

GATEWAY WATER MANAGEMENT AUTHORITY
POLICY

GOODS AND SERVICES

As a public agency, GWMA is committed to ensuring a proper procedure for procuring Goods and Services is in place. It is designed as a guiding document for the staff and the Board to follow. In doing so, it is recognized that occasionally circumstances may arise where it is in GWMA's best interest to deviate from them. In such cases, the Executive Officer will bring the need to the Chair's attention.

Purchasing of Goods is defined as a purchase and/or lease of equipment, materials, and supplies.

Procurement of Services is defined as delivery or provision of skills, expertise, goods and/or actions (excludes maintenance services).

A. GWMA'S COMMITMENT

1. Provide a cost effective, open, and transparent, competitive bidding and purchasing process that serves the interests of GWMA's stakeholders and constituents.
2. Obtain appropriate levels of approval in accordance with GWMA's established processes and administrative procedures.
3. Ensure that supplies, equipment, and materials are secured through a process that eliminates any form of favoritism or otherwise excludes qualified providers from the competitive bidding process.
4. Promote the principles of equal employment in its contract activities by assuring that those seeking to do business with the GWMA are treated equally and are not discriminated against because of race, religion, color, national origin, ancestry, disability, etc.

B. PURCHASES

1. Chair may authorize purchases of Goods less than \$10,000. For purchases up to and including \$2,500 multiple quotes are not required. For purchases of Goods of more than \$2,500 and up to \$10,000, 3 written quotes are encouraged.
2. Purchases of Goods above \$10,000 are subject to a bidding process which requires at least (3) three written quotations from a vendor/supplier for the selection of the lowest responsive and responsible bidder .. GWMA Board approval is required. In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of goods offered
 - c. Ability and capacity to provide goods
 - d. References
3. Emergency Purchases - Since emergency purchases do not normally provide GWMA an opportunity to obtain competitive quotes, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Emergency purchases of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

C. SERVICES AND OTHER MISCELLANEOUS ACTIVITIES (Services that do not include maintenance and operations)

1. Chair may authorize a Service contract of less than \$10,000. For services up to and including \$2,500, multiple bids are not required. For services more than \$2,500 and up to \$10,000, 3 bids are encouraged.
2. Procurement of Services above \$10,000 are subject to a Bidding process which requires at least (3) three written bids. GWMA Board approval is required for selection of the lowest responsive and responsible service provider. In determining the lowest responsive and responsible bidder, the following will be considered:
 - a. Price
 - b. Quality of services offered
 - c. Ability and capacity to provide services
 - d. References
3. Procurement of Emergency Services - Since emergency services do not normally provide GWMA an opportunity to obtain competitive bids, or properly encumber funds committed, sound judgment will be used in keeping such orders to an absolute minimum. Emergency purchases may be authorized by the Chair without 3 quotations/bids when time is of the essence and will only be made for the following reasons:
 - a. To preserve, or protect life, health or property;
 - b. Upon natural disaster; or
 - c. To forestall a shutdown of essential public services

Procurement of Emergency services of over \$10,000 shall be presented to GWMA Board for ratification at the next GWMA meeting.

D. EXCEPTIONS

1. Sole Source
 - a. A sole source contract may be justified with one or more of the following factors. The contract shall adhere to the appropriate levels of approval as established in this guideline:
 - i. The uniqueness of a vendor's capabilities or goods offered to meet the needs of GWMA as compared to other vendors.
 - ii. There is only one viable provider of the required service in the geographic area.
 - iii. The prior experience of the proposed vendor is vital to the goods or services.
 - iv. The facilities, staff or equipment the proposed vendor has that are specialized and vital to the services required.
 - v. Vendor possesses existing equipment maintenance programs or contracts.
 - vi. After a solicitation of a number of sources, competition is determined to be inadequate.
 - vii. Patent rights or copyrights or secret processes the vendor possesses, compatibility with existing GWMA goods.
 - b. A sole source contract may be requested by a watershed group under an MOU with GWMA.

2. Contracts for actual emergency work.

E. AMENDMENTS

1. Changes to this policy may be made by a majority vote of the GWMA Board at any time.