

RESOLUTION 17-07

A RESOLUTION ADOPTING THE PURCHASING PROCEDURES INVOLVING THE EXPENDITURE OF COUNTY FUNDS

WHEREAS, the Board of County Commissioners of Cheyenne County, Kansas, has determined to require a competitive bid procedure for the efficient and economical purchase of goods and services obtained by Cheyenne County, Kansas (hereinafter "the County").

NOW THEREFORE, the Board of County Commissioners of Cheyenne County, Kansas (hereinafter "the Board"), meeting in regular session this 30th day of March, 2017, and intending to exercise their powers of home rule legislation pursuant to K.S.A. 19-101a do hereby resolve as follows:

1. Purchases. Except as otherwise required by law or this Resolution.
 - a. \$0-\$499.99. All requests and orders for the purchase, rental or lease of goods, supplies, materials, equipment, and services, single or multiple items not reasonable expected to exceed a total cost of Five Hundred dollars (\$500.00) need not be submitted to the Board. A formal bid will not be necessary. The Department Head shall send the bill, approved for payment, to the Cheyenne County Clerk's office. Two (2) telephone quotations are advised.
 - b. \$500.00-\$1499.99. All requests and orders for the purchase, rental or lease of goods, supplies, materials equipment, and services, single or multiple items reasonably expected to cost more than Five Hundred Dollars (\$500.00) but less than One Thousand and Five Hundred Dollars (\$1,500.00), need not be submitted to the Board for approval unless so requested by the Board, or at the option of the Department Head. The department will obtain an informal or verbal quote before the purchase will be approved. The informal quote will be by at least two (2) oral, telephone, electronic or catalog price solicitations.
 - c. \$1500.00 Plus. All requests and orders for the purchase, rental or lease of goods, supplies, materials, equipment, and services, single or multiple items reasonable expected to meet or exceed One Thousand and Five Hundred Dollars (\$1,500.00) shall be approved by the Board before bids are advertised or otherwise solicited by the Department Head pursuant to this Resolution. After solicitation and when a bid is awarded, an accounts payable will be issued.
 1. \$1500.00-\$9999.99. For all requests and orders involving the expenditure of the County funds of One Thousand Five Hundred Dollars (\$1500.00) or more but not in excess of Nine Thousand Nine Hundred Ninety-nine and 99/100 dollars (\$9999.99), the Department Head shall solicit informal bids for all such purchases but need not advertise by public notice.
 2. \$10000.00 Plus. For all requests and orders involving the expenditure of the county funds of Ten Thousand Dollars (\$10000.00) or more, the Department Head shall solicit formal bids and advertise by published notice as

specified in paragraph 3.

d. Exceptions. Purchases of culvert pipe, reinforcing steel, sheet piling, correlated bridge decking, motor fuels, motor oils, concrete rock, liquid asphalt materials, wholesale medications and prescription drugs, ammunition, herbicides and utilities need not be approved by the Board as long as there are sufficient public funds budgeted to pay for the purchase. The Department Head purchasing culvert pipe, reinforcing steel, sheet piling, corrugated bridge decking, motor fuels, motor oils, concrete, rock, liquid asphalt materials, wholesale medications and prescription drugs, ammunition, herbicides and utilities shall make a t least three (3) telephone calls for competitive quotations, if competitive quotations are possible. Any purchase made pursuant to this paragraph shall not exceed Twelve Thousand and Five Hundred Dollars \$12,500.00 without prior approval of the Board.

2. Competitive Bids Preferred. Except as otherwise provided in this Resolution, contracts for the purchase, rental or lease of goods, supplies, materials, equipment, or services shall be awarded on the basis of competitive bids or quotations to the lowest and/or best bidder, taking into consideration conformity with the specifications, terms of delivery, whether the supplier is located in Cheyenne County, Kansas and other conditions imposed in the solicitation for bids. Multiple bids are unnecessary for purchases on State contracts or where the Department Head used good faith in obtaining the necessary number of bids but was unable to do so.

3. Formal Bidding Process. When required by this Resolution, the following procedures should be used for the Formal Bidding Process. If there are separate statutory process requirements for a given circumstance, that process should be used when in conflict with this provision.

A. If a purchase requires formal bids to be taken, the Department Head, or requesting party, shall seek the approval of the Board prior to solicitation of bids.

B. Bids should be advertised two (2) consecutive weeks in a paper of general circulation in the County. The advertisement should be approved as to form by the County Counselor prior to publication, and should be attested to by the County Clerk, or the Secretary of a subordinate board, when appropriate.

C. Bids should be sealed, and remain in that until the designated time of opening. Late bids shall not be accepted, even if only moments behind schedule. Faxed bids may be allowed at the discretion of the department in question. Faxed bids should be confirmed by telephone, and after report should be placed in a sealed envelope by the receiving department. This envelope shall be opened at the stated time and place, and indication made that the bid was received by fax. Faxed bids will be accepted only when allowed by the department.

D. The bids should be opened, and applicable quotations read aloud, and

noted on bids note. Alternations or changes should not be allowed in the bids, except in limited circumstances. The Board need not be present for bid openings, but the Department Head, or a designee/representative shall be present.

E. After the opening, the bids should be noted and acknowledged. Unless it is clear on the face of the bids, they should not be accepted as bona fide. Often times, a bid may appear sufficient on its face, but does not comply with the specifications. As a consequence, insufficient bids should not be accepted. Taking some time to review the bids for compliance is always preferable to accepting an insufficient bid.

F. After the bids have been reviewed, the appropriate individual or individuals should meet with the Board to provide a written recommendation on which bid to accept, or at least the written recommendation should be forwarded to the Board signed by the appropriate Department Head or board. A summary of all bids that comply with the specifications should be available, as well as a statement as to why any insufficient bids do not meet the specifications.

