

MOFFAT COUNTY
PURCHASING POLICIES



Adopted By Resolution 2021 - 102
on AUGUST 31, 2021

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PART A: PURCHASING POLICY GENERAL PROVISIONS

1. Purpose.

- a. maximize the purchasing value of taxpayer dollars through market competition;
- b. standardize the county's purchasing rules and regulations purchasing;
- c. provide fair and equitable treatment of all persons who deal with the County purchasing system;
- d. foster effective, broad-based competition within the free-enterprise system;
- e. provide safeguards for the maintenance of a purchasing system of quality and integrity.

2. Application to County Purchasing.

Except where otherwise specifically stated herein, this Policy shall apply to all expenditures of public funds, irrespective of their source, by this County under any contract, including state and federal assistance monies which shall, in addition, comply with all pertinent state and federal purchasing requirements.

- a. Federal awards received by the County, either directly or sub-awards passed through to community partners, are subject to this Purchasing Policy insofar as goods and services are purchased with the federal award funds and shall comply with the Code of Federal Regulations (CFR) Title 2 Grants and Agreements.
- b. Where the County serves as a fiscal agent for financial duties of another entity, the entity involved shall follow the purchasing policies of the County.

This Policy shall also apply to the disposal of County equipment and supplies. Nothing in the Policy, or in regulations promulgated hereunder, shall prevent the County from complying with the terms and conditions of any grant, gift, bequest, or cooperative agreement.

3. Employee Compliance.

All County employees are required to comply fully with all the provisions of the Purchasing and Ethics Policies. Any purchase of supplies, materials, goods or services contrary to the provisions of these Policies shall be void and the employee(s) could be subject to disciplinary action as deemed appropriate.

No volunteer, intern, or any other non-County employee shall be authorized to negotiate on behalf of Moffat County or apply for a grant which binds Moffat County to terms in a contract.

4. Severability.

If any provision of this Policy or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect application of other provisions of this Policy, and to this end the provisions of this Policy are declared to be severable.

5. Personal Purchases In Moffat County's Name Prohibited.

No County employee shall make personal purchases using Moffat County funds or pledge the credit of Moffat County for personal purchases. Article XI, Section 1 of the Constitution of Colorado states that "Neither the state, nor any county, city, town, township or school district shall lend or pledge the credit or faith thereof, directly or indirectly, in any manner to, or in aid of, any person, company or corporation, public or private, for any amount, or for any purpose whatever; or become responsible for any debt, contract or liability of any person, company or corporation, public or private, in or out of the state."

Examples include purchasing personal items using a Moffat County account and paying with personal funds. A Moffat County account is any account that uses either Moffat County's (or any Moffat County Department's) name, address or tax-exempt number.

6. Exemptions.

The following purchases may be exempt from certain purchasing procedures:

- Advertisements placed in newspapers to meet obligations under Colorado Statutes, concerning legal and/or public notices; or, for purposes of increasing public awareness of services.
- Dues, meetings, and miscellaneous travel expenses for seminars or conventions.
- Education and training fees paid for training of Moffat County officials or employees.
- Expert witness and transcript services for the County Departments.
- Rent payments or leases for buildings that are established by a negotiated and approved contract.
- Utilities.
- Perishable items that have a limited useful shelf life or are date sensitive.
- Internal Billing (including telephone, computer, copies, postage, and fuel).
- Goods or services available from recognized multi-agency contracting groups, such as Western States Contracting Alliance (WSCA).

7. Proof of Purchase.

Regardless of type of purchase, i.e. over the counter, account charge or contract, shall have clear and verified documentation of the expense to include:

- a. Receipt (proof that expense has been paid after the transaction) or Vendor Invoice (proof of the vendor requisition compensation for the purchase).
- b. Purchase Order for the transaction.
- c. Receiving against the Purchase order and attaching either the receipt or vendor invoice.
- d. Approval from the Department Head or Elected Official up to the expense levels as listed in Part B page 5. Approvals may be electronic through the accounting system approval process, or physical signature and scanned into the accounting system for approval.

8. Credit Card Purchases.

Moffat County authorizes Department heads and other select employees to obtain a purchasing card ("P-Cards") for use in purchasing items for the county's benefit. It is the county's intention that the P-cards be used to make purchasing items more efficient, convenient, and time effective. All cardholders needing to make purchase through such method are in agreement with the County's P-Card Application, previously known as the Credit Card Application.

