

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 1 of 10	

PURPOSE

The purpose of this policy is to set forth rules and procedures for all County employees to follow when purchasing goods and services. The County's goal in establishing the policy is to achieve legal compliance, to centralize purchasing under the Purchasing Division, and to ensure the County always strives to obtain the best pricing without sacrificing quality.

SCOPE

This policy is applicable to all employees, without exception.

POLICY

The purchasing requirements for Amador County have been established by ordinance in the Amador County Municipal Code by the Board of Supervisors and by the State of California through the State Government Code. The Purchasing Department is physically located at 12200-B Airport Road, Martell, CA 95642-9527.

RESPONSIBILITY FOR ADMINISTERING PURCHASING

The Amador County Board of Supervisors, 810 Court Street, Jackson, CA 95642, has the ultimate authority and responsibility for this department. The Board, by appointment, authorizes the Purchasing Agent to perform all those functions described by federal, state and local laws to purchase and/or sell all goods and services for the County. The Board further authorizes the purchasing agent to engage independent contractors to perform services for the County or County officers, with or without the furnishing of material, when the annual aggregate cost does not exceed seventy-five thousand dollars (\$75,000.00). The Director of the General Services Administration is the Purchasing Agent for Amador County. Any questions regarding purchasing and/or selling should be directed to the Amador County General Services Administration, Purchasing Division.

PURCHASING DOLLAR LIMITS

Any purchase of services less than \$1,000.00, and any purchase of goods up to \$1,500, may be acquired by any County Department with the Department Head's authority without obtaining three quotes or completing a Purchase Requisition form. The Motor Pool and Public Works Departments may purchase goods up to \$3,000 without obtaining three quotes or completing a Purchase Requisition form. The Department Head is responsible for ensuring the availability of funds and that the person purchasing the goods or services (1) shops for the best pricing; (2) has no conflicts of interest; and (3) does not split the order to avoid the threshold.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 2 of 10	

Listed below are the dollar limitations for each category. These are used to determine the need to use the informal or formal bid process to obtain competitive prices.

	Requisition Dollar Amount	Category & Price Requirements
Vehicles, furniture, goods & supplies	\$1,500.00 to \$30,000.00	Must obtain three (3) informal written quotes or confirmed verbal quotes.
Sundry services	\$1,000.00 to \$30,000	Must obtain three (3) informal written quotes or confirmed verbal quotes.
Vehicles, furniture, goods & supplies, sundry services, etc.	\$30,000.00 to \$75,000.00	Must obtain three (3) informal written quotes.
Vehicles, furniture, goods & supplies, sundry services, etc.	Over \$75,000.00	Must advertise for formal bids.
Construction - Structures, repairs, remodeling, etc.	Under \$6,500.00	Must obtain three (3) prices.
Construction/Structures, repairs, remodeling, etc.	Over \$6,500.00	Must advertise for formal bids.
Construction/bridges, roads, etc.	Under \$25,000.00	Must obtain three (3) prices.
Construction/bridges, roads, etc.	Over \$25,000.00	Must advertise for formal bids.
Professional Services: Architects, Engineers, Environmental Services, Land Surveyors, Construction Managers	No amount	Must use a qualification based selection process (RFP or RFQ)

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 3 of 10	

INFORMAL BIDS

Informal bids require the Purchasing Division, or a delegated department, to obtain at least three (3) verbal or written price quotes. Documentation of the quotes must be submitted with the Purchase Requisition form.

1. Written quote: Written quotes are provided by the vendor, usually by email, and typically in response to a request from the County. For amounts over \$30,000, written quotes are required.
2. Verbal quote: Verbal quotes are typically received over the phone. When received, the County employee must send an email to the vendor confirming the basic terms including the date of the quote and the name of the person who provided it.

FORMAL BIDS

As a general rule, most goods and sundry services valued at \$75,000.00 or greater are required to be advertised in an adjudicated County newspaper of general circulation and authorized for legal publications. All formal bids shall be solicited by the Purchasing Department.

REQUEST FOR PROPOSALS

Generally, a Request for Proposal is required when the item or service being requested exceeds \$75,000.00 in value.

