



To: Town of Grand Lake Mayor and Trustees

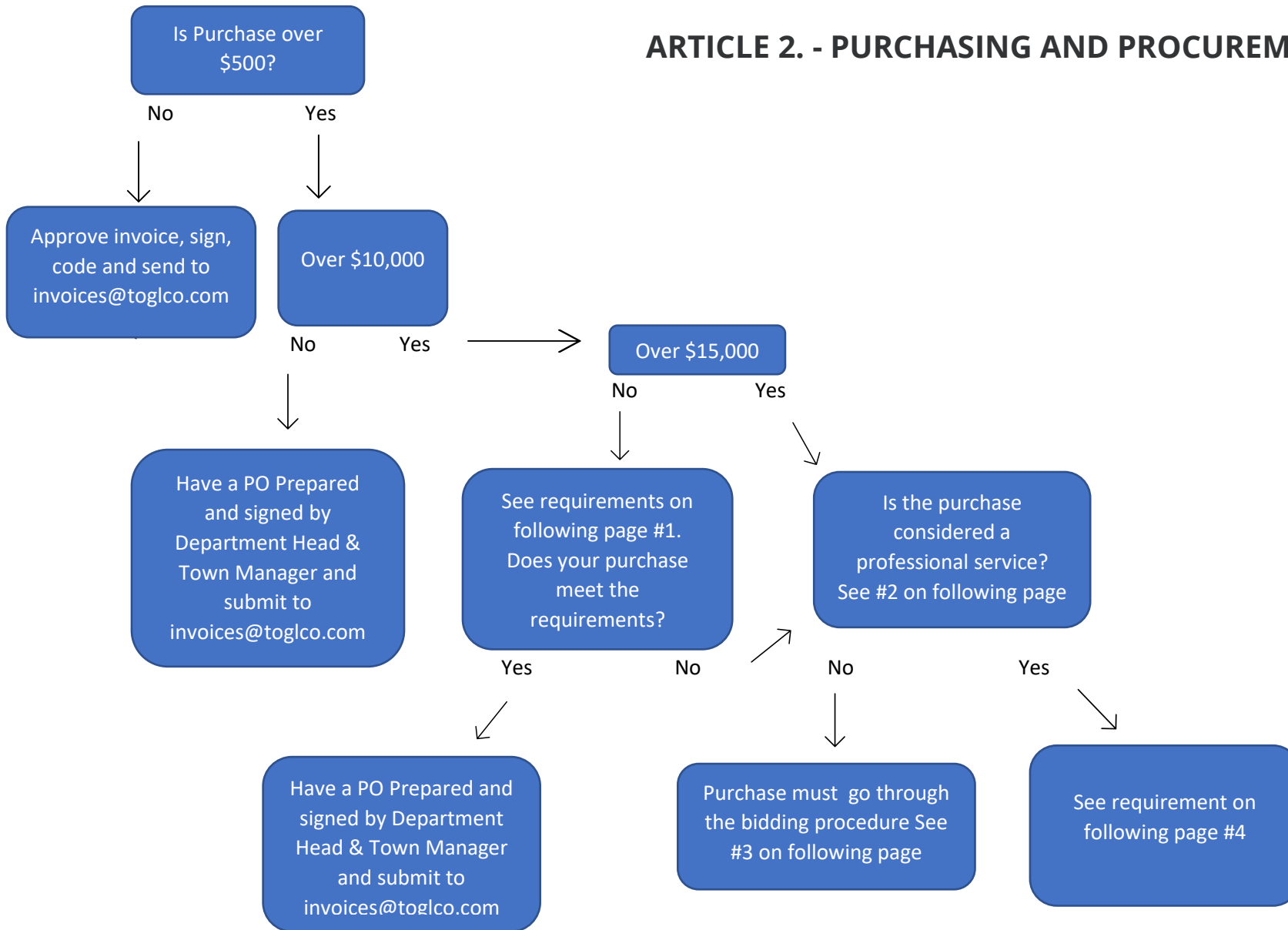
From: Heike Wilson, Town Treasurer

Re: A flow chart for purchased based on our Municipal Code for you review and understanding

Date: 01/09/23

I have put together flow chart for the Board of Trustees and Staff on the requirements for purchases based on our town code for an easier understanding of the process.

ARTICLE 2. - PURCHASING AND PROCUREMENTS



All contractos must have a current Grand Lake Business Lisense, insurance with the Town of Grand Lake listed and W-9 before work starts.

ARTICLE 2. - PURCHASING AND PROCUREMENTS

1. (A) The Town Manager or his designee may purchase services or supplies without contract if the cost of the services or supplies does not exceed fifteen thousand (\$15,000.00) dollars, the purchase does not exceed the established budget, and the services or supplies are within one (1) of the following categories:

1. Supplies of limited availability, to wit, supplies indispensable to the Town which are obtainable, for practical purposes, from only one single source.
2. Services or supplies which are required due to an emergency condition or situation. These services or supplies shall not have a monetary limitation due to the existence of an emergency condition or situation.
3. Supplies which are perishable, to wit, supplies which cannot be purchased by ordinary procedures by reason of imminent spoilage or decay.
4. Supplies required by reason of practicality, to wit, supplies required in respect to uniformity of equipment presently in operation, uniformity of decorative and semi-decorative fixtures and supplies, and in respect to preferences based on particular individual usage or professional advice.
5. Routine supplies, to wit, supplies such as road base, where due to the quantity necessitated, a large purchase is necessary, but routine in the normal operation of business.

(B) All purchases of services or supplies under this Section shall be purchased at the best value for the lowest cost to the Town of Grand Lake.

2. Professional services means those services within the scope of accounting, legal, architecture, engineering, land surveying, and landscape architecture as defined in the Colorado Revised Statutes.

3. Contracts for services or supplies in an amount exceeding ten thousand (\$10,000.00) dollars will be awarded by competitive sealed bidding to the low responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids. See Municipal code for bidding requirements **4-2-5 - Bidding Procedure.**

4. The Town Manager or his designee shall issue a public notice in a newspaper of general circulation at least fourteen (14) days prior to the due date of applications for the professional service to be performed. See Municipal code **4-2-6 - Professional Services for all requirements**