



Jackson County Colorado **Procurement & Purchasing Policy**

Introduction

This Policy is intended to provide approved procedures and guidelines for purchasing activities for Jackson County, and is designed to:

- Obtain the highest quality goods and services at the best possible prices, available at the right times and in the right quantities, from a responsible vendor.
- Acquire goods and services only from qualified suppliers, by using the most responsible vendor whose goods or service represents the greatest overall value to Jackson County. A responsible vendor has integrity, complies with public policy, has a good record of past performance, and has financial and technical resources.
- Make a reasonable effort to buy locally unless factors of price, quality, availability, or performance make local buying inappropriate. Purchasing “locally” refers to buying from suppliers whose businesses are located within Jackson County.
- Make sure all purchases are in accordance with the current year’s approved budget.
- Procure the necessary quality and quantity of goods and services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for local government budgetary and transparency requirements.

Definitions

- ***Procurement*** deals with the sourcing activities, negotiation, and strategic selection of goods and services that are of importance to the County’s operations: ***** Find it, select it *****
- ***Purchasing*** is the process of how goods and services are ordered, and payment is made. Purchasing can usually be described as the transactional function of procurement of goods and services: ***** Order it, receive it, pay for it *****

Policy Scope

This Policy applies to the procurement and purchase of goods and services for all Jackson County departments, with the exception of the purchase of real property like land or buildings, or real property interests of any kind. Any proposed real property purchase must go through the County Administrator for approval by the Board of County Commissioners (“BoCC”).

In an emergency situation which requires a disaster response, the County Administrator, acting as the Jackson County Emergency Manager (“EM”), may activate the County’s Emergency Operations Plan (“EOP”), triggering

special processes and procedures to be followed for procurement of emergency supplies, materials, and services. Refer to the County's EOP for additional information.

General Guidelines for Procurement & Purchasing

- Only Department Heads or Elected Officials (hereafter collectively referred to as "DH/EO"), or the County Administrator are authorized to initiate a procurement process, although the DH/EO may delegate this function within their Department under their supervision.
- The County's preferred method of processing the purchase for payment is to receive an invoice directly from the vendor, either by mail or e-mail. If by mail, the vendor should use the department's PO Box, and if by e-mail, it should be to the DH/EO e-mail address.
- If a vendor requires the County to complete an application for credit, this must be handled by the County Administrator. A copy of any such credit application shall be retained by the County Administrator.
- Transactions involving the expenditure of Federal, state or private grant funds shall also comply with all applicable Federal or Colorado laws, rules and regulations regarding the receipt and expenditures of grant funds. If there is a conflict between this Policy and those policies, the more restrictive shall govern.
- It is prohibited to divide a purchase into phases or parts for the purpose of avoiding application of more stringent approvals or rules. It is, however, acceptable that purchases be made in multiple phases or lots for the purpose of serving the business interests of Jackson County, or to comply with socioeconomic contracting requirements.

Authorized Officials

The County Administrator shall have the authority to undertake procurement, solicit bids and proposals, make written determinations and recommendations for the BoCC, supervise all County purchasing functions, and assure budgetary compliance in all purchasing transactions.

The Board of County Commissioners (BoCC) shall have the sole authority to bind the County in any contractual arrangement or agreement related to purchasing.

Purchasing Classifications

CLASS A: Purchases up to \$10,000

These are defined as those whose purchase price is up to \$10,000, for which a DH/EO has received budget approval in the current budget year. This category of purchase is typically used to procure routine or repetitive goods like office supplies, services such as on-site local tech support, and one-time or infrequent purchases. The DH/EO is authorized to procure such routine purchases on their own authority, and shall use reasonable judgment to ensure the County is receiving maximum value. If the purchaser is not familiar with reasonable pricing for the goods or services, they should check pricing with more than one supplier. The purchaser then determines which vendor has offered the most reasonable price, procures the goods or services directly from the supplier, and follows through with the County's invoicing process for payment.

If, however, the purchase involves a single item of \$5,000 or more, the item may be classified as a Capital Asset, which triggers additional documentation requirements. The DH/EO must complete a Capital Asset Form (see "**Capital Asset Purchases**" below) and submit it to the County Administrator for processing and entry to the County's capital asset lists.

CLASS B: Purchases from \$10,000 to \$50,000

This category is defined as purchases whose dollar amount for a single item (or group of related items) is greater than \$10,000 and less than \$50,000. Such purchases must have been specifically included in the department's current year budget approval by the BoCC. The DH/EO is authorized to procure such purchases on their own authority, and shall use reasonable judgment to ensure the County is receiving maximum value.

