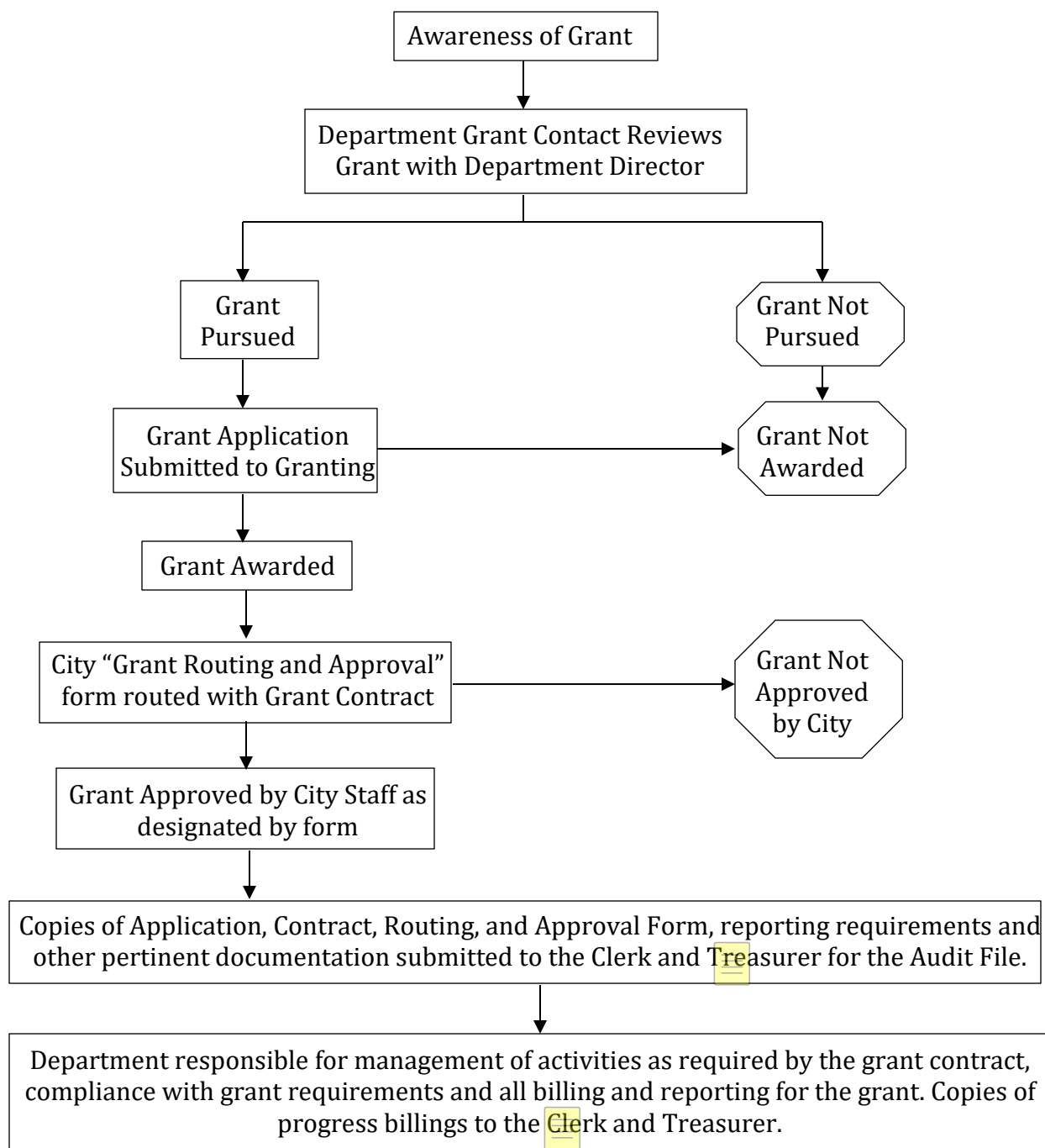


Exhibit A – Resolution No. 25-01-156



**FEDERAL AWARD STANDARDS
AND
PURCHASING AND PROCUREMENT
POLICY**

FEDERAL AWARD STANDARDS

PURPOSE

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Napavine will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), Government Accountability Office, Standards for Internal Control in the Federal Government (the Green Book).

INTERNAL CONTROLS

The City of Napavine will maintain effective internal control over the Federal award providing reasonable assurance that the City of Napavine is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.
- Follow the process workflow included as Attachment A.

CERTIFICATION

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

ADVANCE PAYMENTS AND REIMBURSEMENTS

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Napavine whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of

Napavine to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.

- The City of Napavine shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

ALLOWABLE COSTS

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the City of Napavine;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Be determined in accordance with generally accepted accounting principles (GMP);
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

PROCUREMENT

When procuring property and services under a Federal award, the City of Napavine will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of Napavine purchasing procedures whichever is more restrictive. The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase - No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	\$10,000 or less Must use more restrictive \$10,000 federal threshold	\$10,000 or less Must use more restrictive \$10,000 federal threshold
Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$3,000 - \$40,000 (Single trade) \$3,000 - \$65,000 (Multi trade) \$3,000 - \$50,000 (Non-Public works projects)	\$3,000 - \$40,000 (Single trade) \$3,000 - \$65,000 (Multi trade) \$3,000 - \$50,000 (Non-Public works projects)

	Must use more restrictive City threshold instead of \$150,000 Federal threshold	Must use more restrictive City threshold instead of \$150,000 Federal threshold
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Procurement Method	Goods	Services
Sealed Bids/ Competitive Bids (Formal)	\$40,000 or more (Single trade) \$65,000 or more (Multi trade) \$50,000 or more (Non-Public works projects) Must use more restrictive City threshold instead of \$150,000 Federal Threshold	\$50,000 \$40,000 or more (Single trade) \$65,000 or more (Multi trade) \$50,000 or more (Non-Public works projects) Must use more restrictive City threshold instead of \$150,000 Federal threshold or more
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program 	
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none"> • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass through agency in response to written request from the City of Napavine; or • After soliciting a number of sources, competition is deemed inadequate. 	

Contracts for more than the simplified acquisition threshold currently set at \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$150,000 require that the City of Napavine will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

The City of Napavine will monitor procurements to avoid duplicative purchases. The City will also continue to enter into inter-entity agreements to realize cost savings for shared goods and services when possible.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government.

SINGLE AUDIT ACT

The City of Napavine, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

CLOSURE

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

CITY OF NAPAINE CODE OF CONDUCT

PURPOSE

The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all elected officials, employees or agents of the City of Napavine engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No elected official, employee or agent of the City of Napavine shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ any of the above.
- The City of Napavine's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of Napavine's elected officials, employees or agents, or the contractors, potential

contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

PURCHASING AND PROCUREMENT POLICY

PURPOSE

The purpose of this document is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible. The integrity, efficiency, and effectiveness of Napavine's procurement functions are critical elements of sound government. This policy is to implement the requirements of state law with regard to procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements with regard to the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts, and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Purchasing Code of Ethics

"Public employment is a public trust."

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Napavine.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics with regard to public contracting:

1. Actions of City employees shall be impartial and fair.
2. The City will not accept donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.
3. Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
4. Public employment shall not be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
5. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

The following are examples of items not considered gratuities:

- Discounts or concessions realistically available to the general population;
- Items received that do not result in personal gain; Samples to the City used for general City use.

Controlling Laws

The expenditure of public funds for the purchase of and contracting for, goods, services, supplies and materials shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable federal laws and regulations.

Monitoring and Compliance

The department heads shall implement monitor and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the Mayor of his or her designee(s) for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. *See RCW 39.30.020.*

Proper Authorization

Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

Washington State law authorizes cities to enter into public works contracts according to certain limited and defined procedures (see RCW 35A.40.200), each of which is detailed below:

- Contract or day labor (City employees) without calling for bids – RCW 35.23.352(1).
- Small Works Roster – RCW 35.23.352(4) and RCW 39.04.151-.154.
- Unit Priced Contracts – RCW 35.23.352(13).
- Job Order Contracting – RCW 39.10.420.
- Advertised Bids – RCW 35.23.352(1).

The following chart describes the most common types of public contracts, summarizes the procedural requirements and the entity authorized to execute the contract:

Type of Purchase	Process	Other Requirements	Contract Authorization
Public Works Projects (<i>Must choose one of six</i>)			
State Contracts	Up to \$15,000	• Department Head, as long as there is budget capacity.	
	\$15,000 – \$75,000	• Mayor, as long as there is budget capacity.	
	\$75,000 and above	• City Council Approval.	

Projects costing under \$350K	Small Works Roster <i>RCW 39.04.155</i> <i>(the City uses the MRSC Rosters RCW 39.04.155)</i>	<ul style="list-style-type: none"> • Prevailing wage • Insurance • Performance Bond • Bid Bond/Deposit • Contract to be awarded to lowest responsible bidder 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects costing \$350K or more	Must call for bids <i>RCW 35.23.352(1)</i>	<ul style="list-style-type: none"> • Prevailing wage • Insurance • Performance Bond • Bid Bond/Deposit 	If budgeted or otherwise approved by Council, Mayor to execute contract.

