



<b>Policy No.:</b> P500-17-1	<b>Type of Policy:</b> Purchasing
<b>Policy Title:</b> Purchasing	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
<b>Approval Date:</b> 3/21/2017	<b>Last Review Date:</b> 2017
<b>Approval Resolution No.:</b> 13-17	<b>Next Review Date:</b> 2021
<b>Rescinded Resolution No.:</b> 14-06	<b>Rescinded Resolution Date:</b> 3/21/2006

It is the policy of the Board of Directors of Dublin San Ramon Services District that the District:

- Perform purchasing activities with the highest ethical standards.
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price.
- Secure professional services using an equitable, quality-based selection process.
- Provide fair and open competition.
- Define authority for the purchasing function.

### Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing procedures and update them as needed, in conformance with this policy and with applicable laws.
2. Negotiate and sign contracts within the authority outlined in this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with this policy.

### Purchasing Authority

The General Manager is authorized to negotiate and execute contracts for all operating, Capital Outlay and emergency purchases, made in conformance with the purchasing procedures, as follows:

1. \$100,000 per purchase order or contract for materials, supplies, equipment, services or other personal property.

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2. Any amount for recurring, operational purchases such as:
  - Utility payments
  - Scheduled debt payments and related debt administration services
  - Chemical purchases
  - Payments to a District Joint Powers Agency within contractual agreements
  - Water purchase
  - Insurance payments
  - Retirement contributions
  - Payroll
  
3. Any amount during an emergency in accordance with the guidelines in the California Public Contract Code.

Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District’s credit card accounts and otherwise bind the District with respect to its credit card accounts.

Adjustment of Contracts

1. The General Manager has the authority to approve contracts up to \$100,000. In addition, the General Manager has the authority to adjust those contracts up to his purchasing authority of \$100,000.
  
2. For those contracts in excess of \$100,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$100,000, unless additional authority is delegated in an approving resolution.

Public Works Contracts

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$100,000. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$100,000 that were originally approved by the Board, by a maximum adjustment of \$100,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.