

West Colfax Business Improvement District Procurement Policy

Purchasing Authority

The West Colfax Business Improvement District's (the "BID") management (currently the Director of Economic Development) is authorized to initiate purchases. Management may only make expenditures only if such expenditures will not exceed project budget. Unbudgeted or over-budget expenditures and must have prior approval from the Board President or Treasurer as indicated below.

Purchasing Objective

All funds shall be handled so that the greatest ultimate value per dollar expended is achieved.

Conflict of Interest

In order to assure that any conflict of interest is eliminated and to prevent bias, improper influence, or misuse of BID resources or any resources entrusted to the BID, staff shall not participate in any transaction involving the BID in which the staff or a family member or domestic partner of the staff has or receives a significant economic interest.

Staff shall neither solicit nor accept gratuities, favors, or anything that would be considered by an internal or external auditor as "material" from suppliers or contractors.

Limitations

The President or Treasurer must approve in advance the following purchases:

- Computers and data processing equipment.
- Leases.
- Insurance.
- Professional and/or consultative services not specifically included in the budget.
- Any purchases that would obligate the organization to recurring future payments.
- Purchase of individual items costing more than \$1000.

A single purchase with an estimated cost of more than \$5,000

Vendors of a single purchase with an estimated cost of more than \$5,000 shall be provided with a copy of the BID's Procurement Policy.

A single purchase with an estimated cost of more than \$25,000

For a single purchase with an estimated cost in excess of \$25,000, the responsible staff shall perform background checks to determine ownership and financial capability prior to completing purchase. Results of the background check shall be maintained with any purchase order or contract.

A single purchase with an estimated cost more than \$5,000 but less than \$100,000

For a single purchase with an estimated cost more than \$5,000 but less than \$100,000, three (3) written price quotes shall be obtained in order to select the most responsive and responsible vendor.

A single purchase with an estimated cost of \$100,000 or more

A formal bid process shall be used for any single purchase of \$100,000 or more. The bid process must meet the specific criteria of any funder of the product or service purchased and must conform to the following BID procedure:

Written Specifications

Specifications for the item should be defined as clearly as possible in writing. Brand names model numbers or other descriptions peculiar to specific brand products may be included only to establish the required level of quality and functional capabilities.

Bids and Justification of Supplier Selection

Bids obtained from at least three (3) vendors or manufacturers and maintained in the file. If a written bid is unavailable, notes from a phone call with at least as much detail as the other bids is acceptable. Written justification of selection of winning supplier must be provided. Consideration of the following must be made in the justification:

- Price.
- Warranty.
- Quality.
- Reliability of product.
- Serviceability.
- Reliability and quality of service provided by vendor.
- Compatibility with other products used.
- Maintenance agreement.
- Conservation of natural resources and protection of the environment, where practical and economically feasible.
- Vendor is a small business, locally-owned, minority-owned firm or women owned firm.
- Reputation of service provider or vendor as evidenced by referrals from third parties or prior direct experience.

Bid Notes

After purchase is complete, bid notes shall be retained and filed with the invoice and remittance advice to selected vendor.

Architectural and engineering services

Statements of qualifications to perform the services required shall be obtained in order to select the most qualified architectural and engineering services for the project.

Sole source purchases permitted

Sole source purchases are made only when items are unique and possess specific characteristics that come from only one readily available source. Factors to be considered in sole source purchases include the following:

- Whether the vendor possesses exclusive and/or predominant capabilities or the items contains a patented feature providing superior utility not obtainable from similar products.
- Whether the product or service is unique and easily established as one of a kind.
- Whether the program requirements can be modified so that competitive products or services may be used.
- Whether the product is available from only one source and not merchandised through wholesalers, jobbers and retailers.
- Whether items must be interchangeable or compatible with in-place items.

Sales Tax Exemption

Purchases by the BID are often tax exempt and taxes shall not be paid if exempted. It is each purchaser's responsibility to ensure that the proper documents are provided so that vendors are aware of the BID's tax-exempt status.

In the execution of this Procurement Policy, the BID and its employees shall not discriminate against nor deny full participation of a person otherwise qualified on the basis of race, color, creed, religion, national origin, gender, age, military status, veteran status, sexual orientation, marital status, or physical or mental disability.