Type of Purchase	Process	Other Requirements	Contract Authorization
Projects with costs that exceed \$75.5K single trade or \$150K multiple trades and less than \$350K. ¹	Must call for bids RCW 35.23.352(1) or use Small Works Roster process to solicit quotes	<ul style="list-style-type: none"> • Prevailing wage • Insurance • Performance Bond • Bid Bond/Deposit 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Projects costing under \$75,500 (single craft) or \$150,000 (multiple craft)	Contract or day labor without bids.	Work performed by City employees or by contract negotiated directly by Department Director or designee	Department Director or designee may approve use of day labor or contract and may sign contracts within budget.
Projects less than \$2,500	One quote needed, two recommended	<ul style="list-style-type: none"> • Combined L&A form for prevailing wages • No bond • No retainage 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Materials, Goods and Equipment (Not associated with Public Works Projects)			
Items costing more than \$40,000	Must call for bids or use RCW 39.04.270 or vendor list.	<ul style="list-style-type: none"> • Publication of RFP if bidding. • Contract required. 	If budgeted or otherwise approved by Council, Mayor to execute contract.
Items costing less than \$40,000	No state law required process. Direct Negotiations.	Obtain a detailed invoice.	If budgeted or otherwise approved by Council, Mayor or department head to

¹ Certain projects (of accepted industry practice) above the single and multiple trade bid limits may be done with day labor as long as the value of the material, excluding individual items of 'equipment' as defined by RCW 35.23.352, used in the project does not exceed \$300,000.

		execute contract.	
Items costing more than \$40,000 and less than \$50,000	Vendor list.		
Purchased Services Purchased services are those provided by vendors for routine, necessary, and continuing functions. These mostly relate to physical activities that are repetitive, routine, or mechanical in nature. Purchased services include janitorial, debt collections, equipment service agreements, machine repair, or delivery services. (May include ordinary maintenance.) Does not include Public Works Projects.			
Minimal (\$0- \$15,000)	No state law required process.	Direct Negotiations.	• Department Head, as long as there is budget capacity
Informal (\$15,000 - \$75,000)	Solicited Quotes.	Solicited electronic or written quotes from a minimum of 3 vendors.	• Mayor, as long as there is budget capacity; otherwise, City Council Approval.
Formal (Over \$75,000)	Request for Proposals	RFP and competitive evaluation process to ensure vendor has the necessary expertise	• City Council Approval
Professional Services			
Architectural, Land and Surveying, Engineering Services	Request for Qualifications RCW 39.80	• Publish RFQ • Must evaluate on performance and qualifications • Negotiate contract	If budgeted or otherwise approved by Council, Mayor to execute contract.
All other professional Services	No state law required process. Direct Negotiations.	Obtain a detailed invoice. Expertise, experience, including prior experience with the city, timeframe for completing projects, and the value of a negotiated agreement are to be considered when choosing a consultant/firm.	If budgeted or otherwise approved by Council, Mayor to execute contract.

Local Business Open Accounts

The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

Contract or Day Labor Without Bids

The City may construct any public work by contract or day labor (City employees) without calling for bids whenever the estimated cost of the work or improvement, including the cost of materials, supplies, and equipment, will not exceed \$150,000 if more than one craft or trade is involved, or \$75,500 if a single craft or trade is involved² or the project is street signalization or street lighting. The City may not divide the project into units of work or classes of work for the purpose of qualifying for job order contracting. The City may, without a contract, have employees perform work which is an accepted industry practice under prudent utility management (meaning utilizing material of a worth not exceeding \$300,000, not including equipment as it is defined in RCW 35.23.352(1)). Note that contracting authority dollar limits apply to all City contracts.

Work performed within the City by other public employees under an interlocal agreement will be included in the above limits. The City is required to provide a report to the State Auditor's Office (SAO) of the costs of all public works in excess of \$5,000 that are not procured by contract (RCW 35A.40.200 and RCW 35.23.352(5)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen (15) days before beginning the work, unless the work is done under a declared emergency, in which case the publication of the description and estimate may be made within seven (7) days after the commencement of the work. (RCW 39.04.020).

Projects - under \$350,000³ (Small Works Roster)

In addition to full competitive bid requirements, the City may use any of following procedures when circumstances warrant:

- 1) When the contract amount for a public works project is less than \$350,000, the City may follow the small works roster process instead of competitive bidding requirements.⁴ If the amount of the contract has been budgeted, the Mayor may execute all documents relating to the contract. Consistent with RCW 39.08.010 the City will require a performance bond as a precondition of entering into a public works contract.
- 2) The City has an agreement with Lewis County for the repair of City streets, bridges

² These thresholds are set by state law (RCW 35.32.352) and are subject to adjustment. The threshold in effect at the time of bid solicitation will apply.

³ This threshold is set by state law (RCW 39.04.152) and is subject to adjustment. The threshold in effect at the time of bid solicitation will apply.

⁴ If project does not exceed \$75,500 for a single trade or \$150,000 for a multi-trade, the City may elect to use the SWP or follow the requirements of the section titled "Contract or Day Labor Without Bids".

and other components of the City's transportation system. No bidding requirements apply to work performed by Lewis County pursuant to this agreement.

- 3) The City may from time to time acquire surplus property from another governmental entity without regard to bid laws.
- 4) The City may also exercise its authority to contract with another public agency through an Interlocal agreement to perform any function that either agency is authorized by law to perform. Pursuant to this authority, another public entity could act as the City's agent or contractor.
- 5) The City may also enter into a cooperative Interlocal agreement with another governmental entity for joint or "piggy-back" purchases. In any such cooperative action, the City will ensure that any competitive bidding requirements, including publication and notice, that otherwise apply to the contract are fulfilled to the extent required by RCW 39.34.030.

Projects exceeding \$75,500 for a single trade or \$150,000 for multi-trades:

The City will call for bids for public works projects, including the cost of materials, supplies, and equipment that exceed \$150,000 if more than one craft or trade is involved if the City elects to not use the “Small Works Roster”. If only a single craft or trade is involved, or if the project is one of street signalization or street lighting, the City will call for bids if the cost is greater than \$75,500. The City reserves the right to have its own workers or day laborers do every project, so long as each project meets the applicable bidding limits, and the City will provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not led by contract. For any project using City workers that costs more than \$25,000, the City will publish a description of the project and the estimated cost in the City’s official newspaper at least 15 days before beginning work. (RCW 39.04.020).

Projects Less Than \$2,500

For projects less than \$2,500, two quotes are recommended, but with approval of the department head, one quote is acceptable. The combined form for Intents and Affidavits will be used: No bond and retainage will be required, but the contractor must submit paid invoices for supplies, equipment rental and materials used in the project.

Materials, Goods, and Equipment *(Not associated with Public Works Projects)*

For the purchase of supplies, materials, or equipment costing more than \$40,000 which is not to be used in connection with any public work or improvement, the City will call for bids or may opt to use a **state bid** which does not require the City to obtain its own bids. When purchasing telecommunications and data processing (computer) equipment or software costing more than \$40,000, the City may follow a competitive negotiation process as an alternative to the bid process. Pursuant to RCW 39.04.270, any such an alternative competitive negotiation process will include at least the following steps:

- A request for proposals (RFP) must be published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

Architectural and Engineering Services

State law does not impose any particular competitive bid requirements for services, except for notice in the official newspaper, and that the requirements of chapter 39.80 RCW shall apply whenever the City contracts for architectural and engineering services. In particular, the City will publish its need for architectural or engineering services in advance, concisely stating the general scope and nature of the project or work for which services are required. The notice will provide the address of a representative of the City who can provide additional details. The City will either publish an announcement each time the service is needed, or will

announce generally to the public the City's projected requirements for any category or type of engineering or architectural service.

The City may also advertise for architectural or engineering services annually. The City will then evaluate the qualifications and performance data it has on file along with any information submitted regarding a proposed project. Following the evaluation, the City will invite one or more firms to meet with City officials to discuss the project and the relative benefits of various methods of providing the desired services. The City will select the most highly qualified firm to provide the required services. The price or cost of the service may not be considered by the City when determining which firm is the most highly qualified. After the most qualified firm has been chosen, the City will negotiate a contract with that firm for the services at a price that it determines to be fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. The City need not change engineers every year, but may continue to hire the same engineer if that person or firm is the most qualified. This process may be dispensed with for certain projects upon finding by the City Council that an emergency requires the immediate execution of the work involved.

Professional and Personal Services other than Engineering or Architecture

Professional or personal services are those services involving specialized skill, education, and special knowledge, including accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. A competitive process is not required for professional or personal services, other than professional engineering or architectural services and the official newspaper.

Procurement, administration, and termination of such professional or personal services contracts shall be the responsibility of the Mayor, unless the Mayor delegates that responsibility or authority to the appropriate department head. The Mayor is authorized to negotiate all professional and personal services contracts for which funds have been budgeted or otherwise approved by Council.

The Bidding Process

Emergencies

Competitive bidding is not required when an emergency exists; however, in making emergency purchases, the City shall endeavor to include the level of competition that is practical under the circumstances. The department head or designee is authorized to make emergency purchases upon a finding, duly entered of record, of the existence of an emergency, including but not limited to:

- o Any breakage or loss of equipment or in other circumstances in that necessary service is interrupted or is about to be interrupted; or
- o Situations where the City may suffer a substantial loss by reason of the time required for following the regular purchasing procedures that shall be reported to the City council at the next meeting.

If an emergency exists, the Mayor or the appropriate department head is authorized to act and will seek a resolution from Council within 2 weeks that will:

- o Declare or confirm that an emergency situation exists;
- o Waive competitive bidding requirements for purposes of responding to the emergency situation; and

- o Authorize, on behalf of the City, the execution of any contract necessary to address the emergency situation, including, but not limited to, architectural and engineering services.

Advertising for Bids

For all contracts that require competitive bids, the City shall publish notice of the call for bids in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids, at least 13 days prior to the last date upon which bids will be received. The City's advertisement for bids will contain definite specifications and procedures for bidders to use in estimating their bids, in addition to the following information:

- o Time and place where bids will be opened;
- o The time after which bids will not be received;
- o The character of the work to be performed;
- o The materials and equipment to be furnished;
- o Where the specifications for the project may be seen;
- o A statement that a bid bond must accompany the bid; and
- o Statements that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process.