For this class of purchase, the DH/EO should seek out informal verbal or written bids from potential vendors, with the goal of receiving at least three (3) competitive bids for evaluation. Bids may be offered to the DH/EO, and may be supported by written or electronic documentation as necessary for the specifics. The DH/EO will review all documentation for budgetary compliance, and to ensure all quotes are reasonable prior to ordering.

This class of purchase may also be budgeted in a fund other than the primary fund used by the Department (example - radios are budgeted in Contingent, not in the Sheriff fund). In those instances, the invoices should be submitted to the County Administrator's office for processing.

If any purchase involves a single item of \$5,000 or more, the item may be classified as a Capital Asset, which triggers additional documentation requirements. The DH/EO must complete a Capital Asset Form (see "**Capital Asset Purchases**" below) and submit it to the County Administrator for processing and entry to the County's capital asset lists.

CLASS C: Capital Purchases over \$50,000/RFP purchases

A request for any purchase over \$50,000 must be submitted to the County Administrator prior to making any commitment to purchase. These purchases trigger the RFP process as detailed below. Purchases in this classification may include service contracts or lease arrangements that extend across more than one budget year or affect more than one department.

Request for Proposals (RFP) Process

RFP is used for procuring CLASS C Capital Purchases as defined in this Policy, and are initiated *only* by the County Administrator. These formal methods define the County's intended criteria for the selection of a qualified vendor as well as the selection of a solicited proposal or cost quote. Such formal methods shall be in compliance with any governing Federal or state laws, rules or regulations, and may include:

- Preparation of a document ("Request for Proposal or Quote" - RFP/RFQ) describing a County project or need in detail, to include deadlines for submission of proposals/quotes, expected performance dates, other pertinent information;
- Requiring a formal, written response from vendors;
- Dissemination of the document(s) to likely vendors and the public, including publication of notice of RFP or RFQ in area print media and on the County website.

Each Proposal or Quote received from vendors in this process shall be evaluated for:

- Responsiveness to the County's proposed project or defined need;
- Pricing of equipment, goods, or services;
- Scheduling availability of resources, personnel, equipment, etc.
- Qualifications of vendor, performance guarantees, insurance status

The ultimate goal of this formal process is to obtain a reasonable number (three, if possible) of proposals from qualified vendors, from which the BoCC can make an informed choice of the proposal or quote which best meets the County's objectives, stays within budgets and time constraints, and addresses any other pertinent criteria.

Processing for Payment of Purchases – The County's Accounts Payable Process

- All purchases must be documented for submission to the BoCC for payment using the County's approved accounts payable process.
- Accounts Payable Invoices are entered and submitted to the Accounts Payable office through the Tyler accounting system. DH/EO should be sure to select the correct budget code for each invoice within the Tyler system.
- Each invoice entered into the Tyler system requires a printed, legible invoice from the vendor received by the Department or the County Administrator's office, or a copy of the payment page from any applicable contract to be uploaded and attached to the invoice.
- After Accounts Payable has received and compiled all invoices for a Board Meeting an expense approval register is provided to the Board for approval and signature.
- After the Expense approval register is signed, Accounts Payable will process checks and send payments to applicable vendors.

Board of County Commissioners Authority to Execute Contracts or Award Bids

- Under its administrative and legislative powers, only the Board of County Commissioners may execute a contract or award a bid binding the County. The BoCC may take whatever actions it deems appropriate and legal to evaluate such vendors, proposals, or contracts, and may in certain instances delegate some of these actions to the County Administrator or a DH/EO. **The decisions of the BoCC as to the selection of vendor, proposal or contract, shall be final.**