All Requests for Proposals shall be solicited by the Purchasing Department and shall be based on information provided by the requesting department. The Purchasing Agent shall oversee the requesting department's formation of an RFP/RFQ evaluation committee, made up of at least three (3) individuals having sufficient knowledge of the goods, services, or construction procured. Evaluators may include individuals from an outside department/agency, including the Purchasing Department, if required to avoid conflict of interests. The evaluation committee may negotiate an agreement for goods or services with the top ranked respondent for contracts/agreements less than \$75,000.00 when approved by the Purchasing Agent. Agreements shall be forwarded to County Counsel for approval as to form. Board approval is required for any contract over \$75,000.00

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 4 of 10	

PREFERENCE FOR LOCAL SUPPLIERS

A. General Requirements: Each local supplier funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference as provided in this section.

B. Limits: In consideration of local tax reimbursement, a local business promotion is provided for qualifying services and goods purchased within the County. Four (4%) percent of the bid may be deducted from the bid amount of all local bidders in determining the lowest responsible bid for qualifying services and purchases of supplies and equipment not exceeding \$7,500.00. For bid amounts exceeding \$7,500.00 refer to the Rights of First Refusal in Section C.

C. Each local supplier who is within four (4%) percent of the lowest responsible bid and who is otherwise responsive and responsible to the call for bids shall be provided the opportunity to reduce the local supplier's bid equal to the amount of the lowest responsible bid. The opportunity to reduce the amount of the bid shall be provided first to the lowest eligible local supplier. If not accepted by such local supplier within five (5) business days of the opening of bids, such local supplier shall forfeit its right to be awarded the bid. In the event an eligible local supplier reduces the bid to the amount of the lowest responsible bid, the eligible local supplier shall be deemed to have provided the lowest responsible bid and shall be awarded the contract.

D. Definitions: For the purpose of this section, the following terms have the meanings indicated:

1. "Area" means within the boundaries of Amador County.
2. "Bid" or "Quote" includes any competitive bid, whether formal or informal.
3. "Local Supplier" shall mean a supplier whose physical business is located in the area.
4. "Supplier" shall mean a business or resident providing goods or sundry services.

OBTAINING QUOTES AND ESTIMATES

An estimate is the amount the vendor believes the goods or services may cost. Quotes are not estimates. Quotes are an offer to provide goods or services for an exact price. Departments shall obtain three (3) quotes for goods and services.

Purchase Requisition forms must be completed in full providing a sum for all costs including freight, fees, taxes, and all charges to arrive at a total price. All Purchase Requisition forms, together with written documentation of the quotes, are to be submitted to General Services for approval and issuance of a Purchase Order. Splitting of purchases or contracts in order to avoid the competitive bidding requirements prescribed by law, regulation, or policy is prohibited.

Departments must identify their "Buyers." All "Buyers" are strictly prohibited from accepting any gift or anything of value and shall strictly comply with conflict of interest provisions set forth in this policy below.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 5 of 10	

TRAINING

Contract Administrators and Buyers shall attend annual training and refresher training provided by the Purchasing Agent. Training shall include a review of the Rules of Conduct and Information and Conflict of Interest information provided to individuals who serve as procurement evaluators.

EXCEPTIONS TO COMPETITIVE BIDDING

1. Competitive bids or Requests for Proposals (RFP's) or Qualifications (RFQ's) should be secured for all contracts except those types which are exempt as described herein.
2. The competitive bids or proposals may be exempted in the following cases:
 - A. In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare or safety, or for the protection of County property.
 - B. When the contract is with a state, federal or local government entity.
 - C. When the Purchasing Agent requests an exemption and presents findings to the Board of Supervisors showing that the cost of preparing and administering a competitive bidding process in a particular case is not warranted due to costs, staff time, or other reasons. This exemption requires Board approval.
 - D. When the contract provides only for payment of per diem and travel expenses and there is no payment for services rendered.
 - E. When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - F. When the Board of Supervisors or the Purchasing Agent within his or her contract authority determines that there is but a single source from which the goods or services may be acquired. The sole source justification is described in greater detail below.
 - G. When in unusual or extraordinary circumstances, the Board of Supervisors determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 6 of 10	

SOLE SOURCE JUSTIFICATION

Both State Code and County Code require the Purchasing Agent to utilize competitive procurement practices unless only one source exists or is known. To justify a non-competitive purchase, the material or services required must be available from only one source. Brand names or personal preference are not justification for sole source. Historical use is not a basis for source sole. Examples of authorized sole source justifications are:

- Requirements which must interface with existing equipment.
- Requirements which are obtainable from only one manufacturer & one vendor.
- Requirements which could normally be obtained from several sources, but because of an emergency situation, must be obtained from a specified vendor.