G. Upon review of the recommendations, the Board should approve the purchase of the item in the following form:

I move that the bid submitted by (Successful Bidder), be approved as the best bid, and that (Item), be purchased according to the terms of the bid, based upon the recommendation of (Department Head/board).

H. When a particular bid has been accepted, notice should be given to the successful bidder, in writing, that their bid was approved, and that they will be bound by the term and price indicated in their bid documents.

4. Specifications. All specifications issued by the Department Head under authority of this Resolution shall contain applicable language alerting all potential bidders to the pertinent affirmative action, anti-discrimination requirements of the State of Kansas and the county, as amended from time to time. All specifications shall also include language notifying all potential bidders that the Board reserves the right to accept or reject any or all bids and the right to waive any or all informalities or irregularities therein. All specifications shall include a statement regarding trade-in considerations, if applicable, indicating whether a trade-in is optional or definite and indicating when and where the trade-in may be viewed.

5. Seasonal Bidding. Purchases of road salt, liquid chloride de-icing and stabilization materials, roadway striping paint and glass beads, and crushed aggregate shall be subject to policies required by this Resolution, however, competitive bids on such materials shall only be required to be taken at least one (1) time per year, prior to the respective season when such materials are typically purchased and used. Nothing contained in this paragraph shall be construed as prohibiting additional bidding whenever the Department Head or Board deem it advisable.

6. Sale or Disposition of County Property. Whenever purchases are made in conjunction with the sale or disposition of County property (i.e., trade-in) the Board, by unanimous vote, shall determine that the property to be sold or disposed is no longer required, or cannot prudently be used for public purposes of the county. All public notices and procedures required by statute shall be made in conjunction with the sale or disposition of County property. The requirements stated in this paragraph may not be waived.

7. Emergency Purchases. When in the opinion of a Department Head, an emergency exists which requires the immediate purchase, lease or rental of goods or services, the Department Head may procure such goods or services in an amount not to exceed Three Thousand Five Hundred Dollars (\$3500.00) The Department Head shall submit documentation to the Board on the next succeeding business day specifying the facts and reason(s) supporting the emergency purchase. A copy shall also be forwarded to the County Clerk and the Board with the invoice for payment.

8. Award to Best Bid: In County Preference. As a general rule, the award of contracts pursuant to this resolution shall be made to the lowest and/or best bidder, taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call of solicitations for bids. However, preference may be given to bidders from within Cheyenne County.

9. Bid In Excess of Estimate. The Board may elect to reject any bid in excess of Engineer's estimate if an estimate is available and negotiate thereafter, or reject all bids. If the Board authorizes negotiations, the County Counselor/Attorney and the affected Department Head shall negotiate with the lowest bidder first. If negotiations fail with the lowest bidder, the Board may authorize negotiations with the next lowest bidder and each bidder in sequence through all bidders until a satisfactory agreement is reached. At any time during negotiations the Board may terminate negotiations or order the purchase re-bid.

10. Vouchers Issued When Purchase Made. When a bid is accepted by the Board, the amount thereof shall be charged against the current appropriation of the department for which the bid is accepted.

11. Legal Fees: Retention of Attorney. The procedures required by this Resolution shall not apply to the County Attorney's Office for payment of expert witness services, outside legal counsel, real estate title abstract services in connection with tax foreclosures, or costs for other legal matters. All contracts for outside legal counsel must be approved by the Cheyenne County Attorney or the Board prior to their effectiveness. The bidding procedures required by this Resolution shall not apply to services of architects, attorneys, engineers and appraisers selected by the Board. The bidding procedures required by this Resolution shall not apply to the purchase of contracts of insurance. The bidding procedures required by this Resolution shall not apply to professional services.

12. Purchase of Automobiles. All Department Heads and other persons

authorized to purchase materials and supplies for the County shall notify the Board of the need and intent to purchase any motor vehicle at the time of submitting the department budget request. The purchase of new/unused motor vehicles shall be consolidated whenever feasible. Nothing contained herein shall prevent the county from purchasing storm damaged or demonstrator vehicles.

13. Purchases In Violation of Policy. The Board may refuse to authorize payment of any contract or purchase which has been made or entered into in violation of this Resolution. After considering the same in an open public meeting, the Board may authorize payment for any contract or purchase which has been made or entered into if they find the purchasing procedures as set out in this Resolution were unintentionally not followed.

14. Cooperation with other Entities. It is the intent of the Board to cooperate with other governmental entities and consolidate purchases when such consolidated purchases are feasible. State or Federal grant funds may be expended in accordance with the requirements of that governmental agency.

15. Waiver of Provisions. For good cause, the Board may waive any or all of the requirements of this Resolution for specific purchases requiring its approval, only at an open public meeting. For good cause, a Department Head may waive any or all requirements of this Resolution for specific purchases not required to be submitted to the Board for approval, provided the Department Head submits documentation with the payment voucher specifying the facts and reason(s) supporting good cause and which requirement(s) were waived.

16. Headings Not Binding. The headings contained in this Resolution are for reference purposes only and do not constitute a portion of the Resolution.

17. Insufficiency of Part. Should any portion of this Resolution be deemed by a court of competent jurisdiction to be insufficient or improper, the remainder of this Resolution shall remain in full force and effect.

ADOPTED THIS 30th DAY OF MARCH 2017.

CHEYENNE COUNTY, KANSAS BOARD OF COUNTY COMMISSIONERS

Terry Rieger, Chairman

John E. Garner, Commissioner

Roger Faulkender, Commissioner

ATTEST: _____
Scott Houtman, County Clerk

RESOLUTION 17-07

A resolution adopting a purchasing policy for the expenditure of county funds.