

STATE OF NEW MEXICO
COUNTY OF GRANT

RESOLUTION No. R-06-39

AMENDMENT No. 3
to the
PURCHASING RULES AND REGULATIONS

STATE OF NM, GRANT COUNTY
200607637

I hereby certify that this instrument was filed for record on 12/20/2006 at 02:38:38 PM & duly recorded in book 268 page 7637
Pages 1 of 3
Witness my hand & seal of office
HOWIE MORALES, COUNTY CLERK
DEPUTY- SANDRA

The Board of Commissioners of the County of Grant wishes to amend its Purchasing Rules and Regulations.

The Purchasing Rules and Regulations issued by Grant County serve as a legal guide for all employees who purchase goods and services for the County. Its purpose is to assure that purchase transactions are completed at competitive prices.

The Rules and Regulations apply to all expenditures for tangible personal property, services and construction.

The following are specific guidelines to assist in competitive pricing:

1. Total Cost

All costs associated with the purchase, INCLUDING shipping/handling and any applicable taxes.

2. Split Purchase

Purchases shall not be artificially divided so as to constitute a small purchase to avoid the requirement for written quotes or sealed bids.

3. Wells Fargo Purchasing Cards will be limited to \$500 per transaction. When special occasions occur, the limits will be temporarily increased to allow for special purchases. Other special arrangements can be made with the County Manager's office.

4. Purchase Orders are required for all County transactions. However, in order to minimize the number of Purchase Orders issued for small amount purchases, the County has selected to make an exception by allowing use of the Purchase Card--without the required Purchase Order--for purchases of less than \$500.

5. Failure to obtain required purchase orders will affect the person transacting the purchase. The County will not be responsible for any purchase of supplies or services that are obtained without a Purchase Order.

The person transacting the purchase will be responsible for settling with the vendor, by either returning the ordered supplies or by personal payment.

There will no longer be an option for purchasers to obtain a Purchase Order after the transaction.

6. Purchasing Limits

Less than \$500

Requires documented price comparison to assure purchase at the best price
Requires approval of department head

Purchases may be transacted via:

- Wells Fargo Purchase Cards
- Purchase Order/Warrant

Purchase Order Number must be obtained **PRIOR** to purchase

\$500 to \$999

Requires documented price comparison to assure purchase at the best price
Requires approval of department head
Requires a Requisition and a Purchase Order **PRIOR** to purchase.

Purchases may be transacted via

- Wells Fargo Purchase Cards

Card user's account will be activated for higher amount.

- Purchase Order/Warrant

\$1,000 to \$7,499

Requires documentation of three oral, telephone or written quotes
Requires approval of department head
Requires a Requisition and a Purchase Order **PRIOR** to purchase

Purchases may be transacted via

- Wells Fargo Purchase Cards

Card user's account will be activated for higher amount.

- Purchase Order/Warrant

\$7,500 to \$19,999

Requires documentation of written notice to prospective suppliers and after the expiration of the time specified in the notice, or after receipt of responses from all persons to whom notices were sent and attempting otherwise to secure at least three bona-fide, written, responsible quotes. If less than three responsible quotes are secured, a purchase may be made without three written quotes, but such purchases must be made at the best documented obtainable price.

Requires approval of department head

Requires a Requisition and a Purchase Order **PRIOR** to purchase

Purchases may be transacted via

- Wells Fargo Purchase Cards

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200607637

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DEPUTY- SANDRA

Card user's account will be activated for higher amount.
--Purchase Order/Warrant

\$20,000 or more

Purchase of services, construction or items of tangible personal property requires the competitive Sealed Bid process.

