RECEPTION#: 2015003262, 05/20/2015 at 09:41:58 AM, 1 OF 25, , Additional Names Fee: , , Doc Code:RES, Sara L. Rosene, Grand County Clerk and Recorder, Colorado

STATE OF COLORADO }
} SS.
County of Grand }

At a regular meeting of the Board of County Commissioners for the Grand County, Colorado, held at the Grand County Administration Building in Hot Sulphur Springs on Tuesday, the 12th day of May, 2015 there were present:

Merrit Linke, Commissioner Chairman
James L. Newberry, Commissioner
Kristen Manguso, Commissioner
Anthony J. DiCola, County Attorney
Lurline Underbrink Curran, County Manager
Sara L. Rosene, Clerk of the Board

when the following proceedings, among others, were had and done, to wit:

RESOLUTION NO. 2015-5-20

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AND ADOPTING SIX (6) GRAND COUNTY POLICIES

WHEREAS, the Board of County Commissioners of the County of Grand, State of Colorado was presented six (6) proposed Grand County policies; and

WHEREAS, the Board has held several workshops with Grand County department heads and has heard public comment for the development or amendment of various work place policies; and

WHEREAS, the Board was presented with the following six proposed policies:

1) Board of County Commissioner Policy Concerning Weekly Voucher Review;
2) Grand County Cell Phone Policy;
3) Capital Expenditure Policy;
4) Grand County Communications Policy;
5) Board of County Commissioners Policy Concerning General Interaction with Appointed Official and Elected Officials;
6) Grand County Purchasing, Contracting and Credit Card Policy; and

WHEREAS, the Board has reviewed the above named policies, a copy of which are attached hereto and are incorporated by reference as if set forth in full herein, and has determined that adopting the policies as presented is in the best interest of the health, safety, and welfare of the citizens of Grand County.

NOW THEREFORE, be it resolved by the Board of County Commissioners of the County of Grand, State of Colorado that the policies listed above be and are hereby approved and adopted as presented, effective May 12, 2015.

BE IT FURTHER RESOLVED, that any part of any previous Resolution or approved policy of the Board of County Commissioners of the County of Grand, State of Colorado that is in contradiction to these six newly adopted policies be and is hereby repealed, rescinded, and of no further effect or force.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Merrit Linke ..... Aye
James L. Newberry ..... Aye
Kristen Manguso ..... Aye

Commissioners

STATE OF COLORADO }
} SS.
County of Grand }

I, ……., County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Grand County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Hot Sulphur Springs, this …….. day of ……. A.D. 20……

County Clerk and ex-officio Clerk of the Board of Commissioners.

……..

May 12, 2015

GRAND COUNTY

Purchasing, Contracting and Credit Card Policy

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GRAND COUNTY
Purchasing and Contracting Policy

Introduction

This policy is intended to provide procedures and guidelines necessary to conduct proper purchasing and contracting activities for Grand County. This policy has been designed to:

1. Comply with the State of Colorado, Colorado Revised Statutes, as amended,

2. Encourage maximum competition on a basis of fair and equal opportunity to those qualified and interested bidders,

3. Provide a uniform procedure for the procurement of material, equipment, supplies and services,

4. Ensure that the County is getting the "best overall value" for taxpayer dollars, and *Some of the factors considered when determining the "best overall value" are:*
   - *Competitive Price*
   - *Warranty*
   - *Service*
   - *Availability*
   - *Past Performance*
   - *References*

5. Apply to all County Departments including all Elected and Appointed Officials (hereafter referred to by reference as "Department Heads") and their designee(s) as indicated on the Authorized Signatures list.

County Manager and Finance Director

The County Manager and Finance Director shall have the authority to undertake procurement, solicit bids and proposals, make written determinations and recommendations for the County, and supervise County purchasing functions. The Finance Director will work to ensure budgetary compliance. All bids and quotations of any kind must be current (within a six-month window).

An ***"Authorized Signatures"*** list will be provided to the County Manager and Finance Director indicating the employees in the various County Departments who are authorized to make purchases on behalf of their respective Department Heads. The form also indicates the dollar limitation for each person.

Requirements for Formal and Informal Bids

Grand County encourages all Department Heads to search local vendors for goods and services before going outside the county. Dollars spent locally turn over in the community and assist other businesses. Grand County does not require that goods and services be purchased locally as fiscal responsibility requires that the tax dollar be spent as wisely as possible. However, it is required that all Department Heads search and compare local vendors for goods and services to make sure the best, competitive price is selected.

