



Committee of the Whole

Deb Bell

Council Initiated:

Yes

No

ECAF: 2025-3306

Motion: 25-482

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent

Fund Source:

- General Fund
- Other Rd 102
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No-piggyback award
- N/A

Subject: Retroactive approval of small works services.

Scope: Snohomish County has established purchasing rules and guidelines for Small Works contracts. As part of that process, vendor quotes and purchase orders from the Purchasing Department are required to be issued prior to work being performed. The Road Maintenance Division field staff erred by not following the established purchasing rules and guidelines prior to the commencement of work for two vendors doing work within the county right-of-way.

Duration: Work completed from May 2025 through September 2025.

Fiscal Impact: Current Year Multi-Year N/A

Funding for the projects was included in the Public Works Department's adopted 2025-2026 budget.

Authority Granted: Snohomish County Council approves and authorizes the County Executive or designee to retroactively approve the small works services carried out between May 2025 and September 2025.

Background: Snohomish [County Code 3.04](#) establishes the Snohomish County Purchases and Contracts rules, responsibilities, and guidelines for county staff and the Purchasing Department of the County.

Two vendors started work before the purchase orders for the Small Works contracts had been issued. The first contract was for Tree Removal and Trimming Services (contract SW-024-21DW), totaling \$77,000 and the second contract was for Fencing Services (SW-030-21DW), totaling \$4,000.

It was not discovered until after the work had been completed, that the Road Maintenance Division had not followed the appropriate procurement process. Upon notification from the Purchasing Department, the Road Maintenance Division notified all field staff and vendors for Small Works that quotes and the issuance of purchase orders are required before work can start.

Requested Action: For Council to consider the motion.