Since prevailing wages must be paid on all public works performed by public contract, the City will state in either the advertisement for bids or the specifications for the project that the successful bidder will be required to pay prevailing wages for the work to be performed. Bid notices for the purchase of materials, equipment, and supplies not used in connection with a public work do not require a bid bond.

Bid Bonds

Bid bonds are required for all public works projects where formal competitive bidding occurs to ensure that a bid has been made in good faith and that the bidder will enter into a contract if the bid is accepted. An acceptable bid bond includes a cashier's check, postal money order, letter of credit, surety bond or similar financial guarantee in a form acceptable to the City Attorney in an amount of not less than 5% of the bid amount, including sales tax. The City will not consider any bid, for which a bid bond is required, unless it is accompanied by a suitable financial guarantee. Bid bonds are not required when small works roster procedures are used. If a public works project is estimated to be \$250,000 or greater and will be funded in whole or in part with federal funds, a formal competitive bidding process, that which requires a bid surety, is required.

After bids are opened, the City shall award the contract to the lowest responsible and responsive bidder. The City shall return bid proposal deposits and/or bid bonds to all unsuccessful bidders. The City will retain the successful bidder's bid bond. The successful bidder shall return the contract duly executed by the bidder, all insurance certificates and endorsements required, all other information and forms required by the contract documents, and performance and public works payment bonds required by the contract documents. If the contract is signed by an officer, agent, or other authorized representative of bidder, such officer, agent, or other representative shall furnish satisfactory evidence of authority to sign as the legal representative of the bidder. If the successful bidder fails to

perform as required herein within ten (10) days of being notified of the bid's acceptance, the City reserves the right to forfeit and retain the bid bond, reject the bidder and either award the contract to another bidder or re-advertise the project.

Performance Bonds

The City shall require a performance bond when entering into all public works contracts, to ensure that the job will be completed and that all workers, subcontractors and suppliers will be paid. Performance bonds are not required if the small works roster is used for a public works contract that does not exceed \$5,000. The successful bidder shall provide the performance bond in a form and amount acceptable to the City Attorney within 10 days of the City's selection of the bidder. In lieu of a performance bond for contracts of \$5,000 or less, the successful bidder may elect to satisfy the bid bond requirement by having the City retain 50% of the contract payment(s) for a period of 30 days after the date of final acceptance.

Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. However, in accordance with RCW 35.23.352(2), if the City issues a written finding that the lowest responsive and responsible bidder has delivered a project to the City within the last three years which was late, over budget, or did not meet specifications, and the City does not find in writing that such bidder has shown how they would improve performance to be likely to meet project specifications, then the City may award the contract to the second lowest responsive and responsible bidder whose bid is within five percent (5%) of the lowest bid. If in any year a contract is awarded to the second lowest responsive and responsible bidder in this manner, the City will prepare an annual report as required under RCW 35.23.352(14).

RCW 39.04.350 establishes bidder responsibility criteria. Before the City can accept a contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified (debarred) from bidding under RCW 39.06.010 or 39.12.065(3).

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Napavine.

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the

service required

- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- The ability of the bidder to perform the scope of work within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract.

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

When a trade-in option exists, as it is applied to competitive purchases, and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid. RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part, except as otherwise provided under state or federal law or as conditions of receiving state or federal funding.

Submittal Of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time. No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the city may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder in accordance with this section, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by electronic request. Original specifications and the original bid responses will be retained for review and audit as required.

Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

Bid Opening and Award

The City shall open bids at the place, date, and time stated in the bid package. If the bid is complicated and City council action is required to award the contract, City staff may summarize the bids before presenting them to council. Where council action is required, staff will assist the Council in determining the lowest responsible bidder. The City must award the bid to the lowest responsible bidder or reject all bids. The City may not negotiate with any of the bidders.

Upon opening the bids, the city will first determine if the bid is responsive; If the City determines the bid is responsive, it shall then determine if the bidder is responsible.

- Responsive bid: A bid response that is consistent with the specifications and fully conforms to the mandatory submittal requirements.
- Non-responsive bid: A bid response that is not consistent with the specifications and does not fully conform to the mandatory submittal requirements.
- Responsible bidder: A bidder with the capability and reliability as well as documented financial and technical capacity to perform the requirements of the solicitation and subsequent contract.
- Not a responsible bidder: A bidder without the capability and reliability or without documented financial and technical expertise to perform the requirements of the solicitation and subsequent contract.

“Responsive” applies to bids, while “responsible” applies to bidders.

Determining a Bid is Responsive

1. First, the City shall verify that the bid is sealed and submitted on time before the deadline.
2. Next, the City shall determine if the bid meets the characteristics that were required as part of the bid submittal, such as:
 - a. Bid guarantee is in correct amount in the form of bond, check, or money order;
 - b. Unit, lump, and total prices are listed in all spaces on the bid form;
 - c. Bidder has verified attendance at pre-bid meeting (if mandatory);
 - d. Amendments/addenda have been acknowledged;
 - e. Non-collusion affidavit has been completed; and
 - f. Bidder responsibility questionnaire has been completed.
3. If any of the required information or documents are missing during the bid review, the City must then decide whether the error or irregularity in the bid gives the bidder a substantial advantage or benefit not enjoyed by other bidders and, if so, should the bid be deemed non-responsive, and rejected.⁵
4. The city then makes sure it has received the following for public works projects (if required):
 - a. For projects that cost an estimated \$1 million or more: Each bidder must submit a list of all subcontractors for HVAC, plumbing, or electrical work, structural steel installation, and rebar installation (RCW 39.30.060). The list for HVAC, plumbing,

⁵ When the bid document has a specific bid bond amount, and the bid guarantee submitted was a lower amount, this is an advantage over other bidders and this irregularity shall not be waived; the bid is deemed a non-responsive bid, and the bid is rejected.

and electrical must be submitted within one hour after the bid submittal deadline. The list for structural steel and rebar installation must be submitted within 48 hours after the bid submittal deadline. The bidder may also submit itself for any of these categories and/or may submit the list at the time the bid is submitted; and

- b. A complete supplemental bidder responsibility criteria questionnaire: This must be submitted within 72 hours after bid opening by the apparent low bidder and the next two lowest bidders.
5. If all requirements are met, and receipt of all required bid submittal documents, the bid is a responsive bid and the City will move on to determine whether the apparent low bidder is a responsible bidder that can meet the requirements of the specific job or project. If the bid is deemed non responsive, the City shall reject the bid and no further action shall be taken on that bid or bidder. The City will move onto the next lowest bidder.

Bid Rejection

The City reserves the right to reject any bid not in substantial compliance with the bid documents, specifications, or any prescribed public bidding procedure or requirement and may reject for good cause any or all bids upon a finding that it is in the public interest to do so.

Bid Protests – Public Works Projects

A bidder wishing to protest the City's award of a contract for a public works project that was the subject of competitive bidding must follow the procedures described below. To the extent that these procedures are not followed, the City will not review a bid protest submitted by a bidder.

Only bidders that submitted a bid, subcontractors, or others that can show substantial economic interest in the bid award and who are aggrieved, are eligible to protest. After bid opening, protests are limited to issues related to bid opening, evaluation of bids, and intention to award decisions, and are further limited to those items that were not known or could not have been reasonably known prior to bid opening.

For purposes of this section, two full business days shall mean the equivalent of 16 business hours. The following procedures shall apply to bid protests of public works projects.

a. Requests For Copies Of Bids Received By City

In accordance with RCW 39.04.105, within two full business days (the equivalent of 16 business hours) of the bid opening on a public works project that is the subject of competitive bids, the City will provide, if requested by a bidder, copies of the bids the City received for the public works project. The City will not execute a contract for the public works project for two full business days from the date that copies of the received bids were provided. Intermediate Saturdays, Sundays, and legal holidays are not counted as “business days.”

b. Procedure For Submission Of A Bid Protest

All bid protests must be filed in writing with the City Clerk and must be submitted no later than: two full business days following bid opening, if no bidder requested copies of the bids

received for the project; or two full business days following the date on which the City provided copies of the bids to requesting bidders. Intermediate Saturdays, Sundays, and legal holidays are not counted as "business days." All bid protests must

- Be submitted in writing.
- Explicitly identify itself as a bid protest.
- Explicitly identify the bid/project/request for which the protest is made.
- Explicitly state all reasons and bases in law and fact supporting the protest; and
- Include all supporting documents.

c. Consideration Of A Bid Protest

Submitted bid protests complying with the requirements outlined above will be reviewed by the City Mayor or designee, the City Attorney, and the Public Works Director, or their designees. The bid protest will be decided based upon the written materials, supporting documents, and other information submitted with the bid protest as well as other records or information known to the City relating to the public works project in question. If a meeting or conference with the protesting bidder would materially assist the City in making its decision, a meeting may be scheduled at the discretion of the City Mayor or designee or their designee. Only those issues identified by the bidder in the written protest filed with the City Clerk will be considered. The City Attorney or their designee will issue a written decision no later than 10 business days after the filing of the bid protest with the City Clerk, which shall be the final decision of the City on the bid protest.

Solicitation or Bid Appeals or Protests

Bidders may appeal or protest a proposal solicitation or award of contract issued by the City, provided that the bidder strictly follows the procedures described below. Prior to the deadline for submitting bids or proposals, bidders may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, bidders may appeal or protest the award or pending award to the apparent low bidder or the selection of the apparently most advantageous proposal. The appeal or protest shall:

- o Be in writing; and
- o Explicitly identify itself as an appeal or protest; and
- o Explicitly identify the bid/project/request being appealed or protested; and
- o Explicitly state all reasons and bases in law and fact supporting the appeal or protest, including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects; and
- o Include any and all supporting documents; and
- o Be filed with the City Clerk.