When specifying a brand name as a requirement, the requisitioner must state in the justification why an “or equal” item will not meet the requirements. All sole source requirements must contain full justification signed by the Department Head.

CONFIRMING ORDERS

The purchase order may be used for purchases of fixed assets, supplies, and services where the conditions are simple in nature and delivery can be clearly recognized and defined for purposes of knowing when completion has occurred or payment is to be made (*i.e.*, photocopy equipment, maintenance, linen service, plumbing repairs).

Normally, only the Purchasing Agent is authorized to commit County funds. Purchases of material, supplies and services by anyone else are authorized only to meet bona fide emergencies, and should be authorized by the Department Head or designated personnel. When an emergency requirement arises, one of the following methods should be utilized:

- Petty Cash Fund: Intended to meet small-dollar requirements for immediate, non-recurring purchases.

Approval: The Purchasing Agent can approve an emergency purchase in advance by telephone or email. The primary reason for obtaining Purchasing’s approval is to ensure that the purchase is made from a competitive source, if possible. When this method is utilized, a note on the confirming requisition citing the date of the telephone call to the person approving the purchase is sufficient. If the purchasing agent is not immediately available, the requesting department may proceed with the emergency purchase, but must obtain approval from the Purchasing Agent, County Chief Administrative Officer or the Board of Supervisors as soon as possible.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 7 of 10	

- Emergency Purchase: Emergency purchases are authorized to meet bona fide emergency situations. If advance approval of the Purchasing Agent is not deemed feasible, the requisition for a “confirming” purchase order must contain a full justification of the emergency purchase, approved by the Department head or his/her Deputy. Lack of planning on the part of the requisitioner does not constitute an emergency on the part of Purchasing.

Purchase Requisitions for confirming orders which have not been approved in advance, or which do not contain justification for the emergency purchase action, will be returned. Unauthorized commitments of County funds may require return of the material to the vendor or payment to the vendor by the person placing the order.

ENCUMBERING FUNDS

When a purchase order is issued, the information is sent electronically to the Auditor’s accounting system to commit (encumber) those funds from the budget specified for that purchase. The Auditor’s accounting system also determines whether there are sufficient funds for that purchase order. It is the responsibility of the requesting department to ensure that there are sufficient funds available prior to submitting the Purchase Requisition. All claims for payment must be sent to the Auditor’s Office.

All purchase orders six (6) months or older will be automatically canceled and will not be acceptable for use in paying for that transaction. GSA establishes the end of year cut-off 15 business days prior to the end of each fiscal year June 30.

End of Fiscal Year Carry-over of Funds: Purchase orders are not meant to be used as a means to carry over unused funds from one fiscal year to another. A carryover encumbrance request must be handled through the budget process and require approval of the Board of Supervisors.

EXEMPTIONS

Some items and/or services are considered a sole source and do not require a purchase order. The following commodities and services are exempt and do not require purchase orders:

- Background checks on prospective employees.
- Blood alcohol analysis.
- Blood draws.
- Credit checks.
- Commodities or services between Amador County departments.
- Emergency fuel reimbursements.
- Finger print services.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 8 of 10	

- Freight costs (U.P.S., truck, air, etc.)
- Legal advertising.
- Membership dues.
- Permit fees.
- Petty cash reimbursements less than \$25.00 per expenditure or receipt.
- Postage.
- Process serving.
- Professional Services, if there is a current agreement or contract signed by the Board of Supervisors.
- Registration fees.
- Taxes.
- Transcripts of court proceedings.
- Travel allowance.
- Utilities (PG&E, water, sewer, telephones and garbage service).
- Witness fees.
- Animal Control and Public Health prescription medications & syringes.

BLANKET PURCHASE ORDERS

Blanket purchase orders may be issued when it is known that a certain commodity or service is of an ongoing nature and that the vendor meets all the criteria set forth in this policy. Blanket purchase orders must be made out to a particular vendor and must show an estimated dollar amount expected to be spent during the term of the purchase order (six (6) months or less).

Various Vendors: Blanket purchase orders may not be made out to various vendors.

CONTRACTS

In general, any expenditure of County funds requires a contract, such as a purchase order, unless specifically exempted under this policy. Procuring services or making purchases on behalf of the County of Amador without the proper authority may result in the individual being held personally responsible for any obligation or liability created by their action.

A contract is an agreement through which the County, a County Department, or a County officer/employee (a) agrees to expend or receive County funds or to establish or eliminate a County obligation, (b) in exchange for something of value, (c) which agreement is enforceable by a court. For more information about contracting, including standard County provisions, please see Policy 1-310.

