

GRAND COUNTY

Purchasing, Contracting and Credit Card Policy



TABLE OF CONTENTS

Purchasing and Contracting Policy and Procedures **Page 3**

Purchasing Policy Introduction
County Manager and Department Heads
Requirements for Formal and Informal Bids
Request for Proposal (RFP) and Request for Quotation (RFQ)
Formal Request for Bid (RFB) Request for Proposal (RFP) Process
Purchase, Contract and Authorization Table
Purchase Orders
Procedure for Purchasing via a Public Auction
Cases not Requiring Bidding Procedure
Emergency Procurements
Exceptions

Cancellation and Rejection of Bids/Proposals
Ethics in Public Purchasing and Contracting

Credit Card Policy and Procedures **Page 9**

Policy Procedures

Capital Expenditure Policy and Procedures **Page 11**

Policy Procedures

Appendix A – Purchasing, Contracting and Credit Card Policy Forms **Page 12**

GRAND COUNTY

Purchasing and Contracting Policy

Introduction

This policy is intended to provide procedures and guidelines for 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 the 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. *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. A County Contract is required for all services and/or construction projects.

Up to \$2,000:

Department Heads are encouraged to secure reasonable pricing and to the extent possible, distribute purchases equitably among qualified suppliers.

\$2,000 to \$25,000: (*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 filed in the department. The Department Head will review all documentation for budgetary availability and to ensure quotes are reasonable prior to ordering.

\$25,000 to \$50,000: (*Written bids are required*)

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. ***This documentation should be filed in the department.***

\$50,000 and over (*Formal bids are required*)

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

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.

The formal RFB or RFP must be in writing, posted on the County’s website, and publicly advertised for 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 RFB or RFP’s , including those prepared by outside consultants, will be processed through the County Manager and shall be opened before the public at a date, time and place designated in the RFB or RFP. The RFB or RFP shall be analyzed (based upon the “best overall value” to the County) and documented including staff recommendation. This documentation should be filed in the department.

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

<u>What to Do:</u>	<u>Who Does it:</u>
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. Sign contract	12. County Manager on budgeted purchases up to \$100,000. Board of County Commissioners to sign for purchases of \$100,000 or more, or requiring supplemental appropriations.
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.

Each respective department 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 and/or websites 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	Required Documents
Up to \$2,000	Competitive Pricing is encouraged.	Department Head	Voucher and invoice or contract County Contract (for Services or Construction)
\$2,000 to \$25,000	Informal Verbal (or Written) Bid from 3 sources. Telephone, email, faxed or mailed quotations are acceptable.	Department Head.	Voucher and invoice or contract County Contract (for Services or Construction)
\$25,000 to \$50,000	Written Bid from 3 sources. Email, faxed or mailed quotations are acceptable.	Department Head and County Manager (Finance Director in absence of County Manager)	County Contract (for Services or Construction) Purchase Order and Voucher and invoice/or contract terms
\$50,000 and greater	Formal sealed Bid / RFP Process. 14 day advertised public notice and on County website.	Department Head and County Manager (Finance Director in absence of County Manager)	County Contract (for Services or Construction) Purchase Order and Voucher and invoice/or contract terms

- *County Contract is required for Services and Construction of \$25,000 or higher. All Road & Bridge projects of \$50,000 or higher must go through a formal bid process. All Building Construction of \$50,000 or higher 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.
- County Commissioners will approve all vouchers for payment prior to issuing a warrant or order to pay.

Purchase Order Policy

All expenditures of **\$25,000** and higher require a Purchase Order.

Before incurring the expense, the Purchase Order and the Purchase Order checklist must be prepared by the department, signed by the **Department Head** and approved by the **County Manager**. The Purchase Order checklist must be approved by the Finance Director or the Assistant Finance Director. 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 \$25,000 can be vouchered for payment without a Purchase Order.

