

# Staff Report

for the Administrative Practices Committee Meeting of February 4, 2020

**TO:** Administrative Practices Committee  
**FROM:** Marvin Davis, MBA, CPA, Finance Manager/Treasurer  
**DATE:** January 28, 2020  
**SUBJECT:** Updates to District Policy 3080 - Procurement

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***FINANCE***

## **RECOMMENDATION:**

Review and discuss proposed policy, and advance a recommendation to the Board of Directors as appropriate.

## **BACKGROUND:**

This item stems from discussions held at the Engineering Committee meetings held on January 1, 2019, and March 19, 2019, regarding the procurement process. During the summer months, staff worked on this item with legal counsel. It was reviewed by the Administrative Practices Committee (APC) on November 6, 2019, and December 9, 2019. Proposed updates to the policy were then presented to the Board for approval, as recommended by APC on January 22, 2020. At that meeting, the Board requested the item go back to APC for further review.

Director Peters has requested additional edits for consideration that are included as an attachment.

The California Water Code and Public Contract Code requires the District to develop procurement policies to demonstrate stewardship of its' public resources. The District remains in full compliance with these requirements through the administration of procurement policy 3080, so there is no urgency regarding the adoption of these changes.

Staff and legal counsel addressed a request to the procurement policy and put forth these primary changes.

- NID is exempt from the procurement procedures in the Public Contract Code (PCC) when projects are not paid from bonds or limited assessment proceeds. The California Water Codes gives authority to the District to develop procurement policies and procedures.
- The District must follow the PCC when paying for projects from bond or limited assessment proceeds. In addition, the District must follow “Sole Source” rules set forth in the PCC and defined in this policy.
- The term “Limited Assessment” is defined in Water Code § 20540 and refers to completed, particular, or emergency assessments. An assessment is a financing mechanism similar to the District’s Cement Hill and Rodeo Flat.
- Use of the District’s professional service and construction contracts are dictated by the type of professional assistant required and the complexity of the construction project.
- The General Manager shall have purchasing authority not to exceed \$50,000.
- The APC authority will not exceed \$100,000.
- Surplus property with a value of \$5,000 and greater will be disposed of by Sealed Bid, Auction, Online Auction, or Remarketing Service Provider.
- The District shall solicit qualified vendors in the construction industry to develop a list of contractors. The list shall be updated annually and used when the District requests vendors for construction jobs. Depending on the qualified vendors on the approved list, the District may solicit additional vendors if necessary. The updated list shall be posted on the District’s website by January 31 of each year.

Should the APC recommend approval of the proposed updates, additional contracts will require APC and Board approval, resulting in project delays of approximately 3 to 6 weeks. This will add potentially 60 project weeks to the District’s overall project work schedule.

Adoption of the proposed updates to the Procurement Policy is inconsistent with the current Draft Strategic Plan, as it is in contradiction with stated goals and values.

**BUDGETARY IMPACT:**

Staff estimated the financial impact considering the adoption of the proposed updates to District Policy 3080 – Procurement. Administrative overhead costs were determined by analyzing the number of items during 2019 that would have

required APC recommendation and Board review for approval under the proposed policy updates. Given the additional 41 items requiring APC consideration and 12 items requiring the full Board's review, annual costs are estimated at \$77,688.

/MD

- Resolution No. 2020-01 – Updates to administrative Policy 3080
- Red-Lined District Policy 3080 – Procurement
- Clean Version of Draft District Policy 3080 – Procurement
- 2019 Encumbrances and Estimated Costs Detail
- Procurement Policy 3080 proposed edits from Director Peters



# RESOLUTION NO. 2020-XX

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

## UPDATES TO ADMINISTRATIVE POLICIES – 3080 PROCUREMENT

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the California Water Code and Public Contract Code requires the District develop procurement policies and procedures to ensure good stewardship of District financial resources

**WHEREAS**, the Board of Directors initial adoptions of Policy #3080 – Procurement on April 24, 2013 via Resolution No. 2013-11 ensure the District complies with legislative codes

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy updates as attached, and shall be incorporated herein:

#3080 - Procurement

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the \_\_\_ day of \_\_\_\_\_, 2020 by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

\_\_\_\_\_  
President of the Board of Directors

**Attest:**

\_\_\_\_\_  
Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Procurement  
POLICY NUMBER: 3080

### 3080.1 Purpose

In accordance with California Water Code, the District has authority to **develop and implement a procurement policy** to procure the necessary goods and services to operate. The purpose of Policy 3080 is to define the types of goods and services purchased by the District, to set forth **policy** guidelines for the various types of purchases, and to **establish set forth** the dollar levels governing purchase authority of **the General Manager or a designee management personnel**. All purchases, including contracts for services (construction and non-construction), commodities, equipment and other real or personal property required by **any department of** the District shall be made in accordance with this policy. A purchase, via any means, may be initiated only if sufficient funds are appropriated and there is sufficient unencumbered remaining balance to pay for it.

