

## RESOLUTION No. R 06-05

### COUNTY OF GRANT CDBG PROCUREMENT POLICY

STATE OF NM, GRANT COUNTY  
200601031  
I hereby certify that this instrument was filed for record on  
02/15/2006 at 03:38:47 PM & duly  
recorded in book 268 page 1031  
Pages 1 of 2  
Witness my hand & seal of office  
HOWIE MORALES, COUNTY CLERK  
DEPUTY- SANDRA

#### A. CODE OF CONDUCT

No employee, officer, or agent of the grantee shall participate in the selection or in the award or administration of a contract supported by CDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.

No officer, employee, or grantee shall solicit or accept gratuities, favors or anything of monetary value from the contractors, potential contractors, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the District Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to: dismissal or transfer; when violations or infractions appear to be substantial in nature, the matter may be referred to appropriate officials for criminal investigation and possible prosecution.

#### B. PROCUREMENT PROCEDURES

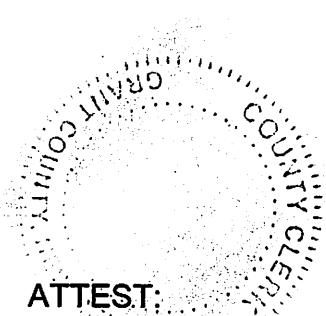
The grantee-designated purchasing officer responsible for procurement of services, supplies, equipment or construction obtained with CDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the grantee, an analysis to determine which approach would be the most economical shall be undertaken. Procurement requirements, however, may not be divided so as to constitute a small purchase.

The purchasing officer shall take affirmative steps to assure that small and minority firms, and women's business enterprises are solicited whenever they are potential qualified sources. The purchasing officer shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, and women's business enterprises. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses. Where possible, evaluation criteria will include a factor with an appropriate weight for these firms.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the County of Grant

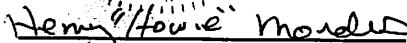
NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the County of Grant approved, passed, and adopted the CDBG Procurement Policy this 26th day of January 2006.

  
Henry Torres, Commission Chairman

  
Joseph F. Arellano, Commissioner

  
Charles Kelly, Commissioner

ATTEST:

  
Henry "Howie" Morales  
County Clerk

  
By Robert J. Jones

STATE OF NM, GRANT COUNTY  
200601031  
I hereby certify that this instrument was filed for record on  
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