

DOLORES COUNTY PROCUREMENT POLICY



**Adopted by the Dolores
County Board of County Commissioners on the 20th day of June,
2016.**

DOLORES COUNTY RESOLUTION NUMBER 06-16-03
A RESOLUTION ESTABLISHING A PURCHASING POLICY FOR DOLORES COUNTY

Whereas, the Board of County Commissioners of Dolores County, Colorado (BOCC), has determined that consistent procedures should be followed by all Dolores County elected officials, department heads, and staff for certain purchasing and contracting of supplies, materials, equipment, and services (including leases, lease purchases, contractual services, and rentals); and

Whereas, the BOCC seeks to assure itself and the public of maximum economies to be achieved through fair and equitable purchasing; and

Whereas, adoption of the Dolores County Procurement Policy will foster effective broad-based competition within the free enterprise system to ensure that the County will receive the best possible service or product at the "best overall value," and ensure accountability in public processes; and


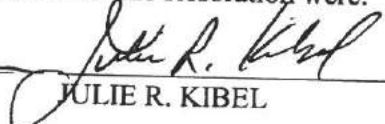
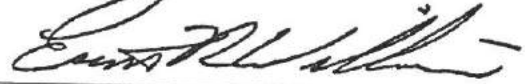
Whereas, the adoption of this this policy is specifically authorized by CRS §30-11-107(aa); and

Therefore, be It Resolved, by the BOCC that the policies and procedures contained in the Dolores County Procurement Policy are hereby established and shall apply to all County elected officials, department heads and staff except as may be otherwise provided by Colorado Revised Statutes or determined by the Board of County Commissioners. All resolutions or parts thereof or procedures or policies in conflict with this Resolution are hereby repealed,

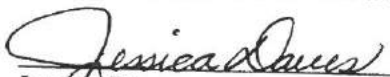
Resolved at a duly noticed public meeting held and convened on the 6th day of June, 2016 with the following persons present:

Commissioners present:	Julie Kibel, Ernest Williams, and Doug Stowe
County Attorney:	Dennis R. Golbright
Deputy Clerk to the BOCC:	Jessica Daves
Margret Daves	Special Projects Manager

Commissioners voting in favor of this Resolution were:

		
DOUGLAS R. STOWE	JULIE R. KIBEL	ERNEST R. WILLIAMS

DEPUTY CLERK TO THE BOARD OF COUNTY COMMISSIONERS


Jessica Daves



I. INTRODUCTION

This Policy is intended to provide procedures and guidelines for conducting purchasing and contracting activities for Dolores County. The application of this Policy may be altered by the Dolores County Board of County Commissioners (BOCC) as deemed appropriate under individual circumstances. This Policy shall apply to all County Departments including elected officials and their designee(s). However, nothing herein shall be construed to authorize anyone other than the BOCC to contract for goods and services on behalf of the County, or to take actions financially obligating the County for any funding over and above individual department budget line items. The BOCC shall be solely responsible for any such contracting and purchasing.

This Policy has been designed to:

1. Encourage maximum competition on a basis of fair and equal opportunity to those qualified and interested bidders;
2. Provide a uniform procedure for the procurement of materials, equipment, supplies and services;
3. Promote the goal of obtaining the "best overall value" for taxpayer dollars, utilizing factors including:
 - Price
 - Quality
 - Warranty
 - Service
 - Availability
 - Past Performance
 - References

II. REQUIREMENTS FOR FORMAL AND INFORMAL BIDS

There shall be three levels of formality, depending upon the costs of the goods or services sought. Personnel are encouraged to utilize a higher level whenever fairness in the process may be compromised by failing to do so. For purposes of determining costs of services, the total cost of the project shall be used. If ongoing services are bid, the annual service costs shall be used.

Level One – Up to \$3,000.00: Personnel are to look at multiple sources when practical. Telephone inquiries, internet searches, and other forms of comparative shopping shall be utilized.

Level Two - Between \$3,000.00 and \$20,000.00: Bids from at least three (3) sources shall be obtained if possible through reasonable and practical means. Bids may be submitted by written quotations from vendors submitted by fax, mail, or email.

Level Three - \$20,000.00 and above; The term "formal bid" is used to identify solicitations that represent major purchases by Dolores County. The difference between a formal bid and an informal bid is that a formal bid must be sealed, in writing, and publicly advertised in the legal

paper of record at least fourteen (14) days prior to the date set for opening. The issuance of a formal bid shall be accomplished by a cooperative effort between County Departments and the Board of County.

