

RESOLUTION NO. 13-2016

**A RESOLUTION ESTABLISHING PROCUREMENT POLICY FOR
CHEROKEE COUNTY, KANSAS**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF
CHEROKEE COUNTY, KANSAS, THAT THE FOLLOWING RESOLUTION BE
ADOPTED:**

SECTION 1. GENERAL AUTHORITY. K.S.A. 19-101, *et. seq.*, and K.S.A. 19-212 authorize the Board of County Commissioners of Cherokee County, Kansas, to transact all County business and perform all powers of local legislation deemed appropriate, and to make all contracts and do all other acts in relation to the property and concerns of the County necessary to the exercise of its corporate or administrative powers.

SECTION 2. LEGISLATIVE ACTION. Bids or proposals for services, supplies or property shall comply with the following procedures when the professional services or materials are for a Community Development Block Grant (CDBG) project:

A. Small purchase procedures utilize a simple and informal method that is sound and appropriate for the procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. Cherokee County will utilize the services of county employees or currently contracted/utilized service providers whenever possible. Any procurement of services requires County Commission approval. Any supplies needed above \$300 require County Commission approval. The County Commission gives preference to local businesses on all purchases of goods and services when available. Written and faxed quotes are solicited and accepted by the County Commission. The County will decide on a case-by-case basis whether execution of a formal contract is necessary.

B. Competitive sealed bids are initiated at the discretion of the Cherokee County Commission. All bids must meet or exceed specifications of the County Commission. The invitation for bids, including specifications and pertinent attachments clearly define the items or services needed in order for the bidders to properly respond to the invitation. Bids are opened publicly at the time and place stated in the invitation for bid. The contract is awarded to the responsible bidder whose bid, conforming to all of the material terms and conditions of the invitation to bid, is lowest in price. The County Commission will decide on a case-by-case basis whether execution of a formal contract is necessary.

C. Competitive negotiation, proposals requested from a number of sources and a Request for Proposals (RFP) or a Request for Qualifications (RFQ) is not utilized by the Cherokee County Commission.

D. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate. Noncompetitive negotiation will be utilized when limited to the following:

1. The item is available from only one source;
2. After solicitation of a number of sources, competition is determined to be inadequate;
3. A public emergency will not permit or may cause a delay with competitive bids.

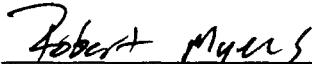
SECTION 3. PROCUREMENT RECORDS. The Cherokee County Commission shall maintain records sufficient to detail the significant listing of procurement, including the rationale for the method of procurement, contract type, respondent selection or rejections, and the basis for the contract amount or price.


SECTION 4. PUBLICATION. The County Clerk shall cause this resolution to be published in the official County Newspaper.

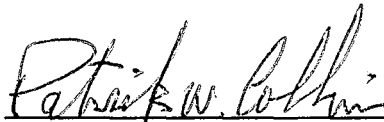
SECTION 5. CONFLICT. All resolutions, County policies or parts thereof, in conflict herewith are hereby expressly repealed insofar and they conflict herewith.

SECTION 6. EFFECTIVE DATE. This resolution shall be effective upon passage.


PASSED AND APPROVED this 13th day of June, 2016, by the Board of County Commissioners of Cherokee County, Kansas.


Robert Myers, Chairman
Cherokee County Commissioner


Charles Napier
Cherokee County Commissioner


Patrick Collins
Cherokee County Commissioner

ATTEST:


Rodney D. Edmondson, County Clerk

SEAL