



# GREENLEE COUNTY PURCHASING POLICY

Approved 12/21/2010

In accordance with ARS §11-254.01(c), the Greenlee County Board of Supervisors adopted the following Purchasing Policy effective December 21, 2010. **ALL NON-BUDGETED ITEMS TO BE PURCHASED REQUIRE BOARD OF SUPERVISORS APPROVAL PRIOR TO PURCHASE.**

- A. Supplies/Materials/Equipment/Furniture/Services: **\$1.00 to \$2,000.00**
1. MUST have prior approval from Department Head/Elected Official.
  2. MUST be a budgeted line item.
  3. Purchase orders are required.
  4. Submit purchase order, invoice(s), and other related backup documentation to Accounts Payable in a timely manner and in accordance with the Accounts Payable Processing Schedule and procedures.
- B. Supplies/Materials/Equipment/Furniture/Services: **\$2,000.01 to \$10,000.00**
1. MUST have PRIOR approval of the County Administrator.
  2. MUST be a budgeted line item.
  3. **Oral quotes are required.** Department will, on its own, solicit at a minimum, three (3) documented competitive oral quotes. Documentation must be included on the purchase order.
  4. After approval, submit purchase order, invoice(s), and other related backup documentation to Accounts Payable in a timely manner and in accordance with the Accounts Payable Processing Schedule and procedures.
- C. Supplies/Materials/Equipment/Furniture/Services: **\$10,000.01 to \$50,000.00**
1. MUST have PRIOR approval of the Board of Supervisors.
  2. **Written quotes are required.** Department will, on its own, solicit at a minimum, three (3) written competitive quotes. Documentation must be included with the purchase order.
  3. After approval, submit purchase order, invoice(s), and other related backup documentation to Accounts Payable in a timely manner and in accordance with the Accounts Payable Processing Schedule and procedures.
- D. Supplies/Materials/Equipment/Furniture/Services: **\$50,000.00 and up**
1. MUST have PRIOR approval of the Board of Supervisors.
  2. MUST have a written sealed competitive bid.
  3. Department will provide the bid specifications to the Clerk of the Board of Supervisors.

4. Formal bid specifications documents will be prepared and distributed by the Clerk of the Board. The Call for Bids Public Notice will be published a minimum of two (2) times in the official county newspaper and posted to the County's official website.
5. Should it become necessary to amend bid specifications, such amendments will be handled in the same manner as the original documentation. No verbal changes will be recognized.
6. The date and time for the opening of the bids will be included in the bid packet and will be conducted by the Clerk of the Board or her designee at the time and date specified.
7. The results of the bid opening will be placed on the next available Board of Supervisor's meeting agenda for consideration of award.
8. Purchase orders are required for formal bids.

**VEHICLES:**

Vehicles must go through the sealed bid process, unless prior approval from the Board of Supervisors is received, to purchase from the Procurement Contracts of which Greenlee County is a member, without going through the bid process. (See attachments for sealed bid and formal bid process)

**SOLE SOURCE:**

If the item(s) to be purchased is only available through a sole source, the purchase **MUST** be approved as indicated by the purchasing limits above. "Sole Source Vendor" must be noted on the purchase order with an explanation.

**PROCUREMENT CONTRACTS:**

Items can be purchased from procurement contracts of which Greenlee County is a member and **MUST** be approved as indicated by the purchasing limits above. The name of the procurement contract used must be noted on the purchase order along with documentation from the procurement contract showing the vendor and the vendor's purchasing contract number.



