

**TITLE 5**  
**PROCUREMENT POLICY**

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## CHAPTER 1

**CONSTRUCTION OF DISTRICT IMPROVEMENTS**

## SECTION:

- 5-1-1: Authority
- 5-1-2: Formal Bidding
- 5-1-3: Force Account
- 5-1-4: Emergency Work
- 5-1-5: Board Approval

5-1-1: **AUTHORITY:** The district has elected, pursuant to California Public Contract Code 22030, to be subject to the procedures provided at article 3 of chapter 2 of part 3 of division 2 of said code, which in part are summarized below. (Ord. 9, 5-11-1976; amd. Ord. 57, 9-15-1988; Ord. 119, 9-17-2001)

5-1-2: **FORMAL BIDDING:** Except as provided in this section and section 5-1-3 of this chapter, all contracts for the construction of any unit of a district work of improvement estimated to cost in excess of the amount stated in California Public Contract Code 22032 shall be let by the board to the lowest responsible bidder after competitive bidding. The board shall have the right to reject any and all bids in which case the board may call for new bids. (Ord. 9, 5-11-1976; amd. Ord. 119, 9-17-2001)

5-1-3: **FORCE ACCOUNT:** Materials, supplies and services required in the construction of any unit of a district work of improvement for which no bids were received or the actual cost of which will not exceed the amount stated in California Public Contract Code 22032 may be procured in the open market by contract or force account without first calling for formal bids. (Ord. 9, 5-11-1976; amd. Ord. 10, 6-8-1976)

5-1-4:       **EMERGENCY WORK:** Where the work of improvement consists of emergency work necessary in order to protect life and property, the board may, by resolution, declare that an emergency exists and direct the work be done, regardless of costs, by force account or contract without first calling for bids. If the nature of the emergency requires that the work be done before a special meeting of the board can be held, the manager may arrange for such emergency work to be done by force account or contract. (Ord. 9, 5-11-1976)

5-1-5:       **BOARD APPROVAL:** All contracts for the construction of any unit of a district work of improvement or for the purchase of materials, supplies and services in connection therewith, shall be approved by the board and signed by the president and secretary. (Ord. 9, 5-11-1976)

CHAPTER 2  
OTHER PROJECTS

SECTION:

- 5-2-1:        Applicability
- 5-2-2:        Purchasing Agent
- 5-2-3:        Requisitions
- 5-2-4:        Comparative Pricing Or Competitive Bidding
- 5-2-5:        Purchase Orders
- 5-2-6:        Limitations Of Manager's Authority
- 5-2-7:        Recurring Obligations
- 5-2-8:        Board Approval

5-2-1:        **APPLICABILITY:** The provision of this chapter shall not apply to the purchase of materials, supplies and services for use in the construction of any unit of a district work of improvement; the payment of utility bills; insurance premiums for liability, property damage, errors and omissions; for repair of vehicles and equipment; and for contracted services for refuse, water purchases and streetlights. (Ord. 9, 5-11-1976)

5-2-2:        **PURCHASING AGENT:** Under this chapter, the manager shall act as the purchasing agent for the district in connection with obtaining materials, supplies and services. (Ord. 9, 5-11-1976)

5-2-3:        **REQUISITIONS:** Department heads and office staff shall submit a requisition for any required supplies, equipment or services on a purchase order to be approved by the manager. (Ord. 9, 5-11-1976; amd. Ord. 119, 9-17-2001)

5-2-4:        **COMPARATIVE PRICING OR COMPETITIVE BIDDING:** If the purchase is approved by the manager, the manager or the staff shall seek the most favorable terms and price for the approved requisition, either through comparative pricing or competitive bidding.

whichever method the manager deems most appropriate in the circumstances. (Ord. 9, 5-11-1976; amd. Ord. 119, 9-17-2001)

5-2-5:       **PURCHASE ORDERS:** Once the manager and staff have determined the most advantageous price or bid for the requisition, as the case may be, the purchase order provided to the vendor shall constitute the formal offer of the district to purchase the item or procure the service for the price and on the terms indicated therein. (Ord. 9, 5-11-1976; amd. Ord. 119, 9-17-2001)

5-2-6:       **LIMITATIONS OF MANAGER'S AUTHORITY:** The manager may issue purchase orders for up to one thousand dollars (\$1,000.00) without first obtaining board approval. Should such purchases cause expenses to go over budget, the manager shall report the expense at the next scheduled board meeting. The manager may issue purchase orders for up to five thousand dollars (\$5,000.00) for repairs and maintenance of existing facilities, equipment and vehicles. (Ord. 9, 5-11-1976; amd. Ord. 27, 9-14-1979; Ord. 46, 9-13-1985; Ord. 98, 5-18-1995)

5-2-7:       **RECURRING OBLIGATIONS:** Requisitions and purchase orders shall not be required for materials, supplies and services of a recurring nature, the cost of which is not subject to negotiation and is fixed by tariff or regulation such as utility service; nevertheless, the board shall approve all contracts for such materials, supplies and services prior to the execution thereof. (Ord. 9, 5-11-1976)

5-2-8:       **BOARD APPROVAL:** If the purchase of materials, supplies and services requires the execution of a formal contract, such contract shall be approved by the board and be executed by the president and secretary. (Ord. 9, 5-11-1976)