### 3080.2 Administrator

The Board of Directors delegates the authority to make purchases under this policy to the General Manager. The General Manager shall have the authority to delegate the purchasing duties and responsibilities within **the a departments** of the District to the responsible Department Manager. The designated Manager shall administer the Purchasing Procedure adopted by the Board, negotiate and approve term contracts and purchase products and services required, consistent with the principles of price, quality and delivery. The Manager shall work with the Purchasing Department to maintain verifiable records of the goods in inventory, and to ensure all goods are tagged or conspicuous as District property to the extent feasible. All surplus property shall be disposed of in accordance with section 3080.5.

### 3080.3 Public Contract Codes (PCC) applies to Irrigation Districts

Article 35, Chapter 1, Part 3, Division 2 of the Public Contract Code (§§ 20560 et seq.) sets forth the circumstances under which the District is legally required to competitively bid certain types of contracts. The District will follow the process set forth in the Public Contract Code when the District is legally required to competitively bid; namely, when the proposed works is to be paid for with the proceeds of the sale of bonds or a limited assessment as defined in Water Code § 20540. In all other situations, the District shall follow the applicable procurement process set forth in this policy 3080.

### 3080.43 Definitions

For the purpose of this policy, the following definitions shall apply:

- A. "Public Entity" means the state, county, city, city and county, district, public authority, public agency, municipal corporation, or any other political subdivision or public corporation in the state of California.
- B. "Goods" means any tangible commodities or items such as supplies, parts, materials, equipment, or building. Generally, Goods are consumable in District's normal course of business ~~operations~~, and can become part of a component of the District equipment or facilities. On some occasions, Goods may be purchased to supply to a contractor engaged in work for the District. For the purpose of this policy, Land and interest in land are not "Goods" and are controlled in other District policies.
- C. "Services" means all non-tangible skills that may be purchased by the District and can include the services of a licensed contractor, special counsel, architect, appraiser, engineer, financial consultant, janitor, landscaper, painter or other work typically rendered by an independent consultant or contractor.
- D. "Contract" means any agreement ~~to do or not to do a certain thing or~~ to provide Goods or Services. "Contract and agreement" are synonymous. The term "Contract" includes, among other things, a purchase order, a contract for services, a professional service agreement, and an addendum or change order. Purchases by Staff shall use standard contracts approved by the Board of Directors. General Manager and/or Legal Counsel can make minor modifications as needed. Special contracts shall only be used when the Goods or Services are of a unique or specialized nature that is not compatible with a standard form of Contract.
- E. "Change Order" means any change to an approved and executed contract. A change order can edit or add task orders. When determining authority levels, the original contract and subsequent change orders are evaluated as a single purchase.
- F. "Task Order" means a singular listing of tasks under the scope of work ~~within the~~ ~~under a~~ Contract.
- G. "Cost" means the amount charged under a Contract, inclusive of sales tax, use tax, delivery charges, shipping and/or handling.
- H. "Emergency" means a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services.
- I. "Public Works" is synonymous with "Public Project" and means a project performed under a "Public Works Contract" defined as an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- J. "Sole Source" means ~~developing manipulating~~ "bid" specifications for the contracting of construction, alteration or repair of public works that limit the bidding, directly or indirectly, to a specific concern, or call for a designated material, product, thing, or service by specific brand or trade name. For the purpose of this policy, sole source shall not be applied to the purchase of goods that will be used by the District's own

labor force.

It is the intent of this Policy that Sole Source purchases by the District will not occur without allowance for substitution of an "or equal" part or service. Notwithstanding the foregoing prohibition, Sole Source purchases will be allowed provided the District makes a finding that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- 1) In order that a field -test or experiment may be made to determine the product's suitability for future use.
  - 2) In order to match other products in use on a particular public improvement either completed or in the course of completion
  - 3) In order to obtain a necessary item that is only available from one source
  - 4) In order to respond to an emergency declared by a local agency, **but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.**
  - 5) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, **but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.**
- K. "Surplus Property" means any personal property, owned by the District that is determined no longer useful.
- L. "Market Value" means the value established between willing buyer and willing seller, within the marketplace of the District, as estimated by the General Manager, Department Manager, Purchasing Department or appraiser and may be an average from these sources.
- M. "Design/Build" means Contract awarded under a selection process similar to the Request for Proposal, where the contractor is responsible for both design and construction of the Public Work.
- N. "Request for Proposal (RFP)" means a selection process, other than formal bidding, established by the District **staff** for the selection of consultants, contractors or vendors to provide **a proposal costs** to perform a single project or purchase. The selection process shall include cost for work as one of the evaluation criteria but shall not be constrained by the requirements of the Public Contract Code (PCC) governing bidding.
- O. "Request for Bid (RFB)" means a more formal selection process as further described under PCC, the Local Agency Public Construction Act
- P. "Informal Quote Process (IQP)" means a selection process that includes a documented attempt to procure goods or services to a minimum of three contractors, consultants or vendors to provide total costs on a single project or purchase.
- Q. "Formal Quote Process (FQP)" means the written solicitation using the District's standard quote contract, plans, and specifications distributed to a minimum of five contractors, consultants or vendors to provide costs on a single project or purchase. Formal quotes are provided in a sealed envelope and are opened at a publicly noticed time and place by District staff.

