

**INTERCITY TRANSIT
RESOLUTION NO. 04-2026
COOPERATIVE PROCUREMENT AND PROCUREMENT ROSTERS**

A RESOLUTION of the Intercity Transit Authority (ITA) authorizing the establishment and use of cooperative procurement approaches and procurement rosters for procurement, contracting, purchasing, leasing, and other operational and business purposes.

WHEREAS, Intercity Transit (the "Agency") is a duly established governmental Public Transportation Benefit Area (PTBA) operating within Thurston County, Washington, and requires the authority to implement, maintain, or participate in cooperative procurement approaches and procurement rosters to streamline and maximize efficiency in the award of contracts or purchases for qualifying public works, professional, architectural, and engineering consultant services, and the acquisition of various goods and services; and

WHEREAS, the ITA is authorized under RCW 36.57A to adopt resolutions necessary for the efficient operation and administration of public transportation services; and

WHEREAS, RCW 39.04.151 provides authority for public agencies to establish and use rosters for small public works, and form contracts for that purpose; and

WHEREAS, RCW 39.34.030 authorizes government-to-government contracting and establishes the legal framework for public agencies to pool resources, share powers, and collaborate for greater operational efficiency; and

WHEREAS, 2 CFR Part 200 establishes uniform administrative requirements and cost principles for federal awards, and FTA Circular 4220.1F/G sets forth the specific third-party contracting guidelines for Federal Transit Administration recipients; and

WHEREAS, RCW 39.80 provides authority for public agencies to establish and use rosters for Architectural and Engineering Services, and form contracts for that purpose; and

WHEREAS, RCW 36.57A provides authority for PTBAs to establish contracts for goods, services, professional and consulting services, and make purchases; and

WHEREAS, the ITA seeks to mitigate risk, streamline processes, enhance operational efficiency, and ensure compliance with applicable laws.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

Section 1. ADOPTION

Pursuant to the authority granted under RCW 36.57A, the ITA hereby adopts this Resolution.

Section 2 COOPERATIVE PROCUREMENT ADOPTION

Under the authority of RCW 36.57A, the ITA formally authorizes the Agency to create, use, and participate in the use of cooperative procurement approaches, mechanisms, and contracts.

Section 3 ROSTER ADOPTION

Under the authority of RCW 39.04.151(4) and RCW 36.57A, the ITA formally adopts the use of rosters as outlined herein.

Section 4. INTERCITY TRANSIT ROSTERS

The Agency may either individually or in joint ownership establish and maintain rosters.

Section 5. HOSTED ROSTERS

The Agency may participate in hosted rosters. When utilizing hosted rosters, the Agency shall adhere to the host organization's customary or implied procedures and practices.

Section 6. MUNICIPAL RESEARCH SERVICES CENTER OF WASHINGTON (MRSC) ROSTERS

The Agency optionally elects to utilize the following statewide rosters administered by MRSC:

- MRSC Public Works Roster, established under RCW 39.04.151(2) and other applicable sections;
- MRSC Architectural and Engineering Services Roster, established under RCW 39.80;
- MRSC Purchase Contract Vendor List, established under RCW 39.04.190.

Section 7. NOMENCLATURE

For the purposes of this Resolution, the terms "Cooperative" Contract and "Roster" shall be construed broadly to include any term or designation that is substantively equivalent in scope or intent, and all such terms shall be deemed synonymous and interchangeable throughout this document.

Section 8. INTERPRETATION

This Resolution, along with any policies, procedures, or instruments derived from it, shall be construed in a manner that favors the Agency's operational capacity and statutory mission. Agency staff retains sole administrative discretion to interpret and apply the provisions of this Resolution and any policies, procedures, or instruments derived from it, and any staff determination regarding its meaning, scope, or execution shall serve as the official and controlling interpretation, subject only to direction from the ITA.

Section 9. CONTINUITY

Subsequent changes in governing law or regulation shall not affect the validity of this Resolution as a whole. Where statutory changes create a conflict or defect within this Resolution, the General Manager is authorized to execute necessary administrative policy or procedural updates to align Agency practices with evolving legal mandates and address any operational conflicts caused by legislative actions. Nothing herein precludes formal Resolution amendments, which may be submitted to the ITA for consideration upon direction of the ITA or when deemed prudent by the General Manager.

Section 10. EXECUTION

The General Manager, or their authorized designee, is authorized to develop, approve, and

implement comprehensive policies, procedures, forms, and other instruments necessary to effectively manage the Agency's use of public works and consultant rosters and cooperative contracts. Furthermore, the General Manager is empowered to implement procurement and contracting practices, risk mitigation strategies, and other administrative safeguards not specifically enumerated herein, provided that such resulting policies and instruments comply with applicable Washington State law and do not conflict with the express provisions of this Resolution.

ADOPTED this 21st day of October 2026

INTERCITY TRANSIT AUTHORITY

ATTEST:

Carolyn Cox

Carolyn Cox
Chair

Patricia Messmer

Pat Messmer
Executive Assistant /
Clerk to the Board

APPROVED AS TO FORM

Jeff Myers

Jeffrey S. Myers
Legal Counsel