Up to $999.99:
Department Heads are encouraged to do whatever is practical to secure competitive pricing from multiple sources. ***Purchases shall not be artificially divided so as to constitute a small purchase under this section. Whether or not a proposed purchase constitutes artificial division shall be determined by the Accounting Department.***

$1,000.00 to $4,999.99: ***(Informal verbal or written bids are required)*** Informal bids from at least three (3) sources must be obtained. Bids may be documented on the **"Informal Verbal Quotation Form"** or may be supported by written quotations from vendors (faxed/mailed/electronic submittals). This documentation should be attached to an **"Informal Bid Review Form."** The Department Heads will review all documentation for budgetary availability and to ensure quotes are attached prior to ordering. The **Department Head** will sign the Informal Bid Review Form indicating that the documentation has been reviewed. The Informal Bid Review Form must be signed by the **Finance Director** (or designee). ***Purchases shall not be artificially divided so as to constitute a small purchase under this section. Whether or not a proposed purchase constitutes artificial division shall be determined by the Accounting Department.***

$5,000.00 to $9,999.99: ***(Informal written bids are required)***
Informal written bids from at least three (3) sources must be obtained. Faxed/mailed/electronic quotations are acceptable. Purchases must be supported by written quotations from vendors, attached to the **"Informal Written Bid Review Form."** All documentation with attached written quotations and Informal Written Bid Review Form must be reviewed and approved by the **Department Head** for compliance with policy and budgetary availability. The Informal Written Bid Review Form must be signed by the **Department Head** and the **Finance Director** (or designee) after their review. Final review and approval by the County Manager is required prior to ordering. ***Purchases shall not be artificially divided so as to constitute a small purchase under this section. Whether or not a proposed purchase constitutes artificial division shall be determined by the Accounting Department.***

$10,000.00 and over ***(Formal bids are required)***
The term "formal bid" is used to identify solicitations that represent major purchases by Grand 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 is best accomplished by a cooperative effort between County Department Heads and the County Manager.

All bid openings, including bids prepared by outside consultants, will be processed through the County Manager's Office. All bids shall be opened under dual control by the County Manager (or designee) and Department Head (or designee) of the County. Bids shall be presented to the Board of County Commissioners to make a formal action on awarding the bid. ***See the following formal Request for Bid (RFB) / Request for Proposal (RFP) Process outline.**

Request for Bid (RFB) / Request for Proposal (RFP)

Competitive sealed bid proposals are most appropriately used for professional service oriented contracts (i.e. purchase of services, purchase of products such as fuel, magnesium chloride, gravel crushing, etc.)

The formal RFB or RFP must be in writing, posted on the County's website, and publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening. The RFB and RFP 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 RFB or RFP is best accomplished by a cooperative effort between Department Heads and the County Manager.

All proposals, including those prepared by outside consultants, will be processed through the County Manager. All proposals shall be opened before the public at a date, time and place designated in the RFB or RFP. All proposals shall be opened under dual control by the County Manager, or designee, and department head or other staff member of the County. The proposals shall be analyzed (based upon the "best overall value" to the County) and documented including staff recommendation. Award shall be made by the Board of County Commissioners including approval of contracts. ***See the following formal Request for Bid (RFB) / Request for Proposal (RFP) Process outline.**

Formal Request for Bid (RFB) / Request for Proposal (RFP)

What to Do:	Who Does it:
1. Notify the County Manager of the need to issue a formal bid/RFP/RFQ	1. Department Head
2. Review for budgetary availability	2. Department Head, Finance Director and/or County Manager
3. Determine needs and develop specifications	3. Department Head and/or County Manager
4. Prepare bid document/RFP to be reviewed by County Attorney's Office	4. Department Head and/or County Manager
5. Advertise and solicit sealed bids Public notice of the bid shall be given at least 14 days prior to the date set for opening.	5. Department Head and/or County Manager
6. Bid/RFP opening	6. Department Head and County Manager
7. Bids/RFP's are analyzed and spreadsheet prepared	7. Department Head and County Manager
8. Make award recommendations to Board of County Commissioners for formal award and contractual approval	8. Department Head and/or County Manager
9. Notice of award and thank you letters	9. Department Head and/or County Manager
10. Prepare Contract	10. County Attorney's Office
11. Send Contract to Bidder, Obtain Signatures	11. Department Head and/or County Manager
12. Present contract to Board of County Commissioners for approval	12. Department Head and/or County Manager
13. Public legal notice pursuant to applicable Contracts prior to making Final contract disbursement pursuant to CRS 38-26-107.	12. Department Head and/or County Manager in coordination with County Attorney's Office.