All appeals or protests of a purchase specification, term, condition, or requirement shall be received by the City Clerk no later than seven (7) calendar days prior to the deadline for submission of bids or proposals. All appeals or protests of an award or pending award shall be received by the City Clerk no later than five (5) business days after the City awards the contract or selects the most advantageous proposal. In no event will appeals or protests be heard or considered if these deadlines are not met. The City reserves the right to proceed with the execution of a contract and any actions allowed pursuant thereto without notice to

the appellant/protestor, notwithstanding the pendency of any appeal/protest.

A bidder's initial appeal/protest will be reviewed by the Mayor, the City Attorney, the department head of the procuring department, and the City Clerk and/or City Treasurer. The initial appeal/protest will be decided based upon the written appeal or protest, supporting documents, and other information obtained by those reviewing the appeal/protest. A meeting or conference with the appellant/protestor will occur only if the Mayor determines that a meeting or conference with the appellant/protestor would materially assist the City in resolving the appeal or protest. Only those issues raised by the appellant/protestor in the initial written appeal/protest filed with the City Clerk will be considered. The City will issue a written decision no later than 10 business days after the initial appeal/protest is filed with the City Clerk. The City may exercise discretion to extend the time for decision if more time is needed.

An appellant/protestor may appeal the City's decision on an appeal/protest to the City Council by following the procedures described in this section. Any appeal of a City decision on an appeal/protest shall be in writing and received by the City Clerk no later than seven (7) calendar days after the date of the City's written decision. The appeal shall state the legal and factual bases for the appeal, include a copy of the initial appeal/protest, and the resulting City decision appealed. The appeal shall state whether the appellant requests the opportunity to present oral argument to the City Council. The Council will not consider any issues not set forth in the initial appeal/protest. At its sole discretion, Council may allow the appellant to present oral argument in support of the appellant's written submission if Council finds that such presentation would materially aid its resolution of the appeal. The Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council. The Council's decision shall be in writing and shall be final and binding.

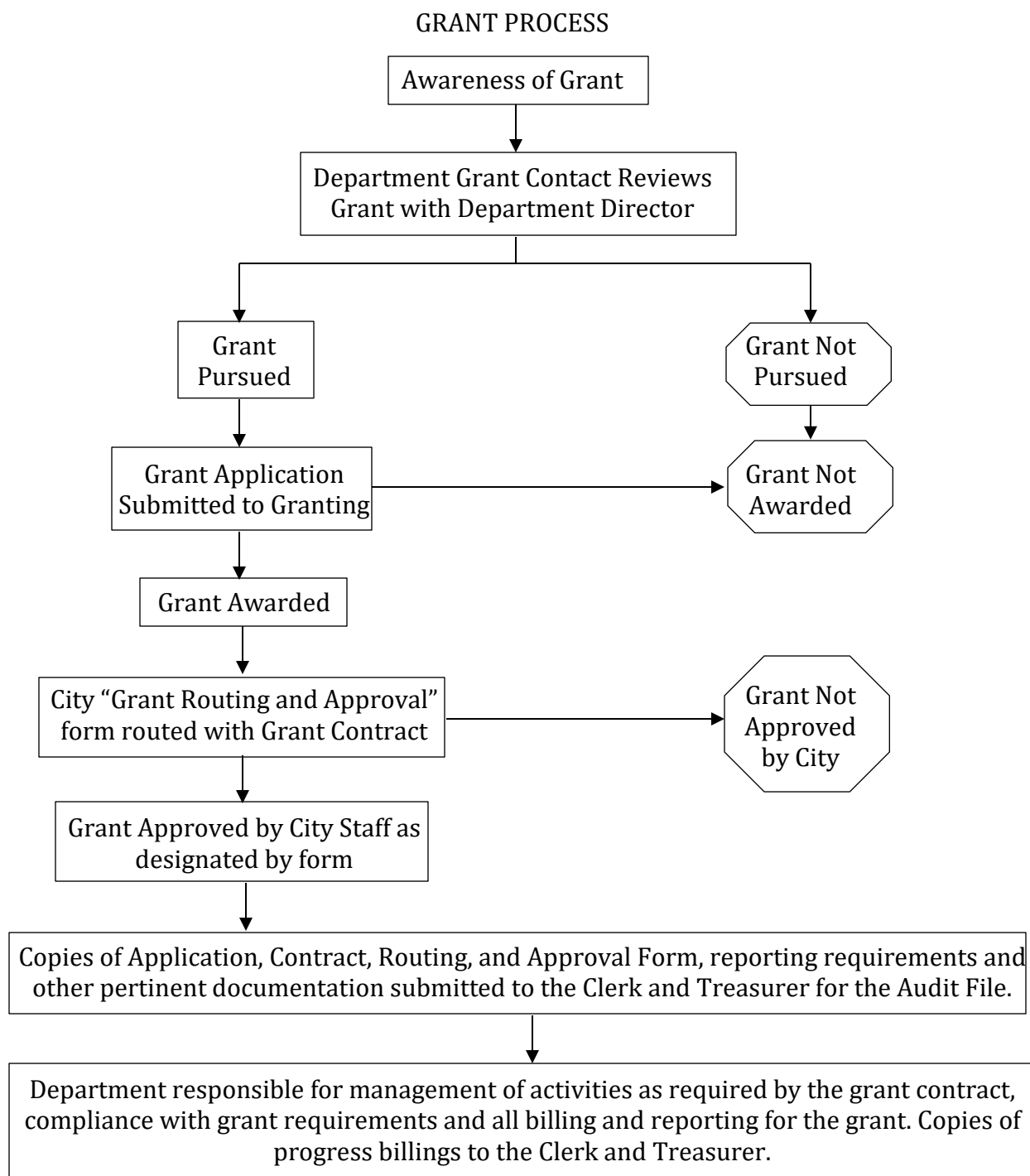


Exhibit A – Resolution No. 25-01-156

RESOLUTION NO. 25-01-156

A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON JOINING AND IMPLEMENTING THE STATEWIDE SMALL WORKS ROSTER PROVIDED BY THE MUNICIPAL RESEARCH AND SERVICE CENTER OF WASHINGTON.

WHEREAS, the City of Napavine has historically developed and implemented its own small works roster process pursuant to RCW 39.04.155, first through Ordinance No. 244A, as codified at Chapter 5.12 of the Napavine Municipal Code, was enacted in 1997; and

WHEREAS, Section 4 of Ordinance No. 244A as codified in Section 5.12.040 of the Napavine Municipal Code, enacted in 1997, is hereby repealed in its entirety on August 13, 2024, through Ordinance No. 663; and

WHEREAS, RCW 39.04.155 was repealed by Second Substitute Senate Bill 5268 (Laws of 2023, Ch. 395) and replaced by RCW 39.04.151 and 39.04.152; and

WHEREAS, RCW 39.04.151 authorizes the City to create and maintain its own small works rosters or utilize the official statewide small works roster developed by the Municipal Research and Service Center of Washington; and

WHEREAS, RCW 39.04.190 allows the City to utilize an informal process for the purchase of materials, equipment, supplies, or services under a maximum dollar threshold by use of a vendor list; and

WHEREAS, Chapter 39.80 RCW and other laws regarding contracting for consulting services provide for the creation of a consultant roster; and

WHEREAS, the Municipal Research and Service Center of Washington contracts with government organizations for the use of the statewide small works roster and the hosting of local vendor lists and consultant rosters; and

WHEREAS, the City finds it will lower costs and increase the efficiency of the contracting process by utilizing the statewide small works roster in lieu of creating and maintaining its own small works rosters and by contracting with the Municipal Research and Service Center of Washington.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON:

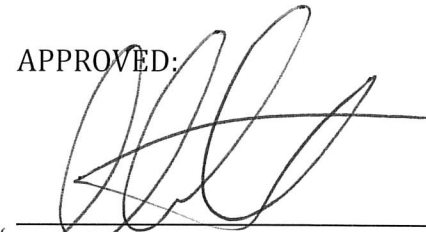
Section 1. That the City shall contract with the Municipal Research and Services Center of Washington to join and implement the statewide small works roster and to have the City's official vendor lists and consultant rosters hosted in the online database and service portal developed and maintained by MRSC Rosters.

Section 2. That the City's Procurement Policies and Procedures shall be updated and amended to be consistent with the process provided in the online database and service portal and the provisions of RCW 35A.40.200, 39.04.152, 39.04.190, 39.80.040, and all other laws regarding contracting by municipalities.

Section 3. That the use of the statewide small works roster and the online database and service portal provided by MRSC Rosters shall take effect July 1, 2024.


PASSED this 14th day of January 2025.

APPROVED:




Shawn O'Neill, Mayor

Attest:



Rachelle Denham, City Clerk

Approved as to form and content:



James Buzzard, WSBA #33555
City Attorney



LEMAY ENTERPRISES, INC.

1713 N PEARL
CENTRALIA, WA 98531

Phone: 360-736-4769

800-525-4167

May 14, 2025

Rachelle Denham, City Clerk
City of Napavine
PO Box 810
Napavine, WA 98565

Re: Agreement for Collection and Disposal of Solid Waste

Dear Ms. Denham:

Item 11 of the Franchise Agreement between Harold LeMay Enterprises, Inc. and the City of Napavine allows the rates to be adjusted annually based on 80% of the Consumer Price Index for the Seattle-Tacoma-Bremerton Area of All Urban Consumers, all items. Provided that the increase shall be no less than 1% and not greater than 5% in any calendar year.

The CPI for February 2024 to February 2025 for this index is 2.52%, factored at 80% this equates to 2.02% and will be effective July 1, 2025.

If you have any question or would like to discuss this further, please feel free to give me a call at 360-507-5048.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Morlan".

