

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to execute an Intergovernmental Cooperative Purchasing Agreement with the King County Directors' Association
DEPARTMENT:	Finance
PRESENTED BY:	Cathy Robinson, Purchasing Officer Debbie Tarry, Finance Director

PROBLEM/ISSUE STATEMENT:

The City of Shoreline and the King County Directors' Association Purchasing Cooperative (KCDA) would like to enter into an Intergovernmental Cooperative Purchasing Agreement, as allowed under RCW 39.34, Interlocal Cooperation Act. KCDA is a non-profit purchasing cooperative owned by Washington's public school districts and operates under the laws and regulations that apply to school districts. KCDA has awarded numerous competitive bids for such items as recreational equipment/supplies, playground equipment, audio visual equipment/supplies, computers and peripherals, copiers, art supplies, early childhood equipment/supplies, and first aid/safety supplies. These awards fulfill all state bid requirements. The proposed Intergovernmental Cooperative Purchasing Agreement will allow Shoreline to take advantage of KCDA contracts to acquire some of the above mentioned items. Because this is an interlocal agreement, Council's authorization is required for the City Manager's execution of the agreement.

In April 2003, KCDA awarded Bid No. 03-315 for playground equipment and matting. This bid was awarded to various vendors, including a vendor for Gametime playground equipment. The City has purchased Gametime equipment in the past because of the product quality and competitive pricing. The City of Shoreline would like to purchase Gametime Tot Lot playground equipment for installation at Paramount School Park. The Tot Lot is designed for two to five year olds. Purchasing the Tot Lot from the KCDA contract will save the City 25% off the retail price, which is a 7% discount increase from the State of Oregon contract which offered an 18% discount. The KCDA contract also includes contract pricing for wood fiber which has not previously been listed on any contracts the City has used in the past.

This interlocal agreement does not limit the cooperative purchasing opportunities to the items listed above, but allows for other opportunities as the need arises. Although the cooperative purchasing agreement is between the two agencies, the actual purchase of items is administratively handled through KCDA. The City will issue a purchase order to KCDA for the items requested. KCDA will place the order directly with the vendor and

have the items delivered to the City. The City will then issue payment to KCDA for the goods received.

FINANCIAL IMPACT:

The agreement will increase Shoreline’s efficiencies in bidding and contracting for supplies, material, equipment, or services that may be required from time to time by the City. This benefit is realized by KCDA completing the formal bid procedures, including the development of bid specifications, bid documents, public advertising and process, and tabulating of bid results. With an Intergovernmental Cooperative Purchasing Agreement, the City would not have the cost of developing our bid documents and the public advertising. In addition the use of the interlocal will reduce the delivery time of the needed items to the requesting department, since KCDA has already completed the bidding process.

KCDA does not require an annual membership to join their purchasing cooperative. Their operating costs are covered by charging a service fee, which is based on the total dollar amount per order. The amount of the service fee decreases from 11% for small dollar orders under \$500 to 3% for orders over \$50,000. The KCDA catalog pricing includes this fee and delivery for Washington State members. KCDA also offers a 1% cash discount for invoices paid within terms.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute the proposed Intergovernmental Purchasing Agreement with the King County Directors’ Association.

Approved By: City Manager  City Attorney 

Attachment A: Intergovernmental Purchasing Agreement

**INTERGOVERNMENTAL COOPERATIVE
PURCHASING AGREEMENT
CITY OF SHORELINE - WASHINGTON**

PURSUANT TO CHAPTER 39.34 RCW and to other provisions of law, the King County Directors' Association Purchasing Department, hereinafter called "KCDA", and the following named public agency of the State of Washington, **CITY OF SHORELINE**, hereinafter called "the public agency", hereby agree to cooperative governmental purchasing upon the following terms and conditions:

1. KCDA, in contracting for the purchase of goods and service for the member public school districts, agrees to contract also on behalf of the public agency, to the extent permitted by law and agreed upon by the parties.
2. KCDA will contract for the purchase of goods and services according to the laws and regulations governing purchases by and on behalf of the public school system of the State of Washington. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question.
3. The public agency reserves the right to contract independently for the purchase of any particular class of goods or services, with or without notice to KCDA.
4. KCDA reserves the right to exclude the undersigned public agency, or any class containing the undersigned public agency, from any particular purchasing contract, with or without notice to the public agency.
5. The public agency agrees to pay for goods and services as billed by KCDA upon completion of transfer of goods per normal terms as established by KCDA. Any additional expense incurred by KCDA in regards to any transaction for the public agency shall be paid by the public agency.
6. This agreement shall continue in force until cancelled by either party, which cancellation may be effected with or without notice to the other party.
7. Contacts:

A. Public Agency: _____
Name of Individual: _____
Phone: () _____ Fax () _____

B. KCDA
18639 80th Ave. S. (98032) (425) 251-8115
P.O. Box 5550 1-800-422-5019
Kent, WA 98064-5550 Fax (253) 395-5402
E-Mail www.kcda.org

Date: _____

Public Agency Name: _____

Physical Address: _____

County Agency's Located In: _____

Printed Name: _____

Signature: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address _____

KCDA Executive Director Date

This page intentionally left blank.