

No. 36-16

**Resolution of the  
Tuolumne County Transit Agency**  
Adopting Policies for Purchasing Goods and Services

**Whereas,** it is the intent of the Tuolumne County Transit Agency to obtain supplies, equipment and services at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases and contracts, and to clearly define authority for the purchasing and contracting function.

**Now, therefore, be it resolved** that the Tuolumne County Transit Agency hereby:

- Adopts policies and authorizations for purchasing goods and services, as identified in Attachment A to this Resolution;
- Authorizes the Executive Director, subject to the availability of funds, to bind the TCTA, by written contract or purchase order, involving an expenditure not to exceed ten thousand dollars (\$10,000) for the purchase of goods and/or services in any one transaction, without previous specific action by the TCTA, to be furnished to the TCTA, for which funds have been budgeted and appropriated therefore.

**Be it further resolved** that all contracts for goods and/or services involving expenditure of more than ten thousand dollars (\$10,000) shall be awarded by the Tuolumne County Transit Agency.

**Passed and Adopted** by the Tuolumne County Transit Agency, the Transit Authority for the Tuolumne County Region, State of California, at a regular meeting of the TCTA held on the 9<sup>th</sup> day of November 2016 by the following vote:

**Ayes:**

**Noes:**

**Absent:**

**Attest:**

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Michael Ayala, Chair

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Darin Grossi, Executive Director

*Attachment A to Resolution No. 36-16*  
Tuolumne County Transit Agency (TCTA)  
**Purchasing Goods and/or Services**  
**Quotation/Bidding Guidelines**

**1. \$2,000 or less:**

- a) No quotes required.
- b) Contact two or three vendors and ask for pricing on the item. Items \$1,000 or less may be approved by the Senior Administrative Analyst. Items over \$1,000 require the Executive Director's approval.
- c) Secure through a Purchase Order or credit card.

**2. \$2,001 to \$5,000:**

- a) Informal quotes must be obtained from a minimum of three vendors unless the product is so specialized that obtaining three quotes is not feasible.
- b) A "Purchasing Quotation Form" or comparable document should be completed and forwarded to the Executive Director with your vendor recommendation.
- c) The item should not be secured until approved by the Executive Director.
- d) Secure through a Purchase Order or credit card.

**3. \$5,001 to \$10,000:**

- a) Written quotes must be obtained from a minimum of three vendors unless the product is so specialized that obtaining three quotes is not feasible.
- b) Quotes must be attached to and summarized on the "Purchasing Quotation Form" or comparable document and forwarded to the Executive Director with your vendor recommendation.
- c) The item should not be secured until approved by the Executive Director. If not included in the adopted budget, TCTA approval also required.
- d) Secure through a Purchase Order or credit card.

**4. More than \$10,000:**

- a) Competitive bids must be obtained through the formal Request for Proposals (RFP) or bid process.
- b) RFP or Bid packages must be approved as to form by the Executive Director prior to issuance.
- c) Formal proposals or bids must be attached to and summarized on the "Purchasing Quotation Form" or comparable document and forwarded to the Executive Director with your recommendation. Executive Director and TCTA approval required.
- d) Secure through a Purchase Order or credit card.

**Authorization Levels:**

Authorization levels are intended to insure prudent purchasing authority without undue limitations.

\$1,000 or less	—	Senior Administrative Analyst
\$1,001 to \$5,000	-	Executive Director
\$5,001 to \$10,000	-	Executive Director and TCTA Adopted Budget
More than \$10,000	-	Requires TCTA Approval

## General Rules

1. Local vendors should *always* be given the opportunity to submit quotes/bids on goods and/or services. *“Local vendor” means a vendor whose principal place of business is within Tuolumne County.*
2. Goods should be purchased from vendors which offer the lowest price on items which meet specifications. Local vendors shall be given a 5% price preference as per County Ordinance Code Section 2.24.050. The preference percentage shall be based on the lowest bid or price quoted by the supplier.
3. Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) should only be used when dealing with products which are heavily service oriented. If RFPs or RFQs are being used, a rating system shall be utilized to evaluate and select from amongst proposals. Price is but one factor in such ratings.
4. Services are best secured through an agreement as opposed to a purchase order or credit card. If something other than an agreement is desired, the matter should be reviewed with the Executive Director who may in turn confer with Legal Counsel.
5. All RFP’s and Bid packages are to be reviewed with the Executive Director before being released. The Executive Director will confer with Legal Counsel on more complicated packages before approving them for release. If a draft agreement is to be attached to an RFP or Bid package, the draft agreement itself should be reviewed with Legal Counsel before the release of the RFP or Bid package.
6. Orders or verbal commitments to vendors shall not be made until purchase orders or agreements have been approved by the Executive Director. If an agreement is to be used to secure the purchase, commitments should not be made until the agreement has been approved by both the Executive Director and Legal Counsel.
7. Information Technology (IT) purchases shall be coordinated through the County’s IT Division.
8. The Senior Administrative Analyst shall be the lead on all purchases and agreements/contracts that require a purchase order or request for bids, proposals or qualifications.
9. Small purchases under \$1,000 that may be purchased with a credit card only require consultation and approval from the Senior Administrative Analyst.
10. Small purchases under \$2,000 that may be purchased with a credit card only require consultation and approval from the Executive Director.

Tuolumne County Transit Agency  
PURCHASING QUOTATION FORM

Preparer: \_\_\_\_\_

General Description of Item: \_\_\_\_\_

**Quote/Bid No. 1**

Firm: \_\_\_\_\_

Contact Person (name, phone number, email address): \_\_\_\_\_

Quote: \_\_\_\_\_

**Quote/Bid No. 2**

Firm: \_\_\_\_\_

Contact Person (name, phone number, email address): \_\_\_\_\_

Quote: \_\_\_\_\_

**Quote/Bid No. 3**

Firm: \_\_\_\_\_

Contact Person (name, phone number, email address): \_\_\_\_\_

Quote: \_\_\_\_\_

**Award Recommendation:** (provide justification if anything other than low quote)

*(Attach written quotes from vendors if over \$5,000)*