Ed Morlan
Site Manager

Schedule A

City of Napavine 2025

Residential

	Monthly	2.02% CPI	New Rate
65GAL CAN W/RECYCLE EOW	\$ 23.31	\$ 0.47	\$ 23.78
65GAL CAN - EOW	\$ 17.62	\$ 0.36	\$ 17.98
65 GAL W/RECYCLE-WEEKLY	\$ 32.76	\$ 0.66	\$ 33.42
95 GAL W/RECYCLE WEEKLY	\$ 46.48	\$ 0.94	\$ 47.42
2-65 GAL W/RECYCLE-WKLY	\$ 63.12	\$ 1.27	\$ 64.39
65 GAL W/RECYCLE-MONTHLY	\$ 17.39	\$ 0.35	\$ 17.74
65 GAL - MONTHLY	\$ 11.73	\$ 0.24	\$ 11.97
65 GAL SR RATE - EOW	\$ 17.47	\$ 0.35	\$ 17.82
65 GAL SR RATE - WEEKLY	\$ 26.83	\$ 0.54	\$ 27.37
65 GAL SR RATE - MONTH	\$ 11.52	\$ 0.23	\$ 11.75
95 GAL W/RECYCLE-MONTH	\$ 20.16	\$ 0.41	\$ 20.57
95 GAL SR RATE -MONTHLY	\$ 14.51	\$ 0.29	\$ 14.80
95 GAL SR RATE - WEEKLY	\$ 41.30	\$ 0.83	\$ 42.13
95 GAL EOW	\$ 30.74	\$ 0.62	\$ 31.36
95 GAL - WEEKLY	\$ 41.95	\$ 0.85	\$ 42.80
95 GAL W/RECYCLE - EOW	\$ 36.41	\$ 0.74	\$ 37.15
RECYCLE ONLY	\$ 5.84	\$ 0.12	\$ 5.96
45 GAL W/RECYCLE-MONTH	\$ 14.29	\$ 0.29	\$ 14.58
45 GAL SR RATE -MONTHLY	\$ 9.16	\$ 0.19	\$ 9.35
2-65 GAL W/RECYCLE-EOW	\$ 44.34	\$ 0.90	\$ 45.24
2-95 GAL W/RECYCLE-WKLY	\$ 89.39	\$ 1.81	\$ 91.20
Yardwaste - 1 95 GAL EOW	\$ 9.96	\$ 0.20	\$ 10.16

Schedule A

Commercial							
<i>Permanent Containers</i>							
EOW		2.02% CPI	New Rate				
1yd	\$ 61.73	\$ 1.25	\$ 62.98				
1.5yd	\$ 85.72	\$ 1.73	\$ 87.45				
2yd	\$ 109.10	\$ 2.20	\$ 111.30				
3yd	\$ 156.32	\$ 3.16	\$ 159.48				
4yd	\$ 182.67	\$ 3.69	\$ 186.36				
5yd	\$ 221.28	\$ 4.47	\$ 225.75				
6yd	\$ 266.92	\$ 5.39	\$ 272.31				
Weekly							
1yd	\$ 110.04	\$ 2.22	\$ 112.26				
1.5yd	\$ 152.48	\$ 3.08	\$ 155.56				
2yd	\$ 196.20	\$ 3.96	\$ 200.16				
3yd	\$ 284.96	\$ 5.76	\$ 290.72				
4yd	\$ 335.79	\$ 6.78	\$ 342.57				
5yd	\$ 402.91	\$ 8.14	\$ 411.05				
6yd	\$ 488.24	\$ 9.86	\$ 498.10				
2 X per Week							
1yd	\$ 204.62	\$ 4.13	\$ 208.75				
1.5yd	\$ 282.97	\$ 5.72	\$ 288.69				
2yd	\$ 366.67	\$ 7.41	\$ 374.08				
3yd	\$ 544.48	\$ 11.00	\$ 555.48				
4yd	\$ 646.20	\$ 13.05	\$ 659.25				
5yd	\$ 772.34	\$ 15.60	\$ 787.94				
6yd	\$ 938.21	\$ 18.95	\$ 957.16				
Special							
1yd	\$ 32.52	\$ 0.66	\$ 33.18				
1.5yd	\$ 43.70	\$ 0.88	\$ 44.58				
2yd	\$ 59.11	\$ 1.19	\$ 60.30				
3yd	\$ 72.50	\$ 1.46	\$ 73.96				
4yd	\$ 91.25	\$ 1.84	\$ 93.09				
5yd	\$ 104.43	\$ 2.11	\$ 106.54				
6yd	\$ 121.31	\$ 2.45	\$ 123.76				
Extra Yardage							
	\$ 43.49	\$ 0.88	\$ 44.37				

Schedule A

Temporary Containers							
		1yd					
Initial Delivery		\$ 26.68	\$ 0.54	\$ 27.22			
Pick-Up Rate		\$ 34.00	\$ 0.69	\$ 34.69			
Rent Per Day		\$ 0.60	\$ 0.01	\$ 0.61			
Rent Per Month		\$ 18.40	\$ 0.37	\$ 18.77			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		1.5yd					
Initial Delivery		\$ 26.68	\$ 0.54	\$ 27.22			
Pick-Up Rate		\$ 45.97	\$ 0.93	\$ 46.90			
Rent Per Day		\$ 0.60	\$ 0.01	\$ 0.61			
Rent Per Month		\$ 18.40	\$ 0.37	\$ 18.77			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		2yd					
Initial Delivery		\$ 26.68	\$ 0.54	\$ 27.22			
Pick-Up Rate		\$ 61.29	\$ 1.24	\$ 62.53			
Rent Per Day		\$ 0.67	\$ 0.01	\$ 0.68			
Rent Per Month		\$ 20.35	\$ 0.41	\$ 20.76			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		3yd					
Initial Delivery		\$ 39.92	\$ 0.81	\$ 40.73			
Pick-Up Rate		\$ 77.62	\$ 1.57	\$ 79.19			
Rent Per Day		\$ 0.67	\$ 0.01	\$ 0.68			
Rent Per Month		\$ 20.35	\$ 0.41	\$ 20.76			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		4yd					
Initial Delivery		\$ 39.92	\$ 0.81	\$ 40.73			
Pick-Up Rate		\$ 95.22	\$ 1.92	\$ 97.14			
Rent Per Day		\$ 0.74	\$ 0.01	\$ 0.75			
Rent Per Month		\$ 22.30	\$ 0.45	\$ 22.75			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		5yd					
Initial Delivery		\$ 39.92	\$ 0.81	\$ 40.73			
Pick-Up Rate		\$ 110.08	\$ 2.22	\$ 112.30			
Rent Per Day		\$ 0.74	\$ 0.01	\$ 0.75			
Rent Per Month		\$ 22.30	\$ 0.45	\$ 22.75			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			
		6yd					
Initial Delivery		\$ 39.92	\$ 0.81	\$ 40.73			
Pick-Up Rate		\$ 128.13	\$ 2.59	\$ 130.72			
Rent Per Day		\$ 0.80	\$ 0.02	\$ 0.82			
Rent Per Month		\$ 24.28	\$ 0.49	\$ 24.77			
Extra Yardage per Yrd		\$ 43.49	\$ 0.88	\$ 44.37			

Schedule A

Permanent Roll Off		1st P/U of the month						
20yrd		\$ 195.55	\$ 3.95	\$ 199.50				
30yrd		\$ 244.81	\$ 4.95	\$ 249.76				
40 yrd		\$ 307.95	\$ 6.22	\$ 314.17				
		2nd or more						
20yrd		\$ 112.06	\$ 2.26	\$ 114.32				
30yrd		\$ 125.94	\$ 2.54	\$ 128.48				
40 yrd		\$ 147.17	\$ 2.97	\$ 150.14				
		Rent						
20yrd		\$ 83.48	\$ 1.69	\$ 85.17				
30yrd		\$ 118.87	\$ 2.40	\$ 121.27				
40 yrd		\$ 160.79	\$ 3.25	\$ 164.04				
		Tonnage						
20yrd		\$ 116.00	tonnage is pass-thru at the Lewis County gate rate					
30yrd		\$ 116.00	tonnage is pass-thru at the Lewis County gate rate					
40 yrd		\$ 116.00	tonnage is pass-thru at the Lewis County gate rate					
Temp Drop Boxes			20 Yrd					
Initial Delivery - one time charge			\$ 167.38	\$ 3.38	\$ 170.76			
Haul Charge/Per Haul			\$ 206.02	\$ 4.16	\$ 210.18			
Rent Per Day			\$ 9.02	\$ 0.18	\$ 9.20			
Rent Per Month			\$ 270.57	\$ 5.47	\$ 276.04			
Tonnage			\$ 116.00	tonnage is pass-thru at the Lewis County gate rate				
Temp Drop Boxes			30 Yrd					
Initial Delivery - one time charge			\$ 167.38	\$ 3.38	\$ 170.76			
Haul Charge/Per Haul			\$ 231.77	\$ 4.68	\$ 236.45			
Rent Per Day			\$ 10.94	\$ 0.22	\$ 11.16			
Rent Per Month			\$ 328.34	\$ 6.63	\$ 334.97			
Tonnage			\$ 116.00	tonnage is pass-thru at the Lewis County gate rate				
Temp Drop Boxes			40 Yrd					
Initial Delivery - one time charge			\$ 167.38	\$ 3.38	\$ 170.76			
Haul Charge/Per Haul			\$ 257.52	\$ 5.20	\$ 262.72			
Rent Per Day			\$ 12.88	\$ 0.26	\$ 13.14			
Rent Per Month			\$ 386.28	\$ 7.80	\$ 394.08			
Tonnage			\$ 116.00	tonnage is pass-thru at the Lewis County gate rate				

Schedule A

Other Charges							
Restart Fee		\$ 19.31	\$ 0.39	\$ 19.70	ea.		
Redelivery Fee Tote		\$ 19.31	\$ 0.39	\$ 19.70	ea.		
Redelivery Fee Container		\$ 25.75	\$ 0.52	\$ 26.27	ea.		
Redelivery Fee Drop Box		\$ 77.26	\$ 1.56	\$ 78.82	ea.		
Special Pick-up 45 Gal		\$ 7.42	\$ 0.15	\$ 7.57	ea.		
Special Pick-up 65 Gal		\$ 8.40	\$ 0.17	\$ 8.57	ea.		
Special Pick-up 95 Gal		\$ 10.97	\$ 0.22	\$ 11.19	ea.		
NSF Fee		\$ 32.20	\$ 0.65	\$ 32.85			
Return Trip Fee		\$ 19.32	\$ 0.39	\$ 19.71			
Tote Recovery Fee	Actual Replacement Costs						
Extras		\$5.70	\$ 0.12	\$ 5.82			
Drive In/per month		\$ 9.02	\$ 0.18	\$ 9.20			
Roll-Out/per month		\$ 2.73	\$ 0.06	\$ 2.79			

Service provided to the City at no cost per section 8 of current contract.