- a. Personal use of the County's P-cards is prohibited.
- b. Similar to Proof of Purchase above, items purchased with the County's P-Cards, shall have clear and verified documentation of the expense to include:

- i. Receipt (proof that expense has been paid after the transaction) or Vendor Invoice (proof of the vendor requisition compensation for the purchase).
- ii. The documentation is received against the specific P-Card's monthly statement in the accounting system.
- c. Any charge without receipt/support or personnel charge is the responsibility of the cardholder and repayment of such charges will be repaid from the card holder through payroll deduction. This rule is due to Internal Revenue Service (IRS) regulations as any charge without support that is paid by the county is considered "compensation". The payroll deduction for such charges eliminates the need to report unsupported charges on the cardholders W-2. Due to the IRS requirement, it is imperative that all charges have proper supporting documentation.

The Moffat County's P-card policy is an "accountable expense plan" as defined by the IRS. According to the IRS publication 463, an accountable expense plan must meet the following criteria:

1. The expense must have been paid or incurred while performing services as a county employee.
2. An adequate accounting of the expense must be made to the Finance Department when the card statement is due.
3. The cardholder must return any excess payment by the time the card statement is due.

Statements are received around the 8th of the month, or the following Monday if the 8th is on a weekend. Support documentation is due within seven (7) days after that statement is received.

Adequate accounting support documentation must include the following:

1. Amount & date paid;
2. Description of the item purchased;
3. Reason why it is a reasonable business charge (if it isn't obvious); and
4. For meals, include the business purpose of the charge.

Note: The charge slip showing only the amount that was purchased is insufficient - you may have to ask for on additional receipt that details what was purchased.

For items purchased over the phone or internet, you may need to ask for a receipt to be mailed, faxed or included with the item purchased.

- LOST CHARGE SLIPS / SALES RECEIPTS: In rare instances, if the cardholder does not have documentation of the transaction to send with the P-card statement, the cardholder must attach an explanation that includes items 1-4 above along with the merchant's name and why there is no supporting documentation. Any employee that has an abundance of lost charge slips/sales receipts may have their cardholder privileges revoked.

9. Vendors.

Vendors that are debarment on the System Award Management (SAM) system or listed as suspended on the Colorado Secretary of State shall not be awarded any contract until such item is removed from their

status. Contact the Finance Department to check the status of vendors before doing transactions with the vendor.

10. Timely Payment of Expense.

Allowable expenses are recognized as ordinary and necessary expenses for the operation of the County and are not to exceed that which would be incurred by a prudent person under circumstances prevailing at the time the decision was made to incur the expense. Expenditures are:

- a. Are not to exceed budget appropriation in a fiscal year in accordance with Colorado Revised Statutes (C.R.S. § 29-1-110).
- b. Actions for claims for payment to recover liquidated debt or unliquidated, determinable amount of money due shall be commenced within six (6) years pursuant to Colorado Revised Statutes (C.R.S. § 13-80-103.5)(1)). There are different statutes of limitations for different situations.

PART B. AUTHORIZATION REQUIREMENTS

At a minimum, the authorization to approve the initiation of a purchase transaction is at the Department Head level. After that, the following transactions require the approval or review of the authority indicated in the table below:

Transaction	Review	Approval
General purchases under \$5,000.00	Dept. making Purchase	Dept. making Purchase
Bids, Contracts and Agreements (<i>exception Child Care Provider Services</i>)	County Attorney	Dept. making Purchase
Bids under \$7,500.00	County Attorney	Dept. making Purchase
Bids & Acquisitions \$7,500.00-\$25,000.00 not requiring federal regulation or state statute	County Attorney	Dept. making Purchase
Bids & Acquisitions over \$25,000.00	County Attorney	Board of County Commissioners
Specialized Professional Services under \$25,000.00	County Attorney	Board of County Commissioners
Child Care Provider Services	County Attorney	Human Services Director
Declared Emergency under \$100,000.00	Office of Emergency Management	Board of County Commissioners
Rental, Loan and Demonstration Equipment under \$25,000.00	County Attorney	Dept. making Purchase
Rental, Loan and Demonstration Equipment above \$25,000.00	County Attorney	Board of County Commissioners

Bid / RFP Routing Forms and Contract Routing Forms are required to be completed by Elected Officials and Department Heads as part of the contracting process. These forms are incorporated into this Financial Policy and are subject to updating from time-to-time.