# GREENLEE COUNTY FORMAL BID PROCEDURES

(for supplies/materials/equipment/vehicles/furniture/services \$50,000 and above)

Established 04/20/2004

Revised 12/21/2010

It is the **responsibility of the department** requesting a bid for supplies, materials, equipment, vehicles, furniture, or services in the amount of \$50,000 and over to:

- Submit a **completed "Agenda Information Form"** to the Clerk of the Board to be placed on the Board of Supervisors agenda for approval to solicit bids. The department official/Elected Official must be present at the meeting to make the request. Be prepared to answer questions regarding the financial aspects of the items to be purchased.
- Upon approval by the Board of Supervisors to solicit bids, the department will **prepare bid specifications** and submit to the Clerk of the Board of Supervisors.
- It is the responsibility of the Clerk of the Board of Supervisors to submit the legal advertising, receive sealed bids, and open bids.
- A copy of **the bid packet** which contains the specifications and all other pertinent information including dates and other time lines related to the item(s) to be purchased, will be made available to the public by the Clerk of the Board. Bid packets will also be posted to the County's official website.
- The "Instructions to Bidders" document will include the deadline date and time sealed bids will be accepted by the **Clerk of the Board of Supervisors**. The Instructions to Bidders document will also include the date and time the sealed bids will be opened. The sealed bids will be opened by the Clerk of the Board on the date and time specified in the instructions.
- The department **must** be present at the bid opening unless other arrangements have been made with the Clerk of the Board of Supervisors.
- After bids have been opened, a **completed "Agenda Information Form"** must be submitted to the Clerk of the Board to be placed on the Board of Supervisors agenda for award of bid. The department must be present at the meeting prepared to present the bids and make recommendations to the Board. An incomplete Agenda Information Form or failure to be present at the time of the meeting will result in postponement of the award of the bid.

It is the responsibility of the department to ensure that **all bids** submitted meet specification requirements and are correct. Failure to provide correct information may result in non-award of the bid.

**\*\*\*Please refer to the Greenlee County Purchasing Policy regarding all purchases**

**\*\*\*Vehicles must go through the sealed bid process unless prior approval from the Board of Supervisors is received to purchase from a Procurement Contract of which Greenlee County is a member.**



## GREENLEE COUNTY SEALED BID PROCEDURES

(for supplies/materials/equipment/vehicles/furniture/services \$10,000 – \$50,000)

Established 04/20/2004

Revised 12/21/2010

It is the **responsibility of the department** requesting bids for supplies, materials, equipment, vehicles, furniture, or services **to:**

- Submit a **completed “Agenda Information Form”** to the Clerk of the Board to be placed on the Board of Supervisors agenda for approval to solicit bids and be present at the meeting to make the request. Be prepared to answer questions regarding the financial aspects of the item(s) for bid.
- Upon approval by the Board of Supervisors to solicit bids, the department will **prepare bid specifications** and submit to the Clerk of the Board of Supervisors. **Legal advertising is not necessary with the SEALED bid process.**
- A copy of **the bid packet** containing all pertinent information will be made available to all local vendors and include vendors on the Procurement Contracts for which Greenlee County is a member. Bid packets will also be available on the County's official website.
- The “Instructions to Bidders” document will include the deadline date and time sealed bids will be accepted at by the **Clerk of the Board of Supervisors**. The Instructions to Bidders document will also include the date and time the sealed bids will be opened. The sealed bids will be opened by the Clerk of the Board on the date and time specified in the instructions.
- The department **must** be present at the bid opening unless other arrangements have been made with the Clerk of the Board of Supervisors.
- After bids have been opened, a **completed “Agenda Information Form”** must be submitted to the Clerk of the Board to be placed on the Board of Supervisors agenda for award of bid. The department must be present at the meeting prepared to present the bids and make recommendations to the Board. An incomplete Agenda Information Form or failure to be present at the time of the meeting will result in postponement of the award of the bid.

It is the responsibility of the department to ensure that **all** bids submitted meet required specifications and are correct. Failure to provide correct information may result in non-award of the bid.

**\*\*\*Please refer to the Greenlee County Purchasing Policy regarding all purchases**

**\*\*\*Vehicles must go through the sealed bid process unless prior approval from the Board of Supervisors is received to purchase from a Procurement Contract of which Greenlee County is a member.**