The County Manager's Office will maintain a Contract File for each Contract, including the Formal Bid or RFP. 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, contract and thank you letters.

Purchase, Contract and Authorization Table

Expenditure Limits	Formal/ Informal Bid Method	Authorized Personnel to Make Purchase	Final Approval / Release of Payment	Required Documents
Up to $999	Competitive Pricing is encouraged.	Department Head	Board of County Commissioners	Voucher County Contract (for Services or Construction)
$1,000 to $4,999.99	Informal Verbal (or Written) Bid from 3 sources. Telephone, email, faxed or mailed quotations are acceptable.	Department Head. County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher
$5,000 to $9,999.99	Informal Written Bid from 3 sources. Email, faxed or mailed quotations are acceptable.	County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher
$10,000 and greater	Formal sealed Bid / RFP Process. 14 day public notice in legal paper of record and on County website.	County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher

- *All Road & Bridge projects of $25,000 or greater must go through a formal bid process.*
- *All Capital Expenditures budgeted within a Department's 5-Year Capital Improvement Plan must be released by the Board of County Commissioners prior to approval of a Purchase Order. This is a year-to-year policy decision made by the Board of County Commissioners.*
- *County Contract is required for Services and Construction. All Building Construction must go through a formal bid process; a Construction Contract must be executed.*
- Public legal notice pursuant to applicable Contracts and/or CRS 38-26-107 must be made prior to making final contract disbursements.

Purchase Order Policy

All expenditures of **$1,000 PER ITEM** and higher, or **ORDERS TOTALING $5,000** or more require a Purchase Order. The policy applies to purchases regardless of how many vendor invoices are applied to the order.

Before incurring the expense, the Purchase Order must be prepared by the department, signed by the **Department Head** and approved by the **County Manager**. In the absence of the County Manager, a Purchase Order will be approved by the Finance Director. The approved Purchase Order must be attached to the payable voucher in order to be processed for payment.

All expenditures that were budgeted and cost less than $1,000 can be vouchered for payment without a Purchase Order.

Exceptions to the Purchase Order Policy are:

- Expenditures covered by a BOCC approved and executed service contract. (Attach first page of contract to payable voucher in order to have payment processed).
    - However - Service Contracts with multiple payments need have a PO for internal tracking of total payments.
- Recurring monthly utility bills.
- Legal Documents and Publications required by State Statute.
- Expenditures paid for under a BOCC approved grant (Attach service contract or grant award statement with signature).

Purchase Orders may also be used to facilitate tracking of payments on contracts that will be paid in installments, and in cases where multiple contracts with the same contractor might otherwise complicate payment tracking.

Procedure for Purchasing via a Public Auction

Purchases may be made through a public auction only when written authorization is granted by the Board of County Commissioners. The Department Head must provide, in writing, quotes from like products in order to provide a realistic price. Upon receiving this information and verifying budget availability, written authorization by the Board of County Commissioners, indicating the amount "not to exceed" may be granted allowing the Department Head, or designee, 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 Finance Department for processing.

Purchases or Services not Requiring Bidding Procedure

The County Manager may approve a purchase without bid under the following conditions subject to departmental budget availability:

1) The item to be purchased is under State or Federal Bid lists
2) Grants, Contracts or Agreements between Grand County and other governments or agencies.
3) Legal Documents and Publications required by State Statute.
4) Licenses, permits, easements, leases or other rights to use County real property for less than one year.
5) The purchase of real property.
6) Acquisition of professional services of legal counsel and expert witnesses.

7) There is only one known source of purchase, and there is no comparable substitute product or service. ***Written documentation supporting the sole source must be provided.***
8) A specific type or brand of supply or part is necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device. ***Written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device, or a copy of a particular warranty or contract for a machine or device, must be provided.***
9) The item or service is required on an emergency basis.
10) The item was previously awarded within the past six (6) months.