- R. "A quote or bid" as outlined in the contract documents or equivalent to a letter, email, or documented verbal solicitation to a viable contractor, consultant or vendor with or without a response from the contractor or consultant.
- S. "Responsible Bidder" means a licensed contractor who has not been barred from government contracts for prior misconduct, and has the equipment and skills necessary to perform the work. Also, the bid must be an unconditional offer to provide the goods and services and comply with all the bid procedures in the bid documents and when applicable in the Local Agency Public Construction Act.

### 3080.54 Emergency Purchases

In case of "Emergency", ~~the two Department Managers or~~ General Manager ~~or designee~~ may procure any items deemed necessary to preserve life or property, without the authorization of an approved purchase requisition. Approval may be obtained after the fact. The General Manager shall notify the Board ~~President members~~ via telephone or email of the emergency procurement and shall thereafter report the incident to the Board of Directors at the next regularly scheduled board meeting, including a comprehensive estimate of the total cost of emergency repairs; following the initial report, the General Manager or ~~designee Department Manager~~ shall submit appropriate documentation for final approval/ratification by the Board of Directors. Notwithstanding the foregoing, nothing herein shall restrict the Board of Directors from considering such Emergency Purchase in a special or emergency meeting, if authorized by law.

### 3080.65 Surplus Property

When disposing of ~~moveable~~ property, ~~the following limits will be observed if practical, Department Managers shall forward property to the Purchasing Department who will secure items.~~

- A. Less than \$5,000 ~~100,000~~- Surplus property, ~~if of~~ a single item ~~is~~ within this estimated market value, it will be disposed using the most advantageous method determined by the General Manager, including, ~~but not limited to~~, -transporting items to local waste and recycling center.
- B. \$5,000 ~~100,000~~ and Greater - Surplus property, of a single item within this estimated market value will be disposed by Sealed Bid, Auction, On-Line Auction or Remarketing Service Provider and may require formal appraisal.

### 3080.76 Purchase Process & Authority Levels

The purchase of "Goods" or "Services" shall follow the below process and is driven by the aggregate amount of a single purchase requisition, contract requirements, competitive bidding process, and approval levels. It is a violation of this policy to split into smaller orders an aggregate single purchase for the purpose of evading this policy as determined by the General Manager. ~~The General Manager shall have purchasing authority not to exceed \$50,000.~~

- A. Less than \$5,000 – Purchase requisitions submitted to Purchasing under this dollar amount may not require creation of a purchase order ~~and~~ at Department Manager discretion, ~~nor bidding, and approval levels are in accordance with the most recently authorized "Signed Authority Limits" schedule.~~

- B. \$5000 up to \$25,000 – Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order that can serve as the Contract ~~and ; no bidding required ,and approval levels are according to the most recent “Signed Authority Limits” schedule.~~
- C. \$25,000.01 up to \$50,000 – Purchase requisitions submitted to Purchasing for “Goods” within this dollar range will require creation of a purchase order, a Contract for Services, compliance with the IQP, award in accordance with the IQP, ~~and approval levels are according to the most recent “Signed Authority Limits” schedule.~~
- D. \$50,000.01 up to \$100,000 - Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval ~~is required by the Administrative Practices Committee (APC). levels are according to the most recent “Signed Authority Limits” schedule.~~
- E. \$100,000.01 up to \$250,000 - Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following:  
  
RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval ~~is required by the Board of Directors at an Administrative Practice Committee (APC) meeting.~~
- F. \$250,000 and Greater – Purchase requisitions submitted to purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval ~~is required by the at a Board of Directors meeting.~~
- G. Change Orders – Each additional purchase under the original contract require the following authority approvals:
  - 1) Department Managers – Cumulative change orders on a single contract up to Department Managers Signing Authority.
  - 2) Level I: General Manager – Cumulative change orders up to a maximum of 25% of the original contract amount or \$250,000 ~~300,000~~, whichever is less. ~~All cChanges orders in excess of \$150,000~~ shall be reported to the Board of Directors ~~at the next regular Board meeting.~~
  - 3) Level II: Administrative Practices Committee (APC) – Cumulative change orders up to a maximum of 25% of the original contract amount or \$500,000, whichever is less. Changes in excess of \$250,000 shall be reported to the Board of Directors ~~at the next regular Board meeting.~~
  - 4) Level III: Board of Directors – Change orders that do not meet the requirements of Level 1 or Level II shall be authorized by the Board of Directors. ~~An advance recommendation by the APC is strongly suggested.~~
  - 5) Resetting of Authority - When the Board approves a change order ~~or Task Order~~, it resets

grants the APC and ~~Department Manager and~~ General Manager -original approval amounts.

### **3080.8 Template District Contracts**

The District shall maintain standard template contracts to carry out the purposes of the District. The template contracts will be reviewed and updated periodically by District legal counsel at the request of the General Manager. Template contracts include the following:

#### **3080.x.1 Consultant Service Contracts**

Consultant service contracts are used for the procurement of professional services provided by the following type of professions: attorney, architect, appraiser, engineering, financial consultant, accountant, etc.

