

PURCHASING MATRIX

TYPE OF PURCHASE	DOLLAR AMOUNT	POLICY REQUIREMENTS	DOCUMENTATION / PURCHASE ORDER	WHO MAY SIGN / APPROVALS REQUIRED
Anything	Under \$5000.01	<u>Minimal Purchase</u> * Funding is part of approved annual budget * Any reasonable means * Documentation retained by purchaser * Purchases may not be manipulated (split)	Annual Budget Availability, Basis for Vendor selection, Department Head Approval, Purchase Order issued	Any Department Director, or General Manager
Anything	Over \$5,000.01 Under \$50,000.01	<u>Small Purchase</u> * Funding is part of approved annual budget * <u>Approved in advance by Department AND General Manager</u> * Solicitation of quotes from minimum three (3) vendors * Bid and Performance bonds required on construction contracts over \$25,000 (may be required on supply or service agreements) * Awarded to lowest responsible quotation * Documentation retained by purchaser * Purchases may not be manipulated (split)	Annual Budget Availability, Documentation of 3 quotes, Department Director AND General Manager Approval, Purchase Order issued	Specific Department Head and General Manager
Anything	Over \$50,000.01	<u>Competitive Sealed Bid / Request for Proposals</u> * Invitation to Bid or Request for Proposal issued by General Manager or his/her designee * Specification shall not be unduly restrictive * Evaluation criteria shall be set forth in the RFP * Minimum five (5) working days public notice arranged through District Clerk (Noticed twice for Construction bids or proposals) * Bid and Performance bonds required on construction contracts (may be required on supply or service agreements) * Bid opening through District Clerk or designee * Details of RFP's received are not disclosed prior to award * Awarded to lowest bidder or most responsible and responsive proposal based on criteria factors	Annual Budget Availability, Bid solicitation specifications, including evaluation criteria, Public notice documentation, Bid Opening documentation, Written notice of bid awarded, File retained by Director of Finance	General Manager and Board President

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Recent Government Agency Bids	Any Amount	If another governmental entity has bid within the past 120 days and the vendor will give the same price, you may purchase without bid procedure.	Annual Budget Availability, Identify Agency price quotes and date of quotes, Purchase Order Issued	General Manager
Professional Services	Any Amount	Procured in any reasonable method as negotiated based on competence and qualification and fair and reasonable prices. These services include financial and legal advisors, architects, engineers, accountants, construction managers and similar professional services, as defined by the laws of the State of California.	Annual Budget Availability, File retained by Director of Finance	General Manager
Interlocal Agreements (No Bid)	Any Amount	Purchases from other governmental entities may be made without a formal bid or quotes	Annual Budget Availability, File retained by Director of Finance	General Manager
Sole Source Purchasing (No Bid)	Any Amount	* Purchases of specialized or unique items where there is only one known supplier. * Purchasing Department provides written documentation.	Annual Budget Availability, Purchaser's written statement justifying sole source Negotiate Price Purchase Order Issued	Same approvals required determined by dollar amount of purchase (see above)
Emergencies	Any Amount	* Purchases of supplies, services or construction during emergencies. May be made without bid procedure at any level. * General Manager, Department Director, or Maintenance Supervisor review and determine emergency nature of procurement.	Documentation of nature of Emergency, Public Threat or Unforeseen Condition Written determination and explanation by Purchaser	General Manager, Department Director, or Maintenance Supervisor. General Manager to review and approval all emergency purchases as soon as practicable.