- *Bid / RFP Routing Form - Attachment A; and*
- *Contract Routing Form - Attachment B.*

PART C: PURCHASES FOR STATE/FEDERAL AWARD PROGRAMS

Purchases for public utilities and building use shall be distributed by square footage of use when a large space is combined for multiple program and use within a building.

Common operation costs, such as office supplies, telephone, maintenance contracts, that are not specifically used for a direct program, are to be distributed by the previous quarter's employee time tracking totals for the Department utilizing such costs.

PART D: BIDDING PROCEDURES/REQUIREMENTS

1. Statutory Guidelines.

Moffat County shall submit goods and services to bid in accordance with applicable statutes.

- a. **Competitive Sealed Bidding.** County compliance to these procedures is not mandatory, but recommended.
 - Adequate public notice shall be given prior to bid opening.
 - Bids shall be opened publicly at the time and place designated in the presence of one or more witnesses.
 - Bids shall be evaluated based on the requirements set forth in the bid. Criteria that are not set forth in the bid may not be used in the evaluation.
 - The bid shall be awarded to the low responsive, responsible bidder.

- b. **Competitive Sealed Proposals.** County compliance to these procedures is not mandatory but recommended.
 - When it is determined competitive bidding is not practicable or advantageous, competitive sealed proposals may be used for the purchasing of professional services.
 - Adequate public notice of the request shall be given.
 - Proposals shall be opened so as to avoid disclosure of confidential information to competing offerers during the process of negotiation.
 - The request for proposals shall state evaluation factors.
 - Discussions may be conducted with responsible offerers for the purpose of clarification to assure understanding of requirements. In conduction discussions, there shall be no disclosure of any information from proposals submitted by competing offerers.

- c. **Professional Services.**
 - Negotiation of contracts shall be on the basis of demonstrated competence, qualifications and reasonable fees.
 - Discussions may be conducted with any firm/person regarding qualifications, approaches, ability to furnish the required professional services, and anticipated design concepts.
 - Firm(s) shall be ranked based upon ability of personnel, past performance, willingness to meet time and budget, etc.

- A contract may be negotiated with the highest rated firm/person. If unable to negotiate a satisfactory contract, negotiations may be entered into with the next most qualified firm.
 - If unable to negotiate a satisfactory contract, negotiations may be entered into with any or all of the most qualified firms to arrive at a satisfactory contractual arrangement, if possible.
 - All bids may be rejected and proposed project may be restructured, redesigned or abandoned.

d. **Construction Contracts for Public Projects.** All public works bids shall be awarded as required by law.

Where otherwise required by law, competitive sealed bids are not required where:

- As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
- Emergency purchases or contracts are necessary because there exists a threat to public health, safety, or welfare under emergency conditions. A written determination of the basis (1) for emergency and (2) the selection of the contractor must be included in the contract file.

e. **State Funded Public Projects.** The county is required to award contracts by competitive sealed bidding for all state funded public projects except as provided by statute.

Competitive sealed bids are not required where:

- As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
- Emergency purchases or contracts are necessary because there exists a threat to public health, safety, or welfare under emergency conditions. A written determination of the basis (1) for emergency and (2) the selection of the contractor must be included in the contract file.

f. **Preference to State Products.**

It is unlawful for any county to accept any or make a purchase of any supplies from any person, company, or corporation having its factory or principal place of business outside of the State of Colorado, when the same can be procured from within this State at the same net cost.

g. **Colorado Labor Preference.**

- Public works financed in whole or in part by funds of the state, counties, school districts or municipalities require Colorado labor be employed to the extent of not less than 80% of each type or class of labor.
- All contracts let for public works, financed in whole or in part by funds of the state, counties, or school districts, or municipalities of the State of Colorado shall contain provisions for the preference in employment of Colorado labor.

h. **Colorado Resident Bidder Preference.**

- When a construction contract for a public project is awarded to a bidder, a resident bidder shall be allowed a preference against a non-resident bidder from a state or foreign county equal to the preference given or required by the state or foreign county in which the non-resident bidder is a resident.

i. **Purchasing Related to Federal Awards.**

Due to federal requirements for grant funding, the following exceptions will be made for purchasing for funding related to federal awards:

- A. **General Purchasing Standards:** The County may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
- B. **Competition:** The County must conduct purchasing in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposal.
- C. Contracting with small and minority business, women's business enterprises, and labor surplus are firms: The County must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when necessary.
- D. Subrecipient of federal awards funded through a bid process or contract shall have a risk assessment methodology to measure the risk of each subgrantee with each subrecipient responsible for monitoring subgrantees performance and compliance in accordance within code of federal regulations within the terms of sub-award.

j. **Purchasing During a Declared Emergency / Disaster.**

At such time and within the time decided upon by the Board of County Commissioners and the Emergency Manager, purchasing and contract limits, including leasing, will be increased to under \$100,000.00 without formal bid.

k. **Purchasing Under a Case of Exigency / Emergency Situation that Demand Immediate Aid or Action.**

While emergency conditions generally are short-lived, exigent circumstances can exist for a period of weeks or months.

