

**ROUTT COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
Policy Number X.XX**

<b>TITLE</b> Purchasing Policy	<b>Date of First Approval</b>
<b>RESPONSIBLE DEPARTMENT</b> Purchasing	<b>Date Last Revised</b> October 26, 2021

Purpose 1: To set forth general requirements for the purchasing of goods and services for all Routt County departments.

Purpose 2: To provide a specific delegation of authority to Department Heads for the purchase of goods and services.

Department(s) Affected: All.

Waiver Authority: The County Manager may waive the requirements established in this policy in particular cases in which it is established that the strict enforcement of this policy would result in a hardship to the user and would not be in the best interests of Routt County and its citizens.

- I. As used herein, the term Department Head shall include appointed and elected officials.
- II. Purchasing Procedures are documented for review in the Purchasing Manual and any procedures promulgated by the Purchasing Department.
- III. Federal Funding. Purchases involving Federal funds shall comply with U.S. Office of Management and Budget requirements (commonly referred to as Uniform Guidance).
- IV. Delegation of Authority.
  - A. The Board hereby delegates to the Department Heads the authority to make purchases of goods and services on behalf of the County where the total consideration to be paid is less than or equal to \$20,000 or where subparagraph 3 applies. This delegation includes the authority to enter into contracts for the goods and services being purchased. This delegation is subject to the following exceptions, limitations, and conditions:
    - 1. The Board may provide additional delegation of authority upon request of a Department Head. Such delegation must be in writing and maintained by the affected Department. Written minutes of an official hearing shall be deemed to comply with these requirements.
    - 2. The purchase must be consistent with the Department’s approved budget.

3. All contracts used to purchase goods or services must be reviewed and approved by the County Attorney's Office. Minimum contract requirements include:
  - a. Any contract signed by a Department Head pursuant to this delegation of authority must provide for completion of the contract within the current fiscal year, with the exception of certain winter seasonal contracts that are subject to future appropriation during the budget approval process, be fully appropriated at the time the contract is executed, or automatically renew for specific terms.
  - b. No contract signed by a Department Head under this delegated authority shall involve the potential for extraordinary liability or involve ultra-hazardous activities.
  - c. No contract signed by a Department Head under this delegated authority shall assume liability for another County department or office.
4. The limitation of this delegation to transactions of less than or equal to \$20,000 shall not apply to the purchases of goods and services that are for budgeted, non-capital, line items in operating budgets so long as all of the following conditions are satisfied:
  - a. The County Manager has approved, by signature, the first purchase of any such good or service for each fiscal year and either (a) authorizes, in writing, the Department Head to make any additional purchases of the same good or service in the same fiscal year without further approval of the County Manager or (b) approves, in writing, any additional such purchases; and
  - b. The purchase is for ordinary maintenance and repairs of facilities or equipment or for goods and services that are essential for day-to-day operations. Examples of such items include bulk purchases, ongoing purchases, necessary repairs, and utilities; and
  - c. The goods or services, with the exception of consumables that are approved annually, will be obtained through the use of a bid process unless the County Manager has approved sole sourcing or other purchasing method, in writing, before the purchase.
5. Except as provided in subparagraph 3 above, this delegated authority shall not be used in a manner that evades the intent to limit it to purchases of less than or equal to \$20,000 in any one transaction. For example, the Department Head may not divide a single transaction of over \$20,000 into two or more transactions of less than \$20,000.
6. The Board reserves the right to revoke this delegation of authority at any time as to all or any one or more Department Heads with or without cause.
7. All authority to purchase and contract for goods and services on behalf of Routt County not specifically delegated herein shall remain with the Board. Except as provided in subparagraph 3 above, only the Board shall have the authority to enter into contracts

on behalf of Routt County where the amount to be paid is more than \$20,000 or where one of the conditions set forth above prevents a Department Head from signing the contract. In such cases, the Department Head having an interest in the contract or purchase shall work with the Purchasing Department to comply with the Routt County Purchasing Manual and all contracts shall be reviewed by the County Attorney's Office.