#### **3080.x.2 Service Contracts**

Service contracts are used for the procurement of routine non-consultant services such as the following: janitorial, landscaping, facility maintenance, etc.

#### **3080.x.3 Construction Contracts; Short form and Long form**

All construction contracts can be used to perform a “public works” project as defined under paragraph I. The individual or firm is licensed under the California Contractors State License Board. The duration and difficulty of the job under contract determines the appropriate contract to use. Each type of contract has provisions within it suitable for that engagement. The District considers the below guidelines when selecting the short form or long form construction contract:

- Abbreviated construction contract – simple projects with limited digging or small engineering
- Short construction contract – more complex project, multiple pay request, typically job requiring less than 90 days
- Long construction contract – extensive complex project, can take years

### **3080.9 District Contractor List**

The District shall solicit qualified vendors in the construction industry to develop a list of contractors. The list shall be updated annually and used when the District request vendors for construction jobs. Depending on the qualified vendors on the approved list, the District may solicit additional vendors when necessary. The updated list shall be posted on the District’s website by January 31 of each year.

Adopted: April 24, 2013 via Resolution No. 2013-11

Revised: April 13, 2016 via Resolution No. 2016-14

Revised: June 27, 2018 via Resolution No. 2018-15

Revised: Month, DD, YYYY via Resolution No. 2020-XX

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Procurement  
**POLICY NUMBER:** 3080

### 3080.1 Purpose

In accordance with California Water Code, the District has authority to develop and implement a procurement policy to procure the necessary goods and services to operate. The purpose of Policy 3080 is to define the types of goods and services purchased by the District, to set forth policy guidelines for the various types of purchases, and to establish the dollar levels governing purchase authority of the General Manager or a designee. All purchases, including contracts for services (construction and non-construction), commodities, equipment and other real or personal property required by the District shall be made in accordance with this policy. A purchase, via any means, may be initiated only if sufficient funds are appropriated and there is sufficient unencumbered remaining balance to pay for it.

### 3080.2 Administrator

The Board of Directors delegates the authority to make purchases under this policy to the General Manager. The General Manager shall have the authority to delegate the purchasing duties and responsibilities within the departments of the District to the responsible Department Manager. The designated Manager shall administer the Purchasing Procedure adopted by the Board, negotiate and approve term contracts and purchase products and services required, consistent with the principles of price, quality and delivery. The Manager shall work with the Purchasing Department to maintain verifiable records of the goods in inventory, and to ensure all goods are tagged or conspicuous as District property to the extent feasible. All surplus property shall be disposed of in accordance with section 3080.5.

### 3080.3 Public Contract Codes (PCC) applies to Irrigation Districts

Article 35, Chapter 1, Part 3, Division 2 of the Public Contract Code (§§ 20560 et seq.) sets forth the circumstances under which the District is legally required to competitively bid certain types of contracts. The District will follow the process set forth in the Public Contract Code when the District is legally required to competitively bid; namely, when the proposed works is to be paid for with the proceeds of the sale of bonds or a limited assessment as defined in Water Code § 20540. In all other situations, the District shall follow the applicable procurement process set forth in this policy 3080.

### 3080.4 Definitions

For the purpose of this policy, the following definitions shall apply:

- A. "Public Entity" means the state, county, city, city and county, district, public authority, public agency, municipal corporation, or any other political subdivision or public corporation in the state of California.
- B. "Goods" means any tangible commodities or items such as supplies, parts, materials, equipment, or building. Generally, Goods are consumable in District's normal course of business and can become part of a component of the District equipment or facilities. On some occasions, Goods may be purchased to supply to a contractor engaged in work for the District. For the purpose of this policy, Land and interest in land are not "Goods" and are controlled in other District policies.
- C. "Services" means all non-tangible skills that may be purchased by the District and can include the services of a licensed contractor, special counsel, architect, appraiser, engineer, financial consultant, janitor, landscaper, painter or other work typically rendered by an independent consultant or contractor.
- D. "Contract" means any agreement to provide Goods or Services. "Contract and agreement" are synonymous. The term "Contract" includes, among other things, a purchase order, a contract for services, a professional service agreement, and an addendum or change order. Purchases by Staff shall use standard contracts approved by the Board of Directors. General Manager and/or Legal Counsel can make minor modifications as needed. Special contracts shall only be used when the Goods or Services are of a unique or specialized nature that is not compatible with a standard form of Contract.
- E. "Change Order" means any change to an approved and executed contract. A change order can edit or add task orders. When determining authority levels, the original contract and subsequent change orders are evaluated as a single purchase.
- F. "Task Order" means a singular listing of tasks under the scope of work within the Contract.
- G. "Cost" means the amount charged under a Contract, inclusive of sales tax, use tax, delivery charges, shipping and/or handling.
- H. "Emergency" means a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services.
- I. "Public Works" is synonymous with "Public Project" and means a project performed under a "Public Works Contract" defined as an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- J. "Sole Source" means developing "bid" specifications for the contracting of construction, alteration or repair of public works that limit the bidding, directly or indirectly, to a specific concern, or call for a designated material, product, thing, or service by specific brand or trade name. For the purpose of this policy, sole source shall not be applied to the purchase of goods that will be used by the District's own labor force.