Emergency Procurements

In the case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Board of County Commissioners hereby authorizes the County Manager to approve such emergency purchase if the situation permits. The Department Head should still secure, by informal bid procedure at the "best value" any such materials, supplies, equipment or services. Such informal bid procedures shall, to the extent possible, consist of obtaining quotes either by telephone, written, faxed or electronic from at least three (3) suppliers of the product or service to be purchased. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall accompany the documentation submitted to the Finance Office for purchase.

Emergency Procurements Definition: Emergency procurements may be made when there exists an eminent or immediate threat to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as outlined above, and as is practical under the circumstances.

Exceptions

Exceptions to this policy can be determined on a case-by-case basis by the Board of County Commissioners.

Local Advantage

Grand County will make every effort to purchase from and utilize the services of businesses and contractors located within Grand County if the purchase fits into the category of "best overall value." It must be noted that Grand County employees have a responsibility to the taxpayers of the County to ensure that bids are awarded to vendors offering their products or services at the ***"best overall value"*** to the County.

Bidders with a business address within the Middle Park area are considered "local contractors" and will be afforded a five (5) percent local contractor preference computed off the low bid amount. Summit County is part of Middle Park.

Cancellation and Rejection of Bids

Grand County reserves the right to reject any and all bids or cancel a request for bid or proposal and any options within. The low bid may not be the winning bid.

An invitation to bid, request for proposal, or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County.

If in the event the County does not receive a formal bid or RFP after proper public notice and legal advertisement, the County may cancel the bid or RFP and seek a supplier or service and obtain a bid or RFP without further public notice or legal advertisement.

Ethics in Public Purchasing and Contracting

It shall be unethical for any Grand County employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Grand County employee, or for any Grand 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 will be subject to disciplinary action, including 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.

GRAND COUNTY
Credit Card Policy and Procedures

Policy

All County credit card usage shall be for County business only for travel related expenses, conference/seminar registration fees, professional membership dues or fees, work-related books, videos, periodicals or subscriptions, shipping fees, food for meetings, and non-contract equipment maintenance and repairs. No personal usage of County credit card is allowed. Credit cards shall not be used for cash advances or to purchase fuel for privately owned vehicles, alcohol or alcoholic beverages of any kind, including those on restaurant receipts, controlled substances, or any non-County purposes, including ordering personal items as part of a County order to receive a better cost on items or shipping costs that result in personal gain.

Accidental charges due to human error can occur and may be taken into consideration if a purchase is in violation of this credit card policy. Any employee having made an accidental charge in human error must immediately report the matter to the County Manager and Finance Director upon discovery and immediately make payment in the full amount of the accidental charge to Grand County and obtain a receipt. Any accidental charge and subsequent payment to Grand County with receipt shall be documented on the Credit Card Purchase Information Form.

County credit card is NOT intended to avoid or bypass appropriate purchasing or contract procedures. The County credit card compliments the existing purchasing procedure available.

Failure to comply with credit card policy and procedures will result in cancellation of the card, and may include disciplinary action, including termination.

Credit Card Limits: County Credit Card monthly maximum limit is $3,000 for Department Heads.

Procedures

1. Credit card receipts must be retained and accompanied by ***Credit Card Purchase Information Form*** (Appendix A). Employees shall be solely responsible for obtaining copies of lost or misplaced receipts.

2. Credit card statements will be received and administered through each Department for payment. Credit card receipts, accompanied by the "Credit Card Purchase Information Form" must be delivered to the Accounting Office with the regular voucher payment schedule. The Accounting Office will retain the Credit Card Purchase Information Forms and receipts maintained for reference and accountability purposes.

3. Please contact the County Manager's office should a circumstance arise where a higher dollar limit is needed, and arrangements may be made to adjust the dollar limit.

4. No individual cardholder will be able to modify his or her account in any way. Request for changes must be made through the County Manager and may only be authorized by the County Manager or by approval of the Board of County Commissioners. If a card is lost or stolen, it is imperative that you contact the County Manager's office immediately.

