



STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
OFFICE OF STATE PROCUREMENT
210 11th Ave SW Room 201GA Building • Olympia, Washington 98504-1017
<http://www.ga.wa.gov>

June 2, 2009

Mr. James Lunsford
Contracts, Procurement & Support Services Manager
Washington State Liquor Control Board
3000 Pacific Ave SE, PO Box 43085
Olympia WA, 98504-3085

SUBJECT: 09-11 Delegated Purchase Authority

Dear Mr. Lunsford:

I have considered your petition to renew the Washington State Liquor Control Board (LCB) delegated purchase authority and in my assessment, I believe it is in the best interest of the state to grant your request. Accordingly, LCB's updated purchase authority shall be renewed effective July 1, 2009 and the following conditions shall apply:

- This purchase authority is issued to LCB as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual (WPM) and is limited to goods and services that fall under RCW 43.19.
- This purchase authority will be automatically renewed at the beginning of each biennium unless the Office of State Procurement (OSP) decides to terminate or modify otherwise at any time and at its sole discretion.
- Purchases conducted in exercising this purchase authority must be conducted according to requirements outlined in the WPM.
- So as to protect against duplication of effort, prior to any term contract development work, the LCB shall provide their OSP liaison with a detail description of the proposed goods and services to be contracted including but not limited to estimated dollar value, proposed length of contract and the LCB must receive written approval by their liaison before proceeding.
- All purchases and contracts under this authority shall be conducted under the direct oversight of the Contracts, Procurement & Support Services Manager and shall not be delegated outside of the LCB Headquarters.

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- Within one month of the end of each biennium, the LCB shall submit to their OSP liaison a summary report of purchases that fall under this delegated authority categorized by delegated commodity group to include dollar value.
- Term contracts awarded under this authority shall expire at the end of each biennium and may not be renewed without prior written approval from their OSP liaison.

Should there be any questions regarding this delegated authority, please contact Steve Krueger, Protest and Policy Manager at (360) 902-7233 or skruege@ga.wa.gov .

Sincerely,



Christine Warnock, CPPO, CPPB
State Purchasing Agent

CW: sjk

cc: Cheral Jones, Unit Manager (& LCB Liaison), Office of State Procurement,
Steve Krueger, Protest and Policy Manager, GA Services Division

Delegated Purchase Authority
Washington State Liquor Control Board
Effective Date: July 1, 2009

S-1 Purchase up to the sealed bid limit

If no state contract exists, the LCB is delegated authority to purchase goods and services with a value up to the sealed bid limit in effect at the time of purchase. This limit reflects the cost of the acquisition to the agency before any trade-in, sales tax, freight charges and other government fees and taxes. With the exception of boat maintenance, excluded from this authority are those goods and services listed in Section 8 Non-Delegated Purchases of the Washington Purchasing Manual. There is no maximum aggregated spend limit under this authority.

S-2 Bags

If no state contract exists, the LCB is delegated authority to establish a term contract for plastic t-shirt bags and Mylar gift bags for use by for liquor retail stores. The maximum term of the resulting contract shall not extend beyond the current biennium. The maximum spend under this authority for state owned liquor stores shall not exceed \$250,000. In the event that plastic t-shirt bags and Mylar gift bags are made available to contract liquor stores, the maximum spend for contract and state owned liquor stores shall not exceed \$500,000.

S-3 Material Handling Equipment

If no state contract exists, the LCB is delegated authority to establish contracts associated with the distribution center Expansion Project. This authority is limited to the following:

- Material Handling System and related equipment
- Turret Trucks
- Manually operated product movement devices
- Very narrow Aisle (VNA) Racking
- Cat walk hardware

S-4 Related Retail Outlet Equipment and Fixtures

If no state contract exists, the LCB is delegated authority to establish contracts that satisfy retail outlet requirements which are unique to the LCB operations. This authority is limited to the following:

- Wine Coolers
- Retail Outlet Store Fixtures
- Counter tops
- Displays
- Retail Racking
- Check-out lanes
- Shelving
- Indoor signage
- Shopping baskets and carts