

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Goods and Services Procurement

POLICY NUMBER: 3045

3045.10 This policy is to provide fair, competitive, and ethical purchases of goods and services for the District.

3045.20 Procurement of all needed goods and services shall be at the lowest total end-use cost, maintaining the highest quality standards, in a manner that ensures full and open competition among all qualified parties.

3045.21 “Piggybacking” with other agencies to procure goods and services will be allowed when it is demonstrated that a substantial savings will be obtained.

3045.30 Competitive written bids shall be solicited for any goods or services with a threshold value in an amount of \$25,000 or higher.

3045.31 The District shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition.

3045.32 Supplier bids, quotations, and proposal information is generally considered confidential and should not be disclosed or discussed with other suppliers without permission from the submitting supplier.

3045.33 Purchases of goods and services shall be in accordance with District Policy #3040 “Expense Authorization”.

3045.40 When the District seeks to purchase items that require competitive bids, the District shall obtain bids in accordance with the State of California acquisition guidelines.

3045.41 The bids shall be presented to the CSD board for their consideration and approval at an open meeting that has been noticed and the procurement on the agenda.

3045.42 The District Board of Directors will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

3045.50 For grants supported by Federal funds, retention of all required records shall be maintained for three years after grantees make final payments and all other pending matters are closed.

3045.51 The District will maintain records sufficient to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

3045.52 The District shall ensure that the goods and/or services provided by the supplier are those specified in the bid and meet all requirements established by the District.

3045.60 The District shall maintain the following code of conduct governing the performance of their employees engaged in the award and administration of contracts:

3045.61 No employee, officer, or agent of the District shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: (a) The employee, officer, or agent, (b) Any member of his immediate family, (c) his or her partner, or (d) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for the award.

3045.62 District officers, employees, or agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The District may accept items of nominal value (under \$25.00) or unsolicited items of nominal intrinsic value.