- l. In the case of an exigency, there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the county, and use of competitive purchasing proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive purchasing may be appropriate.
- m. In the case of an emergency, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.
- n. The exception to competitive purchasing is available only while the exigent or emergency circumstances exist. Upon awarding a noncompetitive contract, the county should immediately begin the process of competitively procuring similar goods and services in order to transition to the competitively procured contracts as soon as the exigent or emergency circumstances cease to exist.
 - All purchasing during Emergency/Disasters must follow the applicable code of Federal Regulations sections 2 CFR 200.317-326.

2. Items Not Amenable to Bid.

The Board of County Commissioners, at its discretion, may process a requisition and issue a purchase order without bid under the following conditions:

- a. Item to be purchased under current state, county or cooperative bid.
- b. Only one known source for purchase, and no comparable substitute product or service is available; specific type or brand of supply or part necessary for acceptable operation of machine or device or required by warranty or contract on the machine or device. Substantiation must accompany request.
- c. An item previously bid within the last 90 days and low bidder's price has not changed.
- d. An item that costs less than \$7,500.00 which, in the opinion of the Elected Official or Department Head, would not be cost effective to bid.
- e. As of a result of a competitive sealed bid, no bids were received or all bids were rejected and the Board of County Commissioners authorizes negotiation. Negotiations may be conducted with the firm determined to be most qualified based on successful past performance, references from other agencies, availability of services, etc.
- f. Other circumstances creating an inability to secure multiple quotations shall be documented on the individual requisition to be filed for auditing purposes.

3. Standard Acquisitions \$7,500.00 up to \$25,000.00.

Acquisitions valued between and \$7,500.00 up to \$25,000.00 which do not require special terms or conditions and are not governed by federal regulation or State Statute may be bid verbally or in writing at the Department's discretion. Standard acquisitions shall be subject to the following procedures:

- a. A minimum of three (3) qualified vendors shall be solicited, unless the acquisition is not amenable to bid as defined in the above section.
- b. Documentation shall be kept of all vendors solicited.

- c. For services under \$7,500.00 where labor is provided on County Property. Legal terms and conditions shall be printed on the back of the Purchase Order and signed by the contractor to accept these terms and conditions. Signed and accepted PO's shall be reviewed by the Department Head and copies shall be kept in the project file and the County Attorney's Office.

4. Purchase of Used Goods or Equipment.

- a. The ordering Department shall contact a reasonable number of vendors for availability and cost.
- b. Selection and Negotiation:
 - An authorized representative of the ordering Department shall inspect the equipment.
 - The ordering Department shall be responsible for all negotiations and for offers made to any vendor(s).

5. Professional Service Contracts / Requests for Proposals.

- a. The ordering Department shall be responsible for the distribution of Requests for Proposal packages.
- b. The ordering Department shall be responsible for the distribution of Requests for Proposals Packages.
- c. Proposals received from participating firms shall be evaluated by the ordering Department.
- d. The ordering Department shall retain the following information in the project file:
 - The list of firms that have been short-listed for further consideration.
 - Substantiation of the selections, including a recap of the average total points by category and constructive observations. Do not show individual names or scores. This document must be suitable for distribution to participating firms.
 - Provide a list of questions to which the selected firms shall be required to respond during the interview.
 - The ordering Department shall be responsible for scheduling interviews and / or requesting fee proposals. Interviews and resultant contractual negotiations shall be conducted by the ordering Department.
 - Following the completion of negotiations, the ordering Department shall forward the following information to the Board of County Commissioners:
 - Memo of recommendation including the background statement for inclusion in the agenda memorandum.
 - Final rating recap including interview scores and constructive observations.

6. Formal Bid Procedures - Standard and Contractual. Formal bids shall be obtained for all goods or services in any of the following cases: if governed by federal regulation or state statute; if the acquisition is more than \$25,000.00.

- a. **Specifications:** Preparation of technical specifications for new equipment, supplies or services is the responsibility of the originating Department.