Appendix A

Purchasing, Contracting & Credit Card Purchase Forms

RECEPTION#: 2015003262, 05/20/2015 at 09:41:58 AM, 21 OF 25 Doc Code:RES,Sara L. Rosene, Grand County Clerk and Recorder, Colorado

INFORMAL COMPETITIVE PRICING / QUOTE FORM ($999 AND UNDER) DEPT. USE ONLY

Department: _____	Vendor: _____	Vendor: _____	Vendor: _____	Vendor: _____
Date Quotes Solicited: _____	Address: _____	Address: _____	Address: _____	Address: _____
Authorized Department Signature: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____

Qty.	Description*	Each	Total	Each	Total	Each	Total	Each	Total
Bid Total			$				$		$

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INFORMAL VERBAL (OR WRITTEN) BID REVIEW FORM

($1,000.00 – $4,999.99)

Description of Purchase: _____

_____

Account Number(s) to charge expenditure(s): _____ **Amount(s):** _____

_____ _____

_____ _____

Award Recommendation *(give reasons supporting recommendation)*:

_____

_____

_____

_____ _____

Department's Authorized Signature **Finance Director (or designee)**

_____ _____

Date **Date**

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INFORMAL WRITTEN BID REVIEW FORM

($5,000.00 – $9,999.99)

Description of Purchase: _____

_____

Account Number(s) to charge expenditure(s): _____ **Amount(s):** _____

_____ _____

_____ _____

Award Recommendation *(give reasons supporting recommendation)*:

_____

_____

_____

_____ _____

Department's Authorized Signature **Finance Director (or designee)**

_____ _____

Date **Date**

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AUTHORIZED SIGNATURES

The following is a list of employees in my department, including me, who are authorized to purchase and sign the INFORMAL BID REVIEW FORM and the INFORMAL WRITTEN BID REVIEW FORM for the _____ Department.

(Please indicate dollar limitations for each person.)

I have authorized approval for the following individuals and have indicated their dollar limitations.

_____ _____ *Department Head/Elected*

Official Signature *Date*

I understand that by signing below it indicates that I have read and understand the purchasing manual. Failure to follow the purchasing manual may result in disciplinary action and/or termination.

Date	Printed Name	*Signature	Initials	$1,000-$4,999	$5,000-$9,999	

AUTHORIIZED SIGNATURES FORM

RECEPTION#: 2015003262, 05/20/2015 at 09:41:58 AM, 25 OF 25 Doc Code:RES, Sara L. Rosene, Grand County Clerk and Recorder, Colorado

CREDIT CARD PURCHASE INFORMATION FORM

NAME	DEPARTMENT	CR CARD MEMBER & ID#

CHARGES RELATED TO MEETINGS AND TRAINING:

Date	Provider	Amount	GL Account #	For meetings and training attended		Itemized receipt attached Announcement with place, date, agenda attached	For meetings & training hosted		Itemized receipt attached Announcement with place, date, agenda attached List of attendees	Purpose

CHARGES FOR SUPPLIES, SERVICE, & MISCELLANEOUS: (Please attach itemized receipt)

Date	Provider	Amount	GL Account #	Purpose

May 12, 2015

GRAND COUNTY

Purchasing, Contracting and Credit Card Policy

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Policy Procedures

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GRAND COUNTY
Purchasing and Contracting Policy

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Formal Request for Bid (RFB) / Request for Proposal (RFP)

What to Do:	Who Does it:
1. Notify the County Manager of the need to issue a formal bid/RFP/RFQ	1. Department Head
2. Review for budgetary availability	2. Department Head, Finance Director and/or County Manager
3. Determine needs and develop specifications	3. Department Head and/or County Manager
4. Prepare bid document/RFP to be reviewed by County Attorney's Office	4. Department Head and/or County Manager
5. Advertise and solicit sealed bids Public notice of the bid shall be given at least 14 days prior to the date set for opening.	5. Department Head and/or County Manager
6. Bid/RFP opening	6. Department Head and County Manager
7. Bids/RFP's are analyzed and spreadsheet prepared	7. Department Head and County Manager
8. Make award recommendations to Board of County Commissioners for formal award and contractual approval	8. Department Head and/or County Manager
9. Notice of award and thank you letters	9. Department Head and/or County Manager
10. Prepare Contract	10. County Attorney's Office
11. Send Contract to Bidder, Obtain Signatures	11. Department Head and/or County Manager
12. Present contract to Board of County Commissioners for approval	12. Department Head and/or County Manager
13. Public legal notice pursuant to applicable Contracts prior to making Final contract disbursement pursuant to CRS 38-26-107.	12. Department Head and/or County Manager in coordination with County Attorney's Office.

The County Manager's Office will maintain a Contract File for each Contract, including the Formal Bid or RFP. 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, contract and thank you letters.

