

DELTA COUNTY  
PURCHASING POLICIES AND PROCEDURES

**SECTION ONE- AUTHORITY AND PURPOSE**

**1.1 Chief Fiscal Officer**

The County Administrator will serve as Chief Fiscal Officer for Delta County. The Administrator is authorized to spend up to and including \$10,000 for all departments without obtaining prior approval, provided that all purchasing policies are followed.

The Administrator is authorized to dispose of any County asset less than \$500.00 in value by soliciting bids for purchase of the asset.

It is the responsibility of the Department Heads, Elected Officials, and Administrator to ensure that there are sufficient funds available in the appropriate activity to procure the goods and services.

In the absence of the Chief Fiscal Officer, one of the following in this order shall serve as Chief Fiscal Officer:

1. Finance Chairperson
2. Board Chairperson
3. County Treasurer

**1.2 Scope of Authority**

Michigan Law (Board of Supervisors Act, 156 P.A. 1851 as amended) MCLA 46.11(j) provides the County Board of Commissioners the statutory responsibility for all County budgetary decisions and gives the County Board of Commissioners authority to establish policies necessary for department directors and managers to carry out purchasing responsibilities. The policy applies to all County purchases made pursuant to the annual Delta County budget as adopted and amended.

**1.3 Purpose**

To obtain the necessary goods and services at the least cost for the effective and efficient operation of the County. Establish efficient, transparent, open, and competitive procedures and processes for the acquisition of supplies, services, and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

**1.4 Effect and Administration**

Those provisions shall take effect immediately upon formal adoption by the Delta County Board of Commissioners. The County Administrator is responsible for the administration of all purchasing policies

and procedures. Any exceptions to these policies and procedures shall be made by the Delta County Board of Commissioners.

### **1.5 Revision**

The policies and procedures can be modified by a formal resolution of the Delta County Board of Commissioners.

## **SECTION TWO- PROCUREMENT PROCESS (Less Than \$10,000)**

### **2.1 Department Head Authority**

Department Heads and Elected Officials are authorized to spend up to and including \$2,000 within their department's budgetary constraints.

### **2.2 Administrator Authority**

The Delta County Administrator shall process all payment requests. The Administrator will then prepare a bills payable report to the Committee of the Whole for approval. The Administrator is authorized to spend up to and including \$10,000 within budget constraints approved by the Board of Commissioners.

### **2.3 Procurement Process**

Procurement of goods and services under \$2,000 shall be through obtained quotations from one or more suppliers, if available.

Procurement of goods and services over \$2,000 and less than \$10,000 shall be obtained as follows:

1. Complete a purchase order request form.
2. Provide written quotes from three vendors to be attached to the request form.
3. Turn in the completed form to the County Administrator who will issue a purchase order.

## **SECTION THREE- BID PROCESS (Over \$10,000)**

### **3.1 Procurement Process**

Procurement of goods and services over \$10,000 shall be accomplished using the bidding procedure described in this section.

- A. Notice Inviting Bids. Notices inviting bids shall distinctly describe the purchase, shall state where bid blanks and specifications may be secured, and state the time and place for the receiving and opening of sealed bids.
  1. Published Notice. Notices inviting bids shall be published a minimum of 14 calendar days before the date of opening the bids on Delta County's website. All registered bidders will be informed of an RFP.

2. Pre-bid meetings or other methods may occur to fairly assist bidders in becoming familiar with the request purchase., to efficiently and fairly assist bidders in becoming familiar with the requested purchase.

### **3.2 Bidder's Security**

The County Administrator may require bids be accompanied by bidder's bond. In all cases, bidders shall be entitled to return of bid bond provided that a successful bidder shall forfeit the bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the County is responsible for the delay.

### **3.3 Bid Opening Procedure**

Sealed bids shall be submitted as stated in the notice and shall be identified as bids on the envelope. Bids shall be opened in public, and bidders shall be informed of the time and place. Prior to the actual bid opening, it shall be announced that bids are closed and that no further bids will be accepted. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.

### **3.4 Rejection of Bids or No Bids Received**

The County Administrator, or Board of Commissioners, may reject any and all bids presented and re-advertise for bids. If no bids are received, the Board of Commissioners may award the project or contract through negotiations with vendor or vendors.

### **3.5 Award Criteria**

The Delta County Board of Commissioners shall award bids for purchase that exceed Ten Thousand Dollars (\$10,000). The Board reserves the right to reject any bid. Absent other factors, such as past performance, that should be considered in evaluating bids or proposals, the County Administrator shall recommend, and the Board of Commissioners shall make, purchases from the lowest responsive bidder. A responsive bidder is one that does not vary from specification and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.

### **3.6 Local Vendors**

Purchases from Delta County vendors will be encouraged whenever possible. At the discretion of the Board of Commissioners and/or County Administrator, Delta County vendors may be given first consideration when their price meets or is within 5 percent of other bids and state contract prices, or the service provided in conjunction with the purchase merits buying the item locally (i.e service is more expedient or less expensive).

## **SECTION FOUR- PROFESSIONAL SERVICES**

- 4 Professional Services. Professional service providers may be selected based on factors such as: cost; timeliness; past experience; evaluation of qualifications; and whether they are a Delta County business. The County will not be obligated to consider only cost when selecting professional services. Use of Professional Services will be evaluated and determined as follows:

**Under \$10,000:** Determined by the County Administrator, after Department Head recommendation.

**Over \$10,000:** Based on approval and selection by the full Board of Commissioners.

The Board of Commissioners reserves the right to require either a Request for Proposals or a Request for Qualifications when considering Professional Services in excess of \$10,000. All decisions on both RFP's and RFQ's will be made by the full board.

Finance approved 9-17-15

Board approved 10-13-15