It is the intent of this Policy that Sole Source purchases by the District will not occur without allowance for substitution of an "or equal" part or service. Notwithstanding the foregoing prohibition, Sole Source purchases will be allowed provided the District makes a finding that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- 1) In order that a field test or experiment may be made to determine the product's suitability for future use.
  - 2) In order to match other products in use on a particular public improvement either completed or in the course of completion
  - 3) In order to obtain a necessary item that is only available from one source
  - 4) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
  - 5) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.
- K. "Surplus Property" means any personal property, owned by the District that is determined no longer useful.
- L. "Market Value" means the value established between willing buyer and willing seller, within the marketplace of the District, as estimated by the General Manager, Department Manager, Purchasing Department or appraiser and may be an average from these sources.
- M. "Design/Build" means Contract awarded under a selection process similar to the Request for Proposal, where the contractor is responsible for both design and construction of the Public Work.
- N. "Request for Proposal (RFP)" means a selection process, other than formal bidding, established by the District for the selection of consultants, contractors or vendors to provide a proposal to perform a single project or purchase. The selection process shall include cost for work as one of the evaluation criteria but shall not be constrained by the requirements of the Public Contract Code (PCC) governing bidding.
- O. "Request for Bid (RFB)" means a more formal selection process as further described under PCC, the Local Agency Public Construction Act
- P. "Informal Quote Process (IQP)" means a selection process that includes a documented attempt to procure goods or services to a minimum of three contractors, consultants or vendors to provide total costs on a single project or purchase.
- Q. "Formal Quote Process (FQP)" means the written solicitation using the District's standard quote contract, plans, and specifications distributed to a minimum of five contractors, consultants or vendors to provide costs on a single project or purchase. Formal quotes are provided in a sealed envelope and are opened at a publicly noticed time and place by District staff.
- R. "A quote or bid" as outlined in the contract documents or equivalent to a letter, email, or documented verbal solicitation to a viable contractor, consultant or vendor with or without a response from the contractor or consultant.
- S. "Responsible Bidder" means a licensed contractor who has not been barred from government contracts for prior misconduct, and has the equipment and skills necessary to perform the work. Also, the bid must be an unconditional offer to provide the goods and services and comply with all the bid procedures in the bid documents and when applicable in the Local Agency Public Construction Act.

### 3080.5 Emergency Purchases

In case of "Emergency", the General Manager or designee may procure any items deemed necessary to preserve life or property, without the authorization of an approved purchase requisition. Approval may be obtained after the fact. The General Manager shall notify the Board President via telephone or email of the emergency procurement and shall thereafter report the incident to the Board of Directors at the next regularly scheduled board meeting, including a comprehensive estimate of the total cost of emergency repairs; following the initial report, the General Manager or designee shall submit appropriate documentation for final approval/ratification by the Board of Directors. Notwithstanding the foregoing, nothing herein shall restrict the Board of Directors from considering such Emergency Purchase in a special or emergency meeting, if authorized by law.

### 3080.6 Surplus Property

When disposing of property, the following limits will be observed.

- A. Less than \$5,000 - Surplus property, if a single item is within this estimated market value, it will be disposed using the most advantageous method determined by the General Manager, including, but not limited to, transporting items to local waste and recycling center.
- B. \$5,000 and Greater - Surplus property, of a single item within this estimated market value will be disposed by Sealed Bid, Auction, On-Line Auction or Remarketing Service Provider and may require formal appraisal.

### 3080.7 Purchase Process & Authority Levels

The purchase of "Goods" or "Services" shall follow the below process and is driven by the aggregate amount of a single purchase requisition, contract requirements, competitive bidding process, and approval levels. It is a violation of this policy to split into smaller orders an aggregate single purchase for the purpose of evading this policy as determined by the General Manager. The General Manager shall have purchasing authority not to exceed \$50,000.

- A. Less than \$5,000 – Purchase requisitions submitted to Purchasing under this dollar amount may not require creation of a purchase order at Department Manager discretion.
- B. \$5000 up to \$25,000 – Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order that can serve as the Contract and no bidding required.
- C. \$25,000.01 up to \$50,000 – Purchase requisitions submitted to Purchasing for "Goods" within this dollar range will require creation of a purchase order, a Contract for Services, compliance with the IQP, award in accordance with the IQP.
- D. \$50,000.01 up to \$100,000 - Purchase requisitions submitted to Purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval is required by the Administrative Practices Committee (APC).
- E. \$100,000.01 up to \$250,000 - Purchase requisitions submitted to Purchasing within this dollar range will

require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval is required by the Board of Directors.