Exceptions to the Purchase Order Policy are:

- Expenditures covered by a budgeted and executed service contract. (Attach first page of contract to payable voucher in order to have payment processed).
- Recurring monthly utility bills.
- Legal Documents, Publications, and expenditures specifically required by State Statute.
- Expenditures paid for under a budgeted 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.

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, Publications, and expenditures specifically required by State Statute.
- 4) Licenses, permits, easements, leases or other rights to use 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.

Exceptions

Exceptions to this policy can be determined on a case-by-case basis by the County Manager on any budgeted items or by the Board of County Commissioners on any items

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.

GRAND COUNTY

Credit Card Policy and Procedures

Policy

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

All County credit card usage shall be for County business only. 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, alcoholic beverages of any kind, or controlled substances.

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 their Department Head 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.

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

Credit Card Limits: County Credit Card monthly maximum limit is determined by the Department Head or the County Manager.

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. A written explanation in lieu of a lost receipt must be approved by the Department Head. It must contain sufficient information to describe the item or service purchased, cost, date of purchase, and vendor name and location. This statement must be acknowledged by the employee as a valid County purchase. Any purchases without a receipt or an approved written explanation are considered unauthorized purchases and subject to immediate repayment to the County.
2. Meals purchased with a County credit card are limited in value by the current per diem rates authorized by the County. Receipt for meals must include names of people eating and the business reason for the meal purchased. Any receipts in excess of the current per diem rate must include a written explanation describing the circumstances for the excessive meal cost. I.E. the meal may be in conjunction with a meeting/conference/training so selection of the restaurant is predetermined, and the cost of the meals offered exceed the per diem rates. The written explanation must be acknowledged by the cardholder and approved by the Department Head. Any purchases without a receipt or an approved written explanation are considered unauthorized purchases and subject to immediate repayment to the County.

3. 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.
4. Individual cardholder 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.

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-operating Expenditures are

Accounted for in each individual fund and expensed in the current year under government fund and 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-operating Expenditures, each individual 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 these items.

Each individual fund also reports large non-operating 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, recurring 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.

Capital, Capital-like, and Large Non-operating 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.

Appendix A

Purchasing, Contracting & Credit Card Purchase Forms

INFORMAL VERBAL QUOTATION FORM (\$2,000 to \$25,000) DEPT. USE ONLY

Department: _____ Date Quotes Solicited: _____ Authorized Department Signature: _____	Vendor: _____ Address: _____ _____ _____ Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Vendor: _____ Address: _____ _____ _____ Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Vendor: _____ Address: _____ _____ _____ Salesperson's Name: _____ Tel.#: _____ Fax#: _____	Vendor: _____ Address: _____ _____ _____ Salesperson's Name: _____ Tel.#: _____ Fax#: _____					
Qty.	Description*	Each	Total	Each	Total	Each	Total	Each	Total
Bid Total		\$				\$		\$	

WRITTEN BID REVIEW FORM
(\$25,000 – \$50,000)

Description of Purchase: _____

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

Award Recommendation *(give reasons supporting recommendation):*

Attach at least 3 written bids for this purchase.

Department's Authorized Signature

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.***

<u>Date</u>	<u>Printed Name</u>	<u>*Signature</u>	<u>Initials</u>	<u>Up to \$2,000</u>	<u>\$2,000-\$25,000</u>	<u>\$25,000-\$50,000</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

AUTHORIIED SIGNATURES FORM

CREDIT CARD PURCHASE INFORMATION FORM

NAME

DEPARTMENT

CR CARD MEMBER & ID#

CHARGES RELATED TO MEETINGS AND TRAINING:

Date	Provider	Amount	GL Account #							Purpose
				<i>For meetings and training attended</i>	<i>Itemized receipt attached</i>	<i>Announcement with place, date, agenda attached</i>	<i>For meetings & training hosted</i>	<i>Itemized receipt attached</i>	<i>Announcement with place, date, agenda attached</i>	

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

Date	Provider	Amount	GL Account #	Purpose