

PROCUREMENT POLICY

1. All procurement transaction, regardless of by sealed bid or negotiation shall be conducted in a manner that provides maximum open and free competition.
2. No employee of Kiowa County shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved.
3. Every effort will be made to obtain materials, parts, supplies, equipment or other items locally.
4. Guidelines:
 - A. Purchases in value from \$1000 to \$5000, 3 oral quotations should be obtained.
 - B. Items that are consumable and used in the daily operation of Kiowa County and not valued more than \$1,000 may be approved by the Department Head provided prices are acceptable based on prior purchases of similar nature. Fuel, parts, asphalt or oil not valued more than \$10,000 may be Department Head approved with assurance that prices are acceptable or based on an annual bid.
 - C. Formal bids must be taken for all items deemed to be a capital asset (not consumable) and a value of \$5000 or greater. These bids may be taken by telephone if documentation is available, otherwise vendor quotations must be furnished. Specifications must be written for all items that are built by more than one manufacturer. The successful bidder will be the lowest responsible bidder as determined by the Board of Commissioners.
 - D. It shall be the policy of Kiowa County to award contracts and orders of purchase to local vendors when possible. Local vendors are given a 5% bidding preference, all other things being equal.
 - E. All contracts that are to utilize Federal Funds shall include a statement of Equal Employment Opportunity, Anti-Kickback provisions, and Davis Bacon Statement requiring payment of prevailing wages, where applicable.
 - F. All Department Heads will be required to maintain records of procurement procedures. These records shall include information of the method of solicitation and costs submitted, dates, times, and prices submitted and the basis for selection of the successful bidder and any other information deemed pertinent to the purchase.
 - G. The Board of Commissioners holds the right to waive the procurement policy involving donated items, goods and or services.
 - H. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate or in the event of a public emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation.

RESOLUTION# 2010-16 is approved and adopted this 30 day of July, 2009


Ron Freeman, Chair,
Board of Kiowa County Commissioners

ATTEST:


Carmen Renfrow, Kiowa County Clerk