Location	Acct. #	Service size
Mayme Shaddock Park	66036-001	3 x 65 gallon weekly by walk-way bridge
Napavine City Hall	66036-002	2yd weekly, 65 gallon weekly, 3 Comingle
Napavine City Shop	66036-003	4 x 65 gallon weekly, 2 x 95 gallon weekly
Napavine Community Park	586255	5 x 65 gallon weekly
Robert Cook City Park	682637	1 x 95 gallon weekly
Napavine Amphitheater	1227209	2yd weekly

Consumer Price Index for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUURS49DSA0
Not Seasonally Adjusted
Series Title: All items in Seattle-Tacoma-Bellevue, WA, all urban
Area: Seattle-Tacoma-Bellevue WA
Item: All items
Base Period: 1982-84=100
Years: 2015 to 2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2015		245.496		247.611		251.622		251.617		250.831		250.385	249.364	247.614	251.115
2016		250.942		253.815		256.098		256.907		256.941		256.821	254.886	253.122	256.651
2017		259.503		261.560		263.756		263.333		264.653		265.850	262.668	260.656	264.680
2018		268.031		270.309		272.395		271.625		272.805		273.293	271.089	269.527	272.652
2019		275.304		276.765		278.631		280.286		278.682		279.421	277.984	276.230	279.738
2020		282.115		280.484		281.055		284.905		284.505		283.409	282.693	281.281	284.105
2021		286.950		290.068		296.573		299.704		303.099		304.856	295.560	289.628	301.493
2022		310.078		316.525		326.656		326.796		330.173		330.489	322.167	315.507	328.827
2023		334.987		338.487		341.734		344.449		345.992		344.982	340.845	337.109	344.581
2024		349.288		353.503		354.824		355.179		356.212		354.348	353.488	351.426	355.551
2025		358.096		359.400											
Feb.2025		358.096													
Feb.2024		349.288													
Diff		8.808													
% Diff		2.52%													
Diff @ 80%		2.02%													

RESOLUTION NO. 25-05-162

**A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON, SETTING THE CITY
OF NAPAVINE Revised 2025 FEE SCHEDULE, Attachment A.**

WHEREAS, in connection with the municipal functions and operations of the City of Napavine, the City requires certain fees; and

WHEREAS, it is appropriate to review such fees and make adjustments to appropriately address costs; and

WHEREAS, in keeping with the philosophy of setting City fees in amounts reflective of actual costs, it is appropriate at this time to revise certain fees to compensate the City for costs and adopted cost recovery goals associated with various City functions and facilities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. That the Fee Schedule of the City of Napavine is set forth in Exhibit A.

Section 2. Severability. If any sections, sentence, clause or phrase of this Resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property or circumstances, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution or its application to any other person, property or circumstance.

Section 3. This Resolution shall be in full force and effect May 27, 2025.

Section 4. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers any references thereto.

PASSED this 27th day of May, 2025.

APPROVED:

Shawn O'Neill, Mayor

Attest:



2025 FEE SCHEDULE Attachment A
Resolution 25-05-162 Adopted by City Council on May 27, 2025

Rachelle Denham, City Clerk

Approved as to form and content:

James Buzzard, WSBA #33555
City Attorney

Fee Type		Fee Amount
All		
	*Taxes and Pass-Through Costs	All appropriate taxes and pass-through costs are added to fees when they are incurred, even if not specified in the fee schedule.
A.	Copies/Duplication	
	Legal/City Clerk	
	Certification of documents and Affixing City	\$0.15 per page + \$3.00
	Preparation of verbatim City Council minutes	\$50.00/hour
	Reproduction of City Council audio tapes	\$5.00
	Various Departments to include Clerks Office, Treasurers Office, Police Department, Court and Community Development	
	Public Records: An agency may waive any charge assessed for a request pursuant to agency rules and regulations RCW 42.56.120(4)	
	Public Record Alternative Flat Fee RCW 42.56.120(2)(d) and (e)	Up to \$2
	Public Record 25 pages or less	NO FEE
	Public Records 26 pages or more	\$0.15 per page
	Standard and Legal Color Copies	\$0.50 per page
	Scanned Public Records into Electronic Format	\$0.10 per page
	Electronic files or attachments uploaded to email, cloud-based storage service or other means of electronic delivery.	\$0.05 cents per 4 files or attachments
	Transmission of public records in an electronic format.	\$0.10 per gigabyte
	Digital Storage Media or Device; Container or Envelope used to mail copies to requestor and postage/delivery charge.	Actual Cost
	Body worn camera request – Staff Redaction time per minute* Large req-% of estimated costs** *the city will charge all requestors that request body camera footage except those listed in RCW 42.56.24 (e) (i) for the time it takes the city to redact the footage **for the purposes of providing requestors estimated costs of a request under RCW 42.56.120 (2)(f), the city estimates that redaction takes 10 minutes of staff time per 1 minute of raw footage for targeted video redaction (with or without audio redaction)	\$0.62 10%
	Note: - Charges can be combined if more than one type applies. - Pursuant to RCW 42.56.120(2)(b), the City of Napavine is not calculating/assessing all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) The City does not have the resources to conduct a study to determine all actual copying costs for every actual cost type; and To conduct such a study would interfere with other essential city functions; and (3) even if the City were to conduct such a study, the systems in place facilitate tasks other than public records production.	
	Non Sufficient Funds (NSF) Fee	\$40.00
	Notary Fee	\$10.00
	Public Works Standards	Available online
	Development Standards	Available online
	Stormwater Plan	\$40
	Comprehensive Plan	Available online
	Subdivision and Zoning Standards	Available online
	Capital Facilities Plan	\$10

	Road Standards	Available online
	Light Standards	Available online
B.	City Hall Rental Fees - Two-hour minimum reservation required for facility use	
	Council Chambers Fee (non-refundable)	\$25.00 * fee waived for non profit organizations
	City staff attendant	Hourly rate of City staff attendant.
	Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged for repairs or additional cleaning that is required because of an event.	

Fee Type		Fee Amount
C.	PLANNING AND DEVELOPMENT FEES	
	Administrative Fee	
	**Pass-thru Agreement -All costs involved to include attorney review, engineering review, advertising, filing fees, etc	\$500.00 non refundable plus all costs
	Plat/Subdivision Fees (includes Binding Site Plans and Planned Unit Developments)*	
	Preliminary Plat:	
	2-5 lots	\$650.00*
	6-10 lots	750.00*
	11-15 lots	850.00*
	16-20 lots	950.00*
	21-25 lots	1,050.00*
	26-35 lots	1,150.00*
	36-50 lots	1,250.00*
	51-75 lots	1,350.00*
	76-100 lots	1,450.00*
	101 +	1,450.00*
	Additional per lot over base	\$5*
	Plat Amendment (before final plat approval)	
	Major	\$1,320.00* plus \$100 per lot;
	Minor	\$660.00* plus \$100 per lot;
	Final Plat	\$500.00*
	Plat Alterations (after final plat approval)	\$2,500.00 *
	Binding Site Plans	\$500.00*
	Short Plat	\$500.00*
	Short Plat Amendments	\$1,000.00
	Boundary Line Adjustments (BLA)/Lot	\$500.00*
	Recording Fees	Fees Not Included
	Discretionary Land Use Permits	
	Conditional Use Permits	\$350.00 *
	Master Facilities Plan	\$2,200.00 *
	Major Variances	\$500.00 *
	Major Variances for single family dwelling (where project valuation does not exceed \$12,000)	\$500.00*
	Administrative Variances	\$400.00
	Administrative Use Permits	\$1500.00

	Temporary Use Permits	\$150.00*
	Major Modifications of Permit Approval	1/2 of original permit cost
	Minor Modifications of Permit Approval	1/4 of original permit cost
	Shoreline Substantial Development Permit	\$3,500*
	Shoreline Conditional Use Permit/Shoreline Variance	\$500.00*
	Written Shoreline Exempt Determination (The fee applies only to requests for a written determination by the Community and Economic Development Department that the project is exempt from the Shoreline Master Program.)	\$175.00*
	Appeals & Reconsiderations	
	Reconsideration of a Decision of the Hearing Examiner	\$300.00 plus \$2,500.00 hearing examiner cost deposit ⁽¹⁾
	Appeal of the Administrative Officer's Decision	\$450.00
	Appeal of SEPA Determination	\$450.00
	Amendments to Plans & Regulations	
	Amendments to the Comprehensive Plan & other related policy documents	\$1,000.00*
	Amendments to Development Regulations	\$1,000.00 *
	Amendments to the Shoreline Master Program	\$3,200.00
	Site-Specific Rezone	\$3,100.00