- F. \$250,000 and Greater – Purchase requisitions submitted to purchasing within this dollar range will require creation of a purchase order, a Contract for Services, a selection process that is one of the following: RFP, RFB, FQP, award in accordance with the standards contained in the selection process, and approval is required by the Board of Directors.
- G. Change Orders – Each additional purchase under the original contract require the following authority approvals:
  - 1) Department Managers – Cumulative change orders on a single contract up to Department Managers Signing Authority.
  - 2) Level 1: General Manager – Cumulative change orders up to a maximum of 25% of the original contract amount or \$250,000, whichever is less. All change orders shall be reported to the Board of Directors.
  - 3) Level II: Administrative Practices Committee (APC) – Cumulative change orders up to a maximum of 25% of the original contract amount or \$500,000, whichever is less. Changes in excess of \$250,000 shall be reported to the Board of Directors.
  - 4) Level III: Board of Directors – Change orders that do not meet the requirements of Level 1 or Level II shall be authorized by the Board of Directors.
  - 5) Resetting of Authority - When the Board approves a change order or Task Order, it resets the APC and General Manager original approval amounts.

### **3080.8 Template District Contracts**

The District shall maintain standard template contracts to carry out the purposes of the District. The template contracts will be reviewed and updated periodically by District legal counsel at the request of the General Manager. Template contracts include the following:

#### **3080.x.1 Consultant Service Contracts**

Consultant service contracts are used for the procurement of professional services provided by the following type of professions: attorney, architect, appraiser, engineering, financial consultant, accountant, etc.

#### **3080.x.2 Service Contracts**

Service contracts are used for the procurement of routine non-consultant services such as the following: janitorial, landscaping, facility maintenance, etc.

#### **3080.x.3 Construction Contracts; Short form and Long form**

All construction contracts can be used to perform a “public works” project as defined under paragraph I. The individual or firm is licensed under the California Contractors State License Board. The duration and difficulty of the job under contract determines the appropriate contract to use. Each type of contract has provisions within it suitable for that engagement. The District considers the below guidelines when selecting the short form or long form construction contract:

- Abbreviated construction contract – simple projects with limited digging or small engineering
- Short construction contract – more complex project, multiple pay request, typically job requiring less than 90 days
- Long construction contract – extensive complex project, can take years

### **3080.9 District Contractor List**

The District shall solicit qualified vendors in the construction industry to develop a list of contractors. The list shall be updated annually and used when the District request vendors for construction jobs. Depending on the qualified vendors on the approved list, the District may solicit additional vendors when necessary. The updated list shall be posted on the District’s website by January 31 of each year.

Adopted: April 24, 2013 via Resolution No. 2013-11

Revised: April 13, 2016 via Resolution No. 2016-14

Revised: June 27, 2018 via Resolution No. 2018-15

Revised: Month, DD, YYYY via Resolution No. 2020-XX

# Nevada Irrigation District

## Procurement Policy Financial Impact

<u>Item Preparation</u>	<u>Hrs per Item</u>	<u>Rates</u>	<u>Expense</u>	<u>Additional Items</u>	<u>Financial Impact</u>
Dept. Head/Preparer	2	\$ 135	\$ 270		
Management Assistant	1	53	53		
BOD Secretary(+ minutes)	2	83	166		
General Manager Review	1	227	227		
Admin Distribution/Post	1	39	39		
Total			755	29	21,895

<u>APC</u>				<u>Additional Items</u>	<u>Financial Impact</u>
<u>Item Consideration</u>					
Department Heads - 5	0.5	685	342	29	
APC Item Recommendation (80%)			604	12	
Total			946	41	\$ 38,798

<u>Board</u>					
<u>Item Consideration</u>					
Department Heads - 10	0.5	1,304	652		
Legal	0.5	320	160		
BOD Item Prep-following APC (80%)			604		
			1,416	12	\$ 16,994

Total Financial Impact \$ 77,688

# Nevada Irrigation District

FY 2019 Encumbrances

<u>Dollar Amounts</u>	<u>Num POs</u>	<u>Approval</u>
Above \$50K up to \$100K	29	APC
Above \$100K up to \$250K	12	Board

<b>PO Num</b>	<b>Total</b>
C0054997	18,638,050
C0055301	1,265,259
C0055221	1,070,776
C0054998	980,950
C0055412	367,148
C0055249	355,150
C0055192	317,000
C0055094	264,094
C0055122	258,680
C0055245	252,023
C0055286	225,581
C0054872	218,000
C0055415	200,900
00055342	200,000
C0055283	193,481
C0055344	178,964
C0055279	170,900
00055247	124,253
C0055337	123,238
C0055021	111,209
C0055222	111,190
00054994	109,949
C0055161	100,000
C0054922	100,000
C0055293	100,000
C0055042	98,000
C0054897	96,000
C0055405	94,300
C0054486	92,720
C0055059	91,539
H0055395	89,362
C0054943	87,352
C0054986	83,753
C0055107	80,000
C0055308	75,000
C0054880	75,000
C0054849	74,945
C0055261	72,920
C0055106	71,949
C0055108	71,300
C0055137	70,000
C0055368	66,320
C0055312	65,790
C0055407	61,920
C0055417	61,671

