

STATE OF NEW MEXICO
COUNTY OF GRANT

RESOLUTION No. R-08-14

AMENDMENT No. 4
to the
PURCHASING RULES AND REGULATIONS

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. 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

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

--Purchase Order/Warrant

4. \$20,000 or more - Purchase of Construction or Items of Tangible Personal Property

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

5. \$50,000 or more - Purchase of professional service

Purchase of professional service, with exceptions as noted in NMSA 13-1-125.b (1978), requires Request for Proposal process.


6. 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
- Items/services on contract with Cooperative Education Services, as approved by the State of New Mexico.
- Sole source providers with written documentation from manufacturer and vendor
- Emergency purchases for situations when there is serious threat to the function of government, the preservation or protection of property, or the health or safety of any person


Approved this 8th day of May 2008.


Henry Torres, Commissioner, Chair


Mary Ann Sedillo, Commissioner


Jovita G. Gonzales, Commissioner

Attest:


Robert Zamarripa
County Clerk