PROCUREMENT & PURCHASING AUTHORIZATION TABLE

CLASS OF PURCHASE	EXPENDITURE LIMITS	FORMAL/INFORMAL BID PROCESS	AUTHORIZED PERSONNEL	REQUIRED DOCUMENTS
CLASS A	Up to \$10,000	Competitive pricing is encouraged	Department Head (DH/EO) and/or County Administrator (CA)	Invoice -- with receipt or copy of payment page from contract
CLASS B	\$10,000 to \$50,000	Informal Verbal or Written Bid from 3 vendors - may be phone or e-mail	Department Head (DH/EO) and/or County Administrator (CA)	Invoice -- with receipt or copy of payment page from contract
CLASS A or CLASS B	Single Item of \$5,000 or more	Informal Verbal or Written Bid from 3 vendors - may be phone or e-mail	Department Head (DH/EO) and/or County Administrator (CA)	Capital Asset Form to CA Invoice -- with receipt or copy of payment page from contract
CLASS C	Single item of \$50,000 or more	Formal Sealed Bid/RFP Process	County Administrator (CA) and Board of County Commissioners (BoCC)	Capital Asset Form to CA Invoice -- with receipt or copy of payment page from contract
CLASS C	Contracted Services totalling \$50,000 or more and/or extending across more than one budget year	Formal Sealed Bid/RFP Process	County Administrator (CA) and Board of County Commissioners (BoCC)	Invoice -- with receipt or Copy of Payment Page from Contract

All contracts must be negotiated by the County Administrator and presented to the Board of County Commissioners (BoCC) for approval. Only the BoCC can legally bind the County to any contractual agreement.

Board of County Commissioners (BoCC) shall approve all invoices for payment before a check will be issued.

Other Important Considerations

Local Advantage Jackson County will make every effort to purchase from and utilize the services of businesses and contractors located within Jackson County. It must be noted that Jackson 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.

Conflict of Interest Employees, Administrators, and Elected Officials all have an obligation to conduct County business within guidelines that prohibit an actual, potential or perceived conflict of interest. Such a conflict may occur when a participant in a procurement process is in a position to influence a decision that may result in a personal gain for that participant or employee, or for a relative, friend or client of the participant. As a matter of policy, all County employees are asked to abide by the Code of Ethics, found at Article 18 of Title 24, Colorado Revised Statutes. The County strives to promote public confidence in government by assuring its citizens of the impartiality and integrity of County employees.

SocioEconomic Contracting According to 2 CFR (Code of Federal Regulations) 200.321, the County must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used whenever possible. Affirmative steps must include:

- Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
- Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourages participation by small and minority businesses, and women’s business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Taxes The County is exempt from paying Colorado or local sales tax on purchases made for County use.

Standards for Qualified Vendors Do not purchase goods or services from vendors listed on www.sam.gov as “suspended”, “debarred”, or “ineligible”. This website is operated by the US General Services Administration as a database of acceptable vendors that may be used if the project will involve the receipt or expenditure of Federal grant money. It is good practice to check this database when evaluating a vendor for any purchase or project, regardless if it will be subject to Federal regulations.

Cancellation and Rejection of Bids The County reserves the right to reject any and all bids, in whole or in part, when it is in the best interests of the County. The low bid may not be the winning bid. In the event the County does not receive a formal bid in response to an RFP after proper public notice and legal advertisement, the County may cancel the RFP, and seek a supplier or service provider and obtain a bid without further public notice or legal advertisement.

Capital Asset Purchases

Purchases of equipment or software with a value of \$5,000 or greater for a single item will almost always require special handling for audit purposes on the County's books. When the County Administrator is notified of a request for an asset purchase of this type, it will be evaluated for the correct audit treatment. If it needs to be classified as a "Capital Asset", the following procedures must be followed:

- The County Administrator will initiate the capital asset purchase process by opening a **Capital Asset Form**, [See attached Exhibit] assigning an asset number, and beginning the completion of the required information.
- The **Capital Asset Form** is then made accessible to the Department making the purchase, requiring additional information more specific to the equipment, like serial numbers, component lists, all costs associated with placing the item into service, date in service, and so forth.
- When all required Department information has been completed on the form, it must be submitted to the County Administrator. The asset can then be handled correctly for audit purposes, and the Capital Asset purchase process can be completed.

Adopted September 24, 2024



Coby L. Corkle, Chairman

EXHIBIT "A"

CAPITAL ASSET FORM	
ASSET NUMBER / UNIT NUMBER	
ASSET NAME	
DEPARTMENT	
PURCHASE DATE	
DATE IN SERVICE	
PURCHASE COST -- Include shipping, all attached components, any other costs to place in service	
ASSET TYPE -- Equipment, Software, Building Improvements, etc.	
DEPRECIATION	
TERM	
TYPE	
USEFUL LIFE	
SALVAGE VALUE	
COMPLETE DESCRIPTION	
MODEL NO.	
MODEL YEAR IF APPLICABLE	
SERIAL NO. / VIN NO.	
ATTACHED COMPONENTS	
DISPOSAL	
DATE OF REMOVAL FROM SERVICE	
DISPOSITION -- Traded for new, destroyed, sold	
REPLACEMENT -- if replaced, indicate new Asset No.	