# Nevada Irrigation District

FY 2019 Encumbrances

<u>Dollar Amounts</u>	<u>Num POs</u>	<u>Approval</u>
Above \$50K up to \$100K	29	APC
Above \$100K up to \$250K	12	Board

<b>PO Num</b>	<b>Total</b>
00055071	59,612
C0055339	59,462
C0055112	57,049
C0054971	55,000
C0055355	52,380
C0055126	51,871
C0054921	50,000
C0055288	49,000
C0054859	48,305
00055074	48,250
C0055359	46,640
C0055231	46,135
00054840	45,672
00055398	43,120
C0055411	40,531
C0055125	40,000
00054837	39,444
C0055244	38,500
C0055184	38,185
00055386	37,492
C0054966	37,420
C0055207	36,900
C0055418	36,380
00055353	36,136
C0055188	35,000
C0055420	34,348
C0055410	32,937
00055072	32,500
C0055105	32,500
C0054861	32,249
C0052307	31,973
H0055293	30,904
C0055289	30,000
C0054940	27,000
C0055416	25,250
C0055375	24,965
C0055426	24,950
C0055413	24,950
C0055023	24,925
C0054848	23,435
C0055156	23,403
C0055326	23,000
C0055360	22,288
00055328	20,756
C0054406	20,000

# Nevada Irrigation District

FY 2019 Encumbrances

<u>Dollar Amounts</u>	<u>Num POs</u>	<u>Approval</u>
Above \$50K up to \$100K	29	APC
Above \$100K up to \$250K	12	Board

<b>PO Num</b>	<b>Total</b>
C0054218	20,000
C0055296	20,000
C0055121	20,000
C0055113	19,420
C0055395	17,678
C0055053	17,475
C0054886	16,477
C0054822	15,980
00054839	15,566
00054847	15,016
C0054206	15,000
C0055114	14,380
00055420	14,000
00054846	12,673
C0054569	12,500
C0054970	12,400
C0055243	11,170
00055073	11,085
C0055157	11,000
C0055284	10,500
C0055408	10,500
C0055190	10,500
C0055374	10,160
C0055060	10,000
C0055026	10,000
C0055189	10,000
00055401	9,682
C0055409	9,500
00055415	9,254
00055288	9,179
C0054597	9,172
C0055352	8,971
00055424	8,817
C0055223	7,510
C0055067	7,495
C0055349	7,358
00055253	6,923
C0054942	6,775
C0055425	6,750
00054852	6,000
00054845	5,346
00055239	4,288
00055341	4,074
C0053319	3,964
H0055426	3,743

# Nevada Irrigation District

FY 2019 Encumbrances

<u>Dollar Amounts</u>	<u>Num POs</u>	<u>Approval</u>
Above \$50K up to \$100K	29	APC
Above \$100K up to \$250K	12	Board

<b>PO Num</b>	<b>Total</b>
00055330	3,704
H0054847	3,689
00055388	3,500
00055377	3,488
H0055425	3,389
00055385	3,098
H0055418	2,798
00055317	2,656
00055395	1,819
00055409	1,781
00055378	1,484
00055419	1,400
00055405	1,240
00055370	1,192
00055426	1,109
00055425	1,019
00055418	904
00055373	897
00055423	859
00055371	773
H0055404	418
00055422	410
00055368	315
00055414	298
00055421	169
<b>Grand Total</b>	<b>29,828,146</b>

# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Procurement  
POLICY NUMBER: 3080

### 3080.1 Purpose

In accordance with California Water Code [Section xxx](#), the District has authority to develop and implement a procurement policy to procure the necessary goods and services to operate. The purpose of Policy 3080 is to define the types of goods and services purchased by the District, to set forth policy guidelines for the various types of purchases, and to establish the dollar levels governing purchase authority of the General Manager or a designee. All purchases, including contracts for services (construction and non-construction), commodities, equipment and other real or personal property required by the District shall be made in accordance with this policy. A purchase, via any means, may be initiated only if sufficient funds are appropriated and there is sufficient unencumbered remaining balance to pay for it.

### 3080.2 Administrator

The Board of Directors delegates the authority to make purchases under this policy to the General Manager. The General Manager shall have the authority to delegate the purchasing duties and responsibilities within the departments of the District to the responsible Department Manager. The designated Manager shall administer the Purchasing Procedure adopted by the Board, negotiate and approve term contracts and purchase products and services required, consistent with the principles of price, quality and delivery. The Manager shall work with the Purchasing Department to maintain verifiable records of the goods in inventory, and to ensure all goods are tagged or conspicuous as District property to the extent feasible. All surplus property shall be disposed of in accordance with section 3080.5.

### 3080.3 Public Contract Codes (PCC) applies to Irrigation Districts

Article 35, Chapter 1, Part 3, Division 2 of the Public Contract Code (§§ 20560 et seq.) sets forth the circumstances under which the District is legally required to competitively bid certain types of contracts. The District will follow the process set forth in the Public Contract Code when the District is legally required to competitively bid; namely, when the proposed works is to be paid for with the proceeds of the sale of bonds or a limited assessment as defined in Water Code § 20540. In all other situations, the District shall follow the applicable procurement process set forth in this policy 3080.