Purchase, Contract and Authorization Table

Expenditure Limits	Formal/ Informal Bid Method	Authorized Personnel to Make Purchase	Final Approval / Release of Payment	Required Documents
Up to $999	Competitive Pricing is encouraged.	Department Head	Board of County Commissioners	Voucher County Contract (for Services or Construction)
$1,000 to $4,999.99	Informal Verbal (or Written) Bid from 3 sources. Telephone, email, faxed or mailed quotations are acceptable.	Department Head. County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher
$5,000 to $9,999.99	Informal Written Bid from 3 sources. Email, faxed or mailed quotations are acceptable.	County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher
$10,000 and greater	Formal sealed Bid / RFP Process. 14 day public notice in legal paper of record and on County website.	County Manager (Finance Director in absence of County Manager)	Board of County Commissioners	County Contract (for Services or Construction) Purchase Order and Voucher

- *All Road & Bridge projects of $25,000 or greater must go through a formal bid process.*
- *All Capital Expenditures budgeted within a Department's 5-Year Capital Improvement Plan must be released by the Board of County Commissioners prior to approval of a Purchase Order. This is a year-to-year policy decision made by the Board of County Commissioners.*
- *County Contract is required for Services and Construction. All Building Construction must go through a formal bid process; a Construction Contract must be executed.*
- Public legal notice pursuant to applicable Contracts and/or CRS 38-26-107 must be made prior to making final contract disbursements.

Purchase Order Policy

All expenditures of **$1,000 PER ITEM** and higher, or **ORDERS TOTALING $5,000** or more require a Purchase Order. The policy applies to purchases regardless of how many vendor invoices are applied to the order.

Before incurring the expense, the Purchase Order must be prepared by the department, signed by the **Department Head** and approved by the **County Manager**. In the absence of the County Manager, a Purchase Order will be approved by the Finance Director. The approved Purchase Order must be attached to the payable voucher in order to be processed for payment.

All expenditures that ~~were budgeted~~ and cost less than $1,000 can be vouchered for payment without a Purchase Order.

Exceptions to the Purchase Order Policy are:

- Expenditures covered by a BOCC approved and executed service contract. (Attach first page of contract to payable voucher in order to have payment processed).
    - However - Service Contracts with multiple payments need have a PO for internal tracking of total payments.
- Recurring monthly utility bills.
- Legal Documents and Publications required by State Statute.
- Expenditures paid for under a BOCC approved grant (Attach service contract or grant award statement with signature).

Purchase Orders may also be used to facilitate tracking of payments on contracts that will be paid in installments, and in cases where multiple contracts with the same contractor might otherwise complicate payment tracking.

Procedure for Purchasing via a Public Auction

Purchases may be made through a public auction only when written authorization is granted by the Board of County Commissioners. The Department Head must provide, in writing, quotes from like products in order to provide a realistic price. Upon receiving this information and verifying budget availability, written authorization by the Board of County Commissioners, indicating the amount "not to exceed" may be granted allowing the Department Head, or designee, 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 Finance Department for processing.

Purchases or Services not Requiring Bidding Procedure

The County Manager may approve a purchase without bid under the following conditions subject to departmental budget availability:

1) The item to be purchased is under State or Federal Bid lists
2) Grants, Contracts or Agreements between Grand County and other governments or agencies.
3) Legal Documents and Publications required by State Statute.
4) Licenses, permits, easements, leases or other rights to use County real property for less than one year.
5) The purchase of real property.
6) Acquisition of professional services of legal counsel and expert witnesses.

7) There is only one known source of purchase, and there is no comparable substitute product or service. ***Written documentation supporting the sole source must be provided.***
8) A specific type or brand of supply or part is necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device. ***Written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device, or a copy of a particular warranty or contract for a machine or device, must be provided.***
9) The item or service is required on an emergency basis.
10) The item was previously awarded within the past six (6) months.

Emergency Procurements

In the case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Board of County Commissioners hereby authorizes the County Manager to approve such emergency purchase if the situation permits. The Department Head should still secure, by informal bid procedure at the "best value" any such materials, supplies, equipment or services. Such informal bid procedures shall, to the extent possible, consist of obtaining quotes either by telephone, written, faxed or electronic from at least three (3) suppliers of the product or service to be purchased. A written determination of the basis for the emergency and for the selection of the particular contractor or vendor shall accompany the documentation submitted to the Finance Office for purchase.