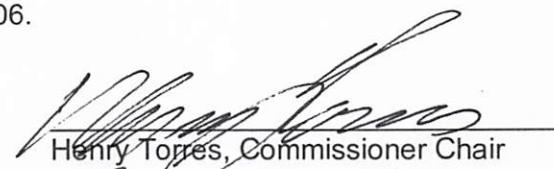
8. Exemption from Competitive Price

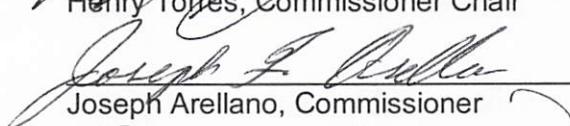
The following purchasing situations are except from the County's competitive pricing procedures:

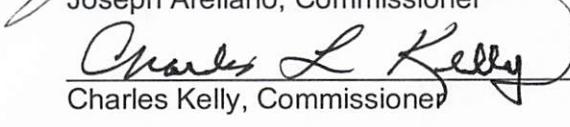
- Items/services on NM state price agreements (see contracts on www.state.nm.us/spd) - contract must be on file
- Items/services on GSA contracts (with approval from vendor for use by County) - contract must be on file
- Sole source providers with written documentation from manufacturer and vendor
- Emergency purchases for situations when there is serious treat to the function of government, the preservation or protection of property, or the health or safety of any person

9. It will be required that all vendors doing business with the county possess a valid New Mexico CRS number.

Approved this 16th day of December 2006.


Henry Torres, Commissioner Chair


Joseph Arellano, Commissioner


Charles Kelly, Commissioner

Attest:


Henry "Howie" Morales
County Clerk

STATE OF NM, GRANT COUNTY
200607637
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STATE OF NEW MEXICO
COUNTY OF GRANT COUNTY

RESOLUTION NO. R-06-36

TO ADOPT THE CORRE CAMINOS SAFETY, SECURITY AND EMERGENCY
PREPAREDNESS PLAN (SSEPP) AND THE TRANS OPERATING
PROCEDURES FOR SAFETY AND SECURITY (TOPSS)

WHEREAS, the commission recognizes Corre Caminos as the public transit system for Grant County; and,

WHEREAS, the commission believes it is necessary to have safety and security policies in place; and,

WHEREAS, the commission recognizes the requirement by Federal Transportation Administration to have both of these plans in place;

NOW THEREFORE, BE IT RESOLVED by the Grant County Board of Commissioners that they accept and adopt these two plans as the Safety and Security policies of Corre Caminos Transit.

Approved and adopted in a Regular Meeting of the board of Grant County Commissioners on this 16th day of November, 2006

Joseph F. Arellano
Joseph Arellano, Commissioner District 1

Charles L. Kelly
Charles Kelly, Commissioner District 2

Henry J. Morales
Henry Morales, Commissioner District 3

Attest:

Henry "Howie" Morales
Henry "Howie" Morales County Clerk

Deputy Clerk
Deputy Clerk

STATE OF NM, GRANT COUNTY
200607638
I hereby certify that this instrument was filed for record on 12/20/2006 at 02:46:47 PM & duly recorded in book 268 page 7638
Pages 1 of 1
Witness my hand & seal of office
HOWIE MORALES, COUNTY CLERK
DEPUTY- SANDRA

STATE OF NEW MEXICO
COUNTY OF GRANT

RESOLUTION #R-06-37

**A RESOLUTION TO APPLY FOR A 2007 COMMUNITY
DEVELOPMENT BLOCK GRANT UNDER COLONIAS SET-ASIDE**

WHEREAS, The Board of Commissioners of Grant County, desires to apply for a 2007 Community Development Block Grant and make such application to the State of New Mexico, and

WHEREAS, The County of Grant has held four (4) public hearings in order to solicit input from the Public regarding the 2007 Community Development Block Grant cycle; and,

WHEREAS, The County of Grant will modify the current wastewater treatment collection system in North Hurley, and

WHEREAS, The County of Grant encourages regionalization of wastewater systems; and

WHEREAS, North Hurley is a colonias designated area; and

WHEREAS, North Hurley meets the low/moderate income eligibility; and

WHEREAS, the Board of Commissioners of Grant County assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of state funds for this program,

WHEREAS, it is the majority opinion of the Board of Commissioners of Grant County that the proposed grant will be in the best interest of the residents of the community, now, therefore,

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Grant County, New Mexico, that:

1. The County of Grant wishes to submit an application for the 2007 CDBG funding cycle.
2. The County of Grant authorizes Henry Torres, Commission Chair to sign the application.

APPROVED AND ADOPTED this 14th day of December, 2007 by the Grant County Board of County Commissioners:

Charles Kelly

ATTEST:

Joe Arrellano

Henry (Howie) Morales, County Clerk

Henry Torres, Commission Chair