- b. **Insurance / Sample Contract:** The originating Department shall contact the County Attorney's Office if the requirement as labor intensive, a professional service project or represents critical performance supplies/equipment.
- c. **Bid Bonds:** If determined to be in the best interests of the county, the County Attorney may require bidders to submit a guaranty deposit with their bid.

Guaranty deposits will be requested on bonded projects valued at \$25,000.00 or more.

- The amount of deposit should be sufficient to cover anticipated differential costs between the lowest and next bidder, as well as administrative costs associated with advertisement. Such deposit may not be withdrawn until the specified time after bid opening. It is the responsibility of the ordering Department to approve the return of deposits to unsuccessful bidders.
- d. **Distribution:** In accordance with applicable federal regulations or state statutes, the ordering Department shall determine the method of distributing bid packages (advertisement telephone solicitation, or otherwise) and the number of days in which the bid shall be open.
- The ordering Department shall distribute the bid package to interested parties, collect any bid document fees, place advertisements, and perform any other necessary tasks.
- e. **Pre-Bid Conferences:** The ordering Department shall schedule and conduct pre-bid conferences as required.
- A competitive environment will be maintained throughout the entire bid process.
 - Any necessary clarifications or agreed upon changes must be forwarded to all participating vendors. Vendor requests for changes in the specifications that would result in compromising the intended use and quality of the equipment will be denied.
- f. **Bid Package Modifications:** Only the ordering Department may make any changes or modifications to the terms, conditions or specifications of the bid package prior to bid openings. Any changes or modifications shall be in writing and sent to all known prospective bidders by the ordering Department.
- g. **Submission of Bids / Proposals:** All proposals shall be submitted to the ordering Department.
- h. **Public Openings:** The ordering Department shall open and read bids at a public meeting at the time and place specified in the bid documents. Late bids will not be considered under any circumstances.
- i. **Bid Review:** The ordering Department shall review all bids.

j. **Bid Award Recommendation:** The originating Department shall forward the following information in writing to the Board of County Commissioners:

- Vendor / Contractor recommendation.
 - If the originating Department recommends a vendor or contractor who is not the low bidder, such recommendation shall be accompanied by written justification.
- Background information defining the need for the requirement. This information will be incorporated into the Agenda Memorandum by the Agenda Coordinator.
- If the bid amount reflects a substantial difference as compared to the estimated/budgeted amount, the originating Department shall include an explanation of the difference with their award recommendation.

7. Negotiation.

Only the ordering Department shall negotiate price and other terms and conditions for materials and services required by the county, unless otherwise provided for herein.

The end result of such negotiation shall not represent a significant deviation from the specifications bid.

Negotiations must be conducted in such a manner as to assure that no bidder is given an unfair advantage over his competitors.

PART E: APPROVAL / AWARD PROCESS

1. General.

- a. Only bids from responsible bidders will be considered. A responsible bidder is one who has submitted a bid that conforms to all material respects to the bid specifications.
- b. Material deviations may not be waived in order to make an award. Material deviations are those that go to the substance of the bid that affect the price, quality, or delivery of the materials or services offered and are prejudicial to the rights of other bidders.
- c. Immaterial or minor deviations may be clarified with the bidder or bidders.

Examples:

- Failure to submit requested brochures or samples with the bid providing the name or manufacturer and/or model number has been included in the bid.
- Failure to extend unit prices or where there is an error in extension of price.
 - The waiving of any irregularities, however minor, must be done in such a manner as to assure that no bidder is given an unfair advantage over his competitors.
- d. The award will be made to the lowest responsible bidder whose bid meets the intent and criteria set forth in the bid documents.

2. Rental, Loan, and Demonstration Equipment.

a. Required Signature:

- Board of County Commissioners

b. Contract Execution:

- An elected official or Department head may execute an agreement for rental, loan or demonstration equipment only if in compliance with the rules set forth below and if the terms and conditions of the agreement are acceptable to the county. This authorization is not delegable.
- Review prior to execution of printed vendor form contracts shall be the responsibility of the County Attorney's Office.
- If the rental cost, or any cost associated with the loaned or demonstration equipment is valued at \$25,000.00 or more, approval procedures outlined in the following section must be followed.

- c. In accordance with the fixed asset policy, departments shall notify the Finance Department of any rental, loan or demonstration equipment for the purpose of assuring that such equipment is appropriately insured by the county and/or by the owner thereof.