Emergency Procurements Definition: Emergency procurements may be made when there exists an eminent or immediate threat to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as outlined above, and as is practical under the circumstances.

Exceptions

Exceptions to this policy can be determined on a case-by-case basis by the Board of County Commissioners.

Local Advantage

Grand County will make every effort to purchase from and utilize the services of businesses and contractors located within Grand County if the purchase fits into the category of "best overall value." It must be noted that Grand County employees have a responsibility to the taxpayers of the County to ensure that bids are awarded to vendors offering their products or services at the ***"best overall value"*** to the County.

Bidders with a business address within the Middle Park area are considered "local contractors" and will be afforded a five (5) percent local contractor preference computed off the low bid amount. Summit County is part of Middle Park.

Cancellation and Rejection of Bids

Grand County reserves the right to reject any and all bids or cancel a request for bid or proposal and any options within. The low bid may not be the winning bid.

An invitation to bid, request for proposal, or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the County.

If in the event the County does not receive a formal bid or RFP after proper public notice and legal advertisement, the County may cancel the bid or RFP and seek a supplier or service and obtain a bid or RFP without further public notice or legal advertisement.

Ethics in Public Purchasing and Contracting

It shall be unethical for any Grand County employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Grand County employee, or for any Grand 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 will be subject to disciplinary action, including 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.

GRAND COUNTY
Credit Card Policy and Procedures

Policy

All County credit card usage shall be for County business only for travel related expenses, conference/seminar registration fees, professional membership dues or fees, work-related books, videos, periodicals or subscriptions, shipping fees, food for meetings, and non-contract equipment maintenance and repairs. No personal usage of County credit card is allowed. Credit cards shall not be used for cash advances or to purchase fuel for privately owned vehicles, alcohol or alcoholic beverages of any kind, including those on restaurant receipts, controlled substances, or any non-County purposes, including ordering personal items as part of a County order to receive a better cost on items or shipping costs that result in personal gain.

Accidental charges due to human error can occur and may be taken into consideration if a purchase is in violation of this credit card policy. Any employee having made an accidental charge in human error must immediately report the matter to the County Manager and Finance Director upon discovery and immediately make payment in the full amount of the accidental charge to Grand County and obtain a receipt. Any accidental charge and subsequent payment to Grand County with receipt shall be documented on the Credit Card Purchase Information Form.

County credit card is NOT intended to avoid or bypass appropriate purchasing or contract procedures. The County credit card compliments the existing purchasing procedure available.

Failure to comply with credit card policy and procedures will result in cancellation of the card, and may include disciplinary action, including termination.

Credit Card Limits: County Credit Card monthly maximum limit is $3,000 for Department Heads.

Procedures

1. Credit card receipts must be retained and accompanied by ***Credit Card Purchase Information Form*** (Appendix A). Employees shall be solely responsible for obtaining copies of lost or misplaced receipts.

2. Credit card statements will be received and administered through each Department for payment. Credit card receipts, accompanied by the "Credit Card Purchase Information Form" must be delivered to the Accounting Office with the regular voucher payment schedule. The Accounting Office will retain the Credit Card Purchase Information Forms and receipts maintained for reference and accountability purposes.

3. Please contact the County Manager's office should a circumstance arise where a higher dollar limit is needed, and arrangements may be made to adjust the dollar limit.

4. No individual cardholder will be able to modify his or her account in any way. Request for changes must be made through the County Manager and may only be authorized by the County Manager or by approval of the Board of County Commissioners. If a card is lost or stolen, it is imperative that you contact the County Manager's office immediately.

Appendix A

Purchasing, Contracting & Credit Card Purchase Forms

INFORMAL COMPETITIVE PRICING / QUOTE FORM ($999 AND UNDER) DEPT. USE ONLY

Department: _____	Vendor: _____	Vendor: _____	Vendor: _____	Vendor: _____
Date Quotes Solicited: _____	Address: _____	Address: _____	Address: _____	Address: _____
Authorized Department Signature: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Salesperson's Name: _____ Tel.#: _____ Fax#: _____

Qty	Description*	Each	Total	Each	Total	Each	Total	Each	Total
Bid Total		$				$		$	

INFORMAL VERBAL (OR WRITTEN) BID REVIEW FORM
($1,000.00 – $4,999.99)