Contracts shall be routed to Risk Management, County Counsel and the Purchasing Agent for approval prior to being submitted to the Board for consideration. Contracts must be signed by both parties prior to the delivery of goods or services.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 9 of 10	

SPECIAL PROCEDURES FOR FEDERAL GRANTS, ASSISTANCE, OR OVERSIGHT

For any grant or contract involving Federal funds, Amador County shall review the Federal Excluded Parties List System (EPLS) to ensure compliance with the Federal procurement program policies and requirements prior to entering into any agreement or contract, or purchasing equipment utilizing Federal grant funding. Prior to authorizing a requisition for equipment purchases utilizing Federal grant funds, the Federal debarment listing must be reviewed to ensure vendor(s) are not listed. The debarment listing is available online at <http://www.epls.gov/epls/search.do> Documentation of search must be maintained to ensure the intended vendor is not listed and for verification.

Whenever Federal financial assistance is awarded or granted to the County from any Federal Agency 2 C.F.R. Part 200 shall apply and be implemented in all procurements and agreements/contracts utilizing Federal financial assistance. This policy is not limited to only the regulations referenced above and shall include any specific Federal requirements that apply as a condition of the Federal assistance.

CONFLICTS OF INTEREST

State of California Government Code Section 1090 prohibits any County employee or officer from having any financial interest in any contract made by them in their official capacity or by anybody or board of which they are members. It also prohibits County employees or officers from being "purchasers at any sale or vendors at any purchase made by them in their official capacity." No officer or employee shall be interested directly or indirectly in any contract or transaction with the County. No officer or employee shall receive any commission, money, or thing of value, or derive any profit, benefit or advantage directly or indirectly, from or by reason of any dealings with, or service for the County, by himself/herself or otherwise, except his lawful compensation as such officer or employee.

State of California Government Code Section 1126 prohibits County employees or officers from engaging in any activity for compensation that is "inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed."

Any officer, board member, elected official or employee of the County accepting any non-county employment or undertaking any activity which otherwise creates a conflict of interest between such non-county employment and the employee's duties as a county employee is prohibited.

In order to avoid any actual or apparent conflict of interest, any officer, board member, elected official or employee shall avoid making award decisions that affect their personal financial interest or that of a family member. Any such financial interest in a County supplier, proposer or bidder must be disclosed to the Purchasing Division immediately who will take action to have that person abstain from any further involvement in that acquisition.

COUNTY OF AMADOR		NUMBER
POLICIES & PROCEDURES		5-100
SECTION:	GENERAL SERVICES ADMINISTRATION	PURCHASING
ISSUE DATE:	April 2019	
PAGE NO.	Page 10 of 10	

MULTIYEAR CONTRACTS

Contracts for goods or services should normally not exceed the fiscal year unless sufficient justification has been provided to either the Purchasing Agent or the Board of Supervisors, and appropriate funding has been encumbered. Multiple year contracts must include provisions for early termination and must be contingent on available funding. Unless exempted, as provided for above, no contract for goods or services shall extend, either by original contract or by renewals or amendments, for more than a total of thirty-six (36) months unless competitive bids have been sought or a Request for Proposal (RFP) has been processed.

In the third year, and prior to any contract extension, the Department shall review its needs for contract services including mandatory requirements, funding, type of contract, and their specific needs. Third year reviews shall be approved by the Purchasing Agent if less than \$75,000.00, or the Board of Supervisors if over \$75,000.00.

COMMENCEMENT DATE OF SERVICES

Performance under a contract shall not commence prior to approval of the contract. No contract may be back-dated prior to the approval date. Any deviations to these rules require County Counsel approval.

The responsible Department Head shall advise contractors and vendors that performance under the contract may not commence prior to contract approval. No payment shall be made prior to this approval. The County is not responsible for any obligations associated with a contract that has not been approved. Entering into contracts on behalf of the County of Amador without proper authority may result in the individual being held personally responsible for any obligation or liability created by their action.

RESPONSIBLE DEPARTMENTS/AGENCIES

GENERAL SERVICES ADMINISTRATION – Purchasing Division
COUNTY COUNSEL
ADMINISTRATIVE AGENCY – Risk Management
AUDITOR-CONTROLLER

REFERENCES

BOS Policy Resolution No. 02-370
BOS Ordinance No. 1440
Amended by Board on June 10, 2025