### 3080.4 Definitions

For the purpose of this policy, the following definitions shall apply:

- A. "Public Entity" means the state, county, city, city and county, district, public authority, public agency, municipal corporation, or any other political subdivision or public corporation in the state of California.
- B. "Goods" means any tangible commodities or items such as supplies, parts, materials, equipment, or building. Generally, Goods are consumable in District's normal course of business and can become part of a component of the District equipment or facilities. On some occasions, Goods may be purchased to supply to a contractor engaged in work for the District. For the purpose of this policy, Land and interest in land are not "Goods" and are controlled in ~~other~~ District ~~p~~olicies Series 6000.
- C. "Services" means all non-tangible skills that may be purchased by the District and can include the services of a licensed contractor, special counsel, architect, appraiser, engineer, financial consultant, janitor, landscaper, painter or other work typically rendered by an independent consultant or contractor.
- D. "Contract" means any agreement to provide Goods or Services. "Contract and agreement" are synonymous. The term "Contract" includes, among other things, a purchase order, a contract for services, a professional service agreement, and an addendum or change order. Purchases by Staff shall use standard contracts approved by the Board of Directors. General Manager and/or Legal Counsel can make minor modifications as needed. Special contracts shall only be used when the Goods or Services are of a unique or specialized nature that is not compatible with a standard form of Contract.
- E. "Change Order" means any change to an approved and executed contract. A change order can edit or add task orders. When determining authority levels, the original contract and subsequent change orders are evaluated as a single purchase.
- F. "Task Order" means an order for services placed against an established contract. Task orders contain specific scope, schedule, and budget for work to be done a singular listing of tasks under the scope of work within an approved and executed~~the~~ Ccontract.
- G. "Cost" means the amount charged under a Contract, inclusive of sales tax, use tax, delivery charges, shipping and/or handling.
- H. "Emergency" means a sudden, unexpected occurrence that poses a clear and imminent danger requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services.
- I. "Public Works" is synonymous with "Public Project" and means a project performed under a "Public Works Contract" defined as an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.
- J. "Sole Source" is a procurement method that allows, under the following conditions, for procuring goods or services from a single source without soliciting bids from multiple sources.~~means developing "bid" specifications for the contracting of construction, alteration or repair of public works that limit the bidding, directly or indirectly, to a specific concern, or call for a designated material, product, thing, or service by specific brand or trade name.~~ For the purpose of this policy, sole source shall not be applied to the purchase of goods that will be used by the District's own labor force.

It is the intent of this Policy that Sole Source purchases by the District will not occur without allowance for substitution of an "or equal" part or service. Notwithstanding the foregoing prohibition, Sole Source

- 1) In order that a field test or experiment may be made to determine the product's suitability for future use.
  - 2) In order to match other products in use on a particular public improvement either completed or in the course of completion
  - 3) In order to obtain a necessary item that is only available from one source
  - 4) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
  - 5) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.
- K "Surplus Property" means any personal property, owned by the District that is determined no longer useful.
- L. "Market Value" means the value established between willing buyer and willing seller, within the marketplace of the District, as estimated by the General Manager, Department Manager, Purchasing Department or appraiser and may be an average from these sources.
- M. "Design/Build" means Contract awarded under a selection process similar to the Request for Proposal, where the contractor is responsible for both design and construction of the Public Work.
- N. "Request for Proposal (RFP)" means a selection process, other than formal bidding, established by the District for the selection of consultants, contractors or vendors to provide a proposal to perform a single project or purchase. The selection process shall include cost for work as one of the evaluation criteria but shall not be constrained by the requirements of the Public Contract Code (PCC) governing bidding.
- O. "Request for Bid (RFB)" means a more formal selection process as further described under PCC, the Local Agency Public Construction Act
- P. "Informal Quote Process (IQP)" means a selection process that includes a documented attempt to procure goods or services to a minimum of three contractors, consultants or vendors to provide total costs on a single project or purchase.
- Q. "Formal Quote Process (FQP)" means the written solicitation using the District's ~~standard quote contract~~, plans, and specifications distributed to a minimum of five contractors, consultants or vendors to provide costs on a single project or purchase. Formal quotes are provided in a sealed envelope and are opened at a publicly noticed time and place by District staff.
- R. ~~"A quote or bid" is the estimate of the cost to deliver a Good or Service based on defined scope. Quotes are used for easily quantifiable products. Bids are formal requests for line by line estimates of cost as outlined in the contract documents or equivalent to a letter, email, or documented verbal solicitation to a viable contractor, consultant or vendor with or without a response from the contractor or consultant.~~
- S. "Responsible Bidder" means a licensed contractor who has not been barred from government contracts for prior misconduct, and has the equipment and skills necessary to perform the work. Also, the bid must be an unconditional offer to provide the goods and services and comply with all the bid procedures in the bid documents and when applicable in the Local Agency Public Construction Act.