	Miscellaneous Planning Fees	
	Accessory Living Quarters	\$100.00
	Design Review	\$200.00
	Time Extensions	\$240.00
	Annexation Petition	
	Petition to Annex	\$250.00*
	Where Examiner Review is required for any related use permit, appeal, etc., the applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount.	
	Other Fees	
	Development Agreement	\$250.00
	Pre-Application Conference Pass thru Contract	\$1500.00 - Of this amount, \$100.00 can be applied to related permits filed within sixty (60) days of the preapplication conference* If pass-thru contract is determined at/or before the pre-application fee can be used as pass-through downpayment with a signed pass through contract. *250 of the CD/PW Director determines a pass-through contract is required
	Final Certification of Occupancy/Site	\$100.00
	Certification Home Occupation with customers	\$350.00
	Limited Home Occupation	\$20.00

	SEPA & Wetland Fees	
	Environmental Checklist for applicable Process I and II applications	\$350.00*
	Environmental Impact Statement (EIS)	\$350.00 *

Fee Type		Fee Amount	
D.	Tree Removal Permit		
	<u>Note:</u> Must Get a Street Right -of-way Permit for all tree removals		
	Removal of trees, all types and species, in association with rights of-way and/or utility easements		public agency, and/or utility is required to provide notification to the city.
Fee Type		Fee Amount	
E.	GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS		
Building Permit fees shall be based upon valuation. The valuation shall be determined by the Building Official. For most projects the square footage costs in the most current Building Valuation Data Table published by the International Code Council (ICC) may be employed. For projects not covered by the table construction estimation tools such as Construction Cost Data by R.S. Means or the BNI Construction Costbook may be referenced as a guide.			
Administrative Fee - Includes a technology fee equal to 2% of the total building permit cost.			
Permit fees shall be calculated from valuation in the following manner:			
Valuation		Corresponding Permit Fee	
\$0 - \$500		\$23.50	
\$501 - \$2,000		\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.	
\$2,001 - \$25,000		\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000.	
\$25,001 - \$50,000		\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000.	
\$50,001 - \$100,000		\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.	
\$100,001 - \$500,000		\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.	
\$500,001 - \$1,000,000		\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.	
\$1,000,001 -and up		\$5,608.75 for the first \$1,000,000.00 plus \$3.15for each additional \$1,000.00 or fraction thereof	
Plan Review Fees			
Plan review fees shall be 65 percent (65%) of the Building Permit Fee with a minimum fee of one hour (\$92.00) Plan review for residential site specific base plans shall be \$500.			
Other			
	Demolition Fees		\$200.00
	Manufactured Home Setup Permit		\$350.00
State Building Code Council (SBCC) Surcharge - Residential		\$6.50 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	
State Building Code Council (SBCC) Surcharge - Commercial		\$25.00 for each building permit issued, plus an additional surcharge of \$2.00 for each residential unit after the first unit, in accordance with RCW 19.27.085	

General Comments	
1)	Any person who commences any work on a building, structure, gas, mechanical, or plumbing system before obtaining the necessary permits may be subject to an investigative fee.
2)	Additional inspection outside of normal business hours or investigative fee rates are calculated at \$92.00 per hour (2 hour minimum).
3)	A reinspection fee shall be calculated at \$92.00 per occurrence. **Not charged until 3 rd inspection of same offense**
4)	Additional plan review resulting from revisions, resubmittals and other documents shall be calculated at \$92.00 per hour of staff time expended.
5)	Additional hourly rates for which no specific fee is identified shall be calculated at \$92.00 per hour.
6)	Expedited plan review by the use of outside consultants for plan checking and/or inspections will be the actual cost calculated by outside consultant. The consultant fees shall be paid directly to the outside consultant. Thereafter, the Building Official will adjust the City's building permit review fees.
7)	The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees as assessed.
8)	Any time the use of a building or tenant space is changed, a change of use permit is required. The fee for a change of use permit is \$250.00. If alterations to the space are to be performed, additional permits and fees may be required such as building permit, plumbing permit, mechanical permit, etc. Please note that an electrical permit may be required for changes to the electrical service or wiring.
9)	Foundation only permit for phased commercial and multifamily projects, 10 percent of the ICC Building Valuation.
10)	Shell only permits for phased commercial and multifamily building, 80 percent of the ICC Building Valuation per square foot.
11)	Review of minor additions or revisions to plans before permit issuance, \$92 per hour, minimum, one hour. Major revisions to plans will require a new plan review fee. Revisions submitted in response to plan review comments do not require additional plan review fee. Shell only permits for phased commercial and multifamily buildings, 80 percent of the ICC Building Valuation per square foot.
12)	Review of minor additions or revisions to plans after permit issuance, \$92 per hour, minimum, one hour.
13)	Review of deferred submittals, \$92 per hour, minimum one hour.
14)	Tenant improvements for shell building, 50 percent of the ICC Building valuation per square foot. Said tenant improvement is limited to nonstructural tenant alterations not included in the building permit for the new shell building. This work is limited to improvements of previously unoccupied space.
15)	Work without permits; double fees for building permits and plan review fees.
16)	Building permit extension (after two extensions have been previously authorized by the Building Official. The fee is 0.5 hours at the CED hourly rate (see Staff Review Fees under Other Fees section).
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS	
Mechanical Permit Fees	
New Single-Family Residences and Duplex (per unit) Flat Fee	
	\$175.00
Residential (Prescriptive Design)	
	\$175.00
New Commercial Building and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
Project Valuation	Fee
Up to \$10,000	\$85.00
\$10,001- \$100,000	\$175.00
> \$100,001-\$500,000	\$350.00
\$500,001 and up	\$2,500.00
Mechanical Review Fees	
When plan reviews and/or specifications are required, the plan review fee shall be calculated at 25% of the Permit Fee.	

Fee Type	Fee Amount
E. GENERAL REQUIREMENTS FOR ALL CONSTRUCTION-RELATED PERMITS - continued	
PLUMBING PERMIT FEES	
New Single Family Residences and Duplex (per unit) flat fee	\$225.00
New Commercial Buildings and Major Tenant Improvements permit fees will be based upon the following valuation table using the project valuation. Valuation based upon the prevailing market value including materials, labor and equipment.	
<u>Project Valuation</u>	<u>Fee</u>
Up to -\$10,000	\$85.00
10,001- \$100,000	\$175.00
\$100,001-\$500,000	\$350.00
\$500,001 and up	\$2,500.00
PLUMBING REVIEW FEES	
When plans and/or inspections are required, the plan review fee shall be calculated at 25% of the Permit Fee.	

Fee Type	Fee Amount
F. OTHER FEES	
Administrative Services	
Lien Filing Fee	\$50.00 plus all recording fees
G. PUBLIC WORKS PERMIT FEES	
Permits	
Right-of-Way Permit (authorization to use right-of-way for minor construction, parking or other non-intrusive use)	\$25.00 plus any staff time at \$92.00 per hour
Street Opening Permit (Used to install new or repair/upgrade existing private and public facilities located in a street right-of-way; includes pavement cuts, excavation, traffic control, etc.)	
Annual Right-of-Way Permit (authorization for utility companies to use right of-way for non-intrusive maintenance activities)	PER PUBLIC WORKS DIRECTOR EVALUATION OR DESIGNEE

Right-of-Way Vacation Permit ("Sale" or vacation of city right-of-way to abutting property owners)	\$500*
Oversize Load Permit (all vehicles in excess of legal weight or size limitations according to RCW 46.44 shall obtain an oversize load permit prior to operating on Napavine streets)	Individual \$184.00 Annual \$552.00 Additional costs shall apply if police escorts or signal technician work is required.
Reinspection Fee (to cover cost of each reinspection, required in conjunction with a Right-of-Way Permit, necessary to assure compliance with the requirements of the permit)	\$92.00
General Inspection Fee (for inspection not otherwise listed)	\$92.00 per hour
Miscellaneous Permits (any Public Works permit not covered by the fee schedule, if performed by an employee)	Rate will be based on actual hourly costs, plus benefits (30%), operating costs (16%) and central services costs (16%)
Professional Services Contracts (any private or public professional service contract needed)	Rate will be billed 100%, plus 10% administrative charges

Fee Type		Fee Amount
H.	PARKS AND RECREATION PROGRAMS (Facility/Use)	
	Parks, Recreation & Community Services	
	Special Use Permit*	
	Mayme Shaddock Park- Jim Haslett Kitchen	Full Day \$100.00 Half Day \$50.00
	Napavine Amphitheater	\$100.00* \$300 refundable deposit Proof of insurance required
	Additional event fees and services may include permit fee + extra costs associated with event (garbage, staff support, notification, sanitation, security, etc)	Market rate + 15%
	Alcohol Permit Fee ** (must be purchased in addition to a special use permit)	
	All events	\$250.00
	** Special conditions apply	
	Facility Use Cancellation/Reschedule Fees	
	- Recreation Administrative Fee	\$10.00 (non-refundable)
	- Special Use Permit - less than 30	(0%) 100% retained by City
	- Special Use - 31-60 days prior to use	(50% refunded) 50% retained by City
	- Special Use - more than 61 days prior	(75% refunded) 25% retained by City