III. REQUEST FOR PROPOSAL (RFP) AND REQUEST FOR QUALIFICATION (RFQ)

All formal bids shall be sought through the use of a Request for Proposal (RFP). Prospective suppliers or services may be prequalified for particular types of supplies, services and construction through the use of a Request for Qualifications (RFQ), which shall be solicited and advertised in order to establish a pre-qualified vendors list. Upon establishment of a prequalified vendors list for a particular supply, service or construction, an RFP may be submitted to individuals or companies on the list.

Any RFP or RFQ issued must be in writing, **approved** by the BOCC, posted in the County's official posting place, and publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening. The RFP and RFQ must be submitted to the County in a sealed envelope marked with the name of the request as indicated in the instructions. The issuance of an RFP or RFQ shall be accomplished by a cooperative effort between County Departments and the BOCC.

All proposals, including those prepared by outside consultants, will be processed through the BOCC. All proposals shall be opened before the public at a date, time and place designated in the RFP or RFQ. All bid openings, including bids prepared by outside consultants, will be processed through the BOCC. All bids shall be opened under control by the BOCC. The proposals shall be analyzed based upon the "best overall value" to the County. Award shall be made by the BOCC. The County reserves the right to reject any or all bids, withdraw any bid or RFQ request, re-bid, or alter specifications at any point in the bidding or RFQ process. All bids awards shall be contingent upon negotiation of a final contract, bonding as may be required, proof of appropriate insurance, and overall eligibility, all as to be determined by the BOCC in their sole subjective opinion.

The BOCC will maintain a formal procurement file for every Formal Bid, RFP and RFQ. Each file will contain a list of the vendors and newspapers who received the solicitation, copies of the bids or proposals received from vendors, bid or proposal analysis sheet, award letter or contract, and thank you letters.

IV. PROCEDURE FOR PURCHASING VIA A PUBLIC AUCTION

Purchases may be made through a public auction only when authorization is granted by the BOCC. The purchasing County representative shall provide, information regarding the value of like products in order to provide a realistic target price. Upon receiving this information and verifying budget availability, authorization by the BOCC, indicating the amount "not to exceed" may be granted allowing the representative to attend the auction and bid on that particular product. If a purchase is made through a public auction, all documentation must be retained and submitted to the BOCC for processing.

V. PROCEDURE FOR PURCHASING USED EQUIPMENT

Purchases of used equipment, including heavy machinery, vehicles, and office equipment, may be utilized when cost effective. Said purchases may be made without utilizing a bid process if the item to be purchased is unique as to make it impractical to obtain proposals from other sources. Any such purchase shall be made only after obtaining authorization from the BOCC.

VI. ADDITIONAL ITEMS NOT REQUIRING BIDDING PROCEDURE MANDATED HEREIN

1. The item to be purchased is under State or Federal Bid lists;
2. Other more stringent purchasing procedures are mandated by State or Federal laws, rules or regulations, or otherwise due to applicable grant requirements;
3. There is only one known source of purchase, and there is no practicably comparable substitute product or service reasonably available;
4. A specific type or brand of supply, part or service is necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device;
5. The item or service is required on an emergency basis. Alternative bidding or comparison measures shall be utilized when practical;
6. The item was previously awarded within the past six (6) months;
7. The professional service is ongoing and the County is substantially benefited by the continuity of continued expertise and familiarity with County matters. Such services include IT, Accounting/Audit, Legal, building maintenance and mechanical.

VII. LOCAL ADVANTAGE

Dolores County will make every effort to purchase from businesses located within Dolores County if the purchase fits into the category of "best overall value." In analyzing value, any Dolores County business shall be given a 5% bid cost advantage. Businesses not located within Dolores County, but considered regionally "local", and therefore contributing positively to the overall economy of the region, may be given an advantage when considering "best overall value."

VIII. ETHICS IN PUBLIC PURCHASING AND CONTRACTING

It is recognized that due to the small County population and somewhat isolated location of the population centers, it is inevitable that goods and services may often be provided by relatives of County employees or elected officials. Persons involved in the procurement process shall strive to maintain the highest level of ethical standards by adhering to all applicable State and Federal ethical rules, including the disclosure of any potential conflict, abstaining from the process when appropriate and avoiding any influence thereon.

It shall be unethical for any person to offer, give, or agree to give any Dolores County employee, or for any Dolores County employee to solicit, demand, accept, or agree to accept from any

vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval or recommendation concerning a solicitation. Any employee found to be accepting such gifts or gratuity in connection with any decision; approval, disapproval or recommendation concerning a solicitation may be subject to disciplinary action and/or termination. Inexpensive advertising items, such as pens, pencils, paperweights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy and may be accepted.

IX. MISCELLANEOUS PROVISIONS

1. Purchases shall not be artificially divided so as to constitute a small purchase under any one section.
2. Ongoing services need not be re-bid annually. Personnel are encouraged to review ongoing contracts periodically to determine appropriate re-bid intervals.