3. Major Purchases and Formal Bids (over \$25,000.00).

a. Required Signatures:

- Elected Official or Department Head
- Budget Analyst
- County Commissioner
- Special Approval Requirements: All Computer equipment and software purchases shall be routed to the Information Services Director for review and approval prior to routing.

- b. Upon the Board of County Commissioners approval of the acquisition, the ordering Department shall enter a requisition into the accounting system for the successful vendor. Notice to proceed with any work shall be conditional upon the receipt and approval of insurance certificates and bonds, where necessary.

4. Sole Source.

Upon the procurement process, a “sole source” or “single source” contract may be entered when a competitive bid process is not feasible. Examples of acceptable exceptions from the competitive process may include:

- The item/service is available only from one source
- Public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- Competition is determined inadequate after solicitation of a number of resources.

When federal or state funding is utilized for the purchase, federal regulations and state statutes are used for guidelines regarding Sole Source procurement.

5. Contract Execution.

The following is general information on the contract execution process:

- a. The originating Department shall forward the recommended contractor's proposal to the County Attorney's Office for contract preparation or review.
- b. The County Attorney's Office will return the contract to the originating Department with recommendations or changes.
- c. Once all contract changes have been made the originating Department needs to schedule a time during a Board of County Commissioners public meeting to have the contract executed by the Board of County Commissioners.
- d. The originating Department will forward the executed contract to the contracting party with a request that certificates of insurance and bonds be forwarded to the county's authorized representative.
- e. The county's authorized representative (where applicable) shall issue notice to the contractor to proceed with the work.
- f. Contract execution procedures may be changed only as approved by the Board of County Commissioners together with the County Attorney.

6. Contract Change Orders.

- a. All contractual change orders are subject to the Authorization Requirements set forth in Part B on Page 4, an Elected Official or a Department head may authorize contract changes up to \$7,500.00 or 10% of the total contract price, whichever is lesser.
- b. All contractual change orders which are greater than the lesser of \$7,500.00 or 10% of the total contract price shall be presented to the Board of County Commissioners for review and decision.

PART F: DISPOSAL OF COUNTY PERSONAL PROPERTY

Disposal of County Personal Property shall be in compliance with the County's Fixed Asset Policy. When equipment was acquired through a federal award is no longer needed for the original project, the code of federal regulations thresholds shall be reviewed before disposal is made.

This policy is binding upon all Moffat County Departments and employees.

PART G: REVISION HISTORY

By adoption of Resolution 2021- 102, the below listed Moffat County Resolutions are hereby rescinded.

<u>Date</u>	<u>Description of Change</u>	<u>Adopted by Resolution?</u>	<u>Resolution #</u>
10/11/1983	Re: Procedures for Bidding	Yes	n/a
10/27/1999	Re: Bidding Procedures for Goods and Services <i>*(Resolution Number typed as 1999-42, but handwritten Resolution Number is 1999-48)</i>	Yes	1999-48
08/31/2004	Purchasing Policy and Procedures Approved	Yes	2004-83
12/07/2004	Revised Purchasing Policy and Procedures	Yes	2004-140
09/20/2005	Property and Liability Insurance Bid Procedures - Revised Amending 1983 Resolution	Yes	2005-85
06/03/2008	Revised Purchasing Policy and Procedures	Yes	2008-62
05/21/2013	Amendment to Resolution 1999-48 (42)	Yes	2013-49
02/11/2014	Clarify Contract Work	Yes	2014-28
01/30/2018	Procedures for Professional Services	Yes	2018-15
12/21/2018	Procurement Related to Federal Awards	Yes	2018-141
11/26/2019	Human Services to Sign Child Care Provider Service Contracts	Yes	2019-119
04/14/2020	Purchasing During a Declared Emergency / Disaster	Yes	2020-44

To the extent any other Moffat County Resolutions setting forth Moffat County policies and/or procedures, including bid procedures and processes, conflict with Resolution 2021 - 102, said Resolutions are hereby amended to comport with the policies in said Resolution.

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The signatures of the follow Elected Officials and Moffat County Board's signify their adoption and approval of this policy, which is binding upon the Elected Officials and the employees of their offices.

Donald Broom, Chairman
Moffat County Board of County Commissioners

Chuck Cobb, Assessor

Tammy Raschke, Clerk & Recorder

Linda Peters, Treasurer

Jesse Arthurs, Coroner

KC Hume, Sheriff

Peter Epp, Surveyor

President, Moffat County Library Board

President, Moffat County Housing Authority Board

Chair, Moffat County Local
Marketing District Board

Chair, Moffat County Tourism Board

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