Fee Type		Fee Amount
H.		
	Community & Economic Development	
	Fireworks Fees	
	1) Fees for temporary fireworks stand permit	\$100.00
	2) Fees for a public display permit	\$245.00
	3) A liability insurance policy(ies) is/are required in accordance with the Fireworks Ordinance for both fireworks stands and public displays as follows:	
Fee Type		Fee Amount
I.	BUSINESS LICENSE FEE SCHEDULE	
	**All Business Licenses must be obtained via WA State Department of Revenue	
	General Business License (GBL)	\$50.00
	Renewal of GBL	\$25.00
	Temporary Business License (one day)	\$5.00
	Late Renewal fee per month to original fee	\$5.00
	Carnivals and Circuses	\$25.00 per day
	Solicitors and Peddlers	\$10.00 per solicitor or peddler

J.	SMALL WIRELESS FACILITIES	
	Community & Economic Development	
	Small Wireless Franchise Fee Deposit.	\$5,000.00 Plus Pass through

Fee Type		Fee Amount
K.	ANIMAL CONTROL LICENSING FEES	
	Police	
	The annual license fees for the ownership, keeping, or having control of dogs in the City shall be as follows:	
	- Dogs (altered)	\$10.00
	- Dogs (unaltered)	\$25.00
	- Replacement License	\$3.00
	-Late License Fee an additional fee if not licensed by Jan 31 each year	\$10.00
	- Register Potentially Dangerous dog	\$100.00
	-Register Dangerous Dog	\$200.00
	- Late registration of Dangerous Dog	\$25.00
	- Disposal Fee (relinquished animal)	\$20 minimum/plus actual cost
	- Kennel fee over 4 dogs (plus license fee per animal)	\$100.00
	- Impound fee (1 st Day)	\$35.00
	-(plus holding fee – beginning 2 nd day)	\$10 per day
	- County Impound Fee	Actual Cost of fee
	Reduced rates for physically disabled and senior citizens, 55 years of age or older:	
	- Dogs	\$5.00
	Animals exempted from payment of fee - Guide Dog or Service Animal (with proper documents)	No Fee
	In order to receive the fee advantage for altered dogs, an individual must provide either proof of alteration from a licensed veterinarian or a written statement from a licensed veterinarian that the spay/neuter procedure would be harmful to the animal.	
L.	BURGLAR/SECURITY ALARM PERMIT FEES	
	Police	
	The fee for burglar/security alarm systems operating within the City of Napavine as defined in the Napavine Municipal Code are as follows:	
	Annual Permit Fee	\$24.00
	- for Senior Citizens or Physically Disabled	\$12.00
	General False Alarm Fee	\$100.00 each incident
	Robbery False Alarm Fee	\$200.00 each incident
	Supplemental False Alarm Fee for Unregistered	\$100.00 each incident
	Late Fee if False Alarm Fee is not paid in 30 days of invoice	\$25.00
	Appeal Fee (refundable if fee is overturned)	\$50.00
	Alarm Company Fee for Failure to Verify Alarm Signal	\$100.00
	Alarm Company Fee for false statements concerning the inspection of an alarm site or alarm performance	\$200.00
	Failure to comply and provide customer lists to Alarm Administrator	\$25.00 per working day (after the initial 30-day notice expires, i.e. day 31)
	Failure to renew (assessed the Alarm Agreement Holding Company)	\$100.00
	Failure to obtain an alarm permit from the Police alarm Administrator	\$10.00 per each registered alarm user in City, with maximum of \$100.00
	Reinstatement fee for unregistered alarm installation company or unregistered company	Greater of 100.00 or \$10.00 per alarm user of letters that have been sent
M.	CPL	
	Police	
	Original CPL	\$50.75 + .50 lamination
	CPL - Renewal	\$32.00 +.50 lamination
	Replacement CPL	\$10.00

N.	WATER SERVICE MONTHLY RATES		
	Public Works		
	Single Family monthly base rate	Inside city limits	Outside city limits
	• 5/8"-3/4" meter	\$21	\$36
	• 1"	\$26	\$51
	• 2"	\$51	\$107
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all units		
	• Per unit	\$21.00	\$36.00
	• Consumption per 100 c.f.	\$4.00	\$4.50
	Commercial/Industrial monthly base including Government and Schools		
	• 5/8"-3/4"	\$26	\$41
	• 1"	\$31	\$56
	• 2"	\$56	\$112
	• + ERU charge per section 13.04.020 (J)		
	• Consumption per 100 c.f.	\$5	\$5
	Fire Protection per 13.04.010 monthly fee		
	• 2" meter	\$15	\$23
	• 4" meter	\$30	\$40
	Unmetered Residential monthly fee		
	• 5/8"-3/4"	\$69	
	• 1"	\$74	
	• 2"	\$99	
	Meter re-read during office hours if customer requested, and meter was originally read correctly	\$10	\$10
	After hours service call – cost of each employee involved, including travel time w/ minimum fee of \$75		
	Late Charge		10% of outstanding bill
	Disconnect Charge		\$25
	Service Call for Temporary Shutoff		\$10
	Door Knocker Fee/ Turn on Fee		\$10
	NSF Fee		\$40
	Hydrant Fee – plus usage of \$4.00 per 100 c.f.		\$50
	Backflow Assembly Testing – Annually for those with devices. After testing and any issues, devices must be fixed immediately, or this will cause a disconnection of service.		Fee based on actual cost of BAT.

N.	SEWER SERVICE MONTHLY RATES			
	Public Works			
	Single Family monthly base rate	Inside city limits	Outside city limits	
	• Monthly base rate ¾”	\$61	\$70	
	• Monthly base rate 2”	\$120		
	• Usage based off water consumption per 100 cf up to 3,500 cf	\$4.50	\$5.00	
	Exceeding 3,500 cf	\$5.00	\$5.50	
	• Summer Sewer Rate for the months of June/July/August/September for all consumption	\$4.50	\$5.50	
	Multi Family monthly base (Apartment, duplex, triplex) w/1 meter serving all unity			
	• Per Unit	\$61	\$70	
	Commercial/Industrial monthly base including Government and Schools			
	• 5/8”	\$63	\$70	
	• 1”	\$88	\$100	
	• 1 ½ “	\$95	\$135	
	• 2”	\$126	\$190	
	• Usage based off water consumption per 100 cf	\$5	\$5.50	
	Unmetered Sewer per month	\$112		
	Sewer service for water lines larger than 2” will be determined after review of application			
N.	CONNECTION FEES			
	Public Works			
	To connect to City lines, the following charges apply and must be paid with the City building permit fees for new connections inside the city limits. For new connections outside the city limits, proof of a county building permit is required prior to accepting payment of the connection fee and placement of any service. The fee covers the continuous cost of maintenance and operations of the water/sewer lines, system, and reservoirs by the City of Napavine.			
	WATER- per unit			
		Inside City Limits	Outside City Limits	Commercial/Industrial/Govt/School
	5/8”-3/4”	\$6,200	\$9,300	N/A
	1”	\$6,800	\$10,200	\$9,000
	1 ½”	\$11,000	\$33,000	\$16,500
	2”	\$18,000	\$54,000	\$27,000
	ADU per RCW 36.70A.681	\$3,100 + \$500 Infrastructure fee	\$4,650 +\$1,000 Infrastructure fee	
	1” Irrigation	\$4,700	\$5,700	\$4,700
	Infrastructure fee per unit	\$1,000	\$2,000	\$2,000
	Water connection charges for meters larger than a 2” meter shall be negotiated on a case-by-case basis and will consider applicable water usage information and requirements related to the proposed type of use. If information regarding the type of usage or water usage estimate for a new service is not available, the connection fee shall be based upon the base connection fee (above) multiplied by the applicable meter capacity factor for the size meter required per the City’ s adopted plumbing codes in NMC.			
	Hotel/Motel – rates are determined by .5 ERU per room			
	SEWER- per unit			
		Inside City Limits	Outside City Limits	Commercial/Industrial/Govt/School
	• Gravity	\$8,200	\$12,300	As determined by review of application
	• Gravity - ADU	\$4,100 + \$500 Infrastructure fee	\$6,150 + \$1,000 Infrastructure fee	

	• Pressure	\$8,350	\$12,525	As determined by review of application
	• Pressure - ADU	\$4,175 +\$500 Infrastructure Fee	\$6,262.50 + \$1,000 Infrastructure fee	
	Infrastructure Fee per unit	\$1,000	\$2,000	As determined by review of application
	• Interceptor Fee	\$1,000 per each connection	\$1,000 per each connection	\$1,000 per each connection
	• Inspection fee			
	In addition to the above connection fee, a meter parts bill will be mailed to you upon completion of the connection. The Customer is responsible for all connection costs associated with the connection. Once the meter is in place, it is the customer's responsibility to take the water from the meter to the intended place of residence. If the customers' s meter is installed in a zone of high-water pressure, a pressure reducing valve (PRV) will be installed after the meter. This PRV will henceforth be the customer's responsibility along with all piping downstream from the meter.			

To: Mayor and City Council
From: Bryan Morris, PW/CD Director
RE: Staff Report for Council Meeting, May 27th 2025

- **Planning Commission Meeting Minutes**

- The last meeting was on May 19th, will have those minutes at the next council meeting.

- **Project Updates**

- Scots Industries – On-site water system passed the bacteria test, currently on the city's water system. Next step is meter installations.
- Cell tower on city property – Applicant is currently reviewing the contract.
- TA Project – Per the developer, the project is expected to start back up in June or July.
- Rush Road STIP – The Public Works Director approved the 30% plans; 60% plans are currently being reviewed.
- Woodard Road (Tiger Meadows) – Public Hearing is scheduled for June 2nd with the Planning Commission.
- Jefferson Station – City mailed the low bidder an appeal decision on May 15th.
- Source Water Protection Grant - Staff met with ecology and the city consultant on May 6th, ecology provided the city with two possible options. 1. Authorize the city to utilize more water out of the existing well by upgrading pumps. 2. Drill an emergency well. Either option would provide the city with 5-10 years to find a long-term solution.