Description of Purchase: _____

_____

Account Number(s) to charge expenditure(s): _____ **Amount(s):** _____

_____ _____

_____ _____

Award Recommendation *(give reasons supporting recommendation)*:

_____

_____

_____

_____
Department's Authorized Signature

_____
Finance Director (or designee)

_____
Date

_____
Date

INFORMAL WRITTEN BID REVIEW FORM
($5,000.00 – $9,999.99)

Description of Purchase: _____

_____

Account Number(s) to charge expenditure(s): _____ **Amount(s):** _____

_____ _____

_____ _____

Award Recommendation *(give reasons supporting recommendation)*:

_____

_____

_____

_____ _____
Department's Authorized Signature **Finance Director (or designee)**

_____ _____
Date **Date**

AUTHORIZED SIGNATURES

The following is a list of employees in my department, including me, who are authorized to purchase and sign the INFORMAL BID REVIEW FORM and the INFORMAL WRITTEN BID REVIEW FORM for the _____ Department.

(Please indicate dollar limitations for each person.)

I have authorized approval for the following individuals and have indicated their dollar limitations.

_____ _____ *Department Head/Elected*

Official Signature *Date*

I understand that by signing below it indicates that I have read and understand the purchasing manual. Failure to follow the purchasing manual may result in disciplinary action and/or termination.

Date	Printed Name	*Signature	Initials	$1,000-$4,999	$5,000-$9,999	

AUTHORIIZED SIGNATURES FORM

CREDIT CARD PURCHASE INFORMATION FORM

NAME	DEPARTMENT	CR CARD MEMBER & ID#

CHARGES RELATED TO MEETINGS AND TRAINING:

Date	Provider	Amount	GL Account #	For meetings and training attended	Itemized receipt attached	Announcement with place, date, agenda attached	For meetings & training hosted	Itemized receipt attached	Announcement with place, date, agenda attached	List of attendees	Purpose

CHARGES FOR SUPPLIES, SERVICE, & MISCELLANEOUS: (Please attach itemized receipt)

Date	Provider	Amount	GL Account #	Purpose

Capital Expenditure Policy

County capitalization policy sets a $5,000 threshold

Capital asset purchases are accounted for in the 350 fund

- **Under government fund reporting, expensed in the current year**
- **Under government-wide reporting, capitalization allows for the allocation of the asset cost over the useful life**

Capital-like Expenditures and Large Non-annual Expenditures are accounted for in the 300 fund and expensed in the current year under government fund government-wide reporting

Capital Expenditures, 350 Fund – Costs in excess of $5,000 incurred to add or expand property, facilities, or other assets that are expected to benefit the county for multiple years. These costs are recorded in the 350 fund. Expenditures in Fund 350 must balance with the additions to the county's list of fixed assets.

These types of expenditures should be included in the department's 5 year capital budget plan. This is found on the Capital Expenditure tab in the budget spreadsheet. This allows the County to plan for these items that are expensive and are not an annual operating expenditure.

Capital-like Expenditures and Large Non-annual Expenditures, 300 Fund – Costs under $5,000 incurred to add or expand property, facilities, or other assets that are expected to benefit the county for multiple years. County policy states that these items are not going to be depreciated but they are capital-like. The County doesn't depreciate items expended in the 300 fund.

The 300 fund also reports large non-annual expenditures. Segregating these expenditures from 350 fund capital and operating fund expenditures serves multiple purposes. First it allows the 350 fund to only include asset expenditures over $5,000 and allows the reconciliation to the fixed asset listing. Secondly, segregating these expenditures from the operating fund expenditures allows for a leveling of the year to year budget and planning for the annual, reccurring operating costs. Thirdly, reporting these costs on the 5 year capital expenditure document allows the board to anticipate and plan for these expenditures and allows the department heads to anticipate when and if these large expenditures may be approved.

300 and 350 Fund Expenditures – These types of costs should be included in the department's 5 year capital budget plan. This is found on the Capital Expenditure tab in the budget spreadsheet. This allows the department head to communicate the future need and the County to plan for these items that are expensive and are not an annual expenditure.

Release of Approved, Budgeted Capital Expenditures – All approved, budgeted capital expenditures must be released by the Board of County Commissioners prior to submitting a purchase order to the County Manager for approval. Purchase orders must be approved prior to purchase.