



## Truckee Library Joint Powers Authority Purchasing Policy

1. The purpose of this Purchasing Policy is to establish guidelines for authorization, soliciting, and appropriate conduct of purchasing activities relating to the acquisition of approved goods and services for the Truckee Library Joint Powers Authority. This policy is intended to provide a transparent, competitive, fair, and impartial process for conducting business with our vendor community.

All purchases must be made in accordance with this policy, other Truckee Library JPA policies and procedures, as well as any and all applicable laws and are subject to audit at any time.

2. The Truckee Library JPA will adopt the Nevada County Purchasing Policy as its Purchasing Policy with the exclusions and amendments listed below. The adoption of the Nevada County Purchasing Policy will allow for continuity of support from the staff assigned to conduct the business of the JPA and following best practices for procurement.
3. The Truckee Library JPA approves the following exclusions, changes, or exceptions to the sections of the Nevada County Purchasing Policy (Purchasing Policy) detailed below:
  - a. In the event of a discrepancy between the Purchasing Policy and the "Joint Powers Agreement for a New Library Facility in the Truckee Area" the "Joint Powers Agreement for a New Library Facility in the Truckee Area" shall take precedence.
  - b. The Truckee Library JPA may utilize the Nevada County Purchasing Agent or the Town of Truckee Purchasing Agent to solicit or conduct business on behalf of the Truckee Library JPA for all procurement activities in compliance with the Purchasing Policy at the direction of the Truckee Library JPA Board of Directors or CFO of the JPA. In the event the Town of Truckee Purchasing Agent is designated the Town resources and platforms may be used for the procurement activities.
  - c. Upon update of the Nevada County Purchasing Policy adopted by the Nevada County Board of Supervisors, updates to this the Purchasing Policy will be brought before the Truckee Library JPA for review and subsequent approval.
  - d. Definition clarifications for applicable crosswalk of terms to Truckee Library JPA structure:
    - i. "Department" or "County Department": Truckee Library JPA



- ii. "Department heads or designees": Truckee Library JPA Chair of the Board or designee.
- iii. "Board of Supervisors": Truckee Library JPA Board of Directors
- iv. "County Executive Office": Truckee Library JPA Chair of the Board
- e. Use of Nevada County resources to conduct Truckee Library JPA business does not imply any obligation or responsibility on the part of the County. Similarly, use of Town of Truckee resources to conduct Truckee Library JPA business does not imply any obligation or responsibility on the part of the Town.
- f. Section 6.0 Contract Approval Authority Sections listed below shall be replaced in their entirety as follows:

#### 6.0 CONTRACT APPROVAL AUTHORITY

The Board of Directors are responsible for the approval of County-issued contracts within the limits contained in this Policy, unless otherwise expressly authorized by the Board. The following policies set forth the requirements for execution of purchasing related matters.

##### 6.1 BOARD OF DIRECTORS APPROVAL REQUIRED

- A. All contracts required by law are to be approved by the Board of Directors.
- B. Change orders, alterations, or addenda to a Board of Directors approved contract for a public project which exceeds the limits prescribed in California Public Contract Code Section 20142.
- C. Change orders, alterations, or addenda to a Board of Directors approved contract, that had delegated change order authority, that changes or amends the contract in an amount that is greater than ten percent (10%) of the Board-approved amount or \$50,000 whichever is less.
- D. Sale, transfer, or disposal of surplus personal property, having an original acquisition value of more than \$10,000 as identified in the Capital Asset Inventory, unless otherwise prohibited by law.
- E. Emergency purchases of goods or services which require JPA Board action in accordance with Section 3.7 of this Policy.
- F. Rejection of all responses to a solicitation, or cancellation of a solicitation, with a value of more than \$50,000. Board approval may be requested concurrently with approval to award the new solicitation.



## 6.2 BOARD OF DIRECTORS RATIFICATION REQUIRED

Any authorized urgent purchases of \$5,000 or more must be submitted at the next regularly scheduled consolidated budget meeting or as directed by the Chair of the Board.

## 6.3. CHAIR OF THE BOARD OR VICE CHAIR APPROVAL AUTHORITY – Struck in its entirety

~~A. All contracts with a total annual cost of less than \$50,000.~~

~~B. All contract awards for goods/ commodities with a total aggregate amount \$250,000 or less.~~

~~C. All multi-year contracts with an aggregate amount less than \$50,000 for the contract term.~~

~~D. Change orders, alterations, or addenda to a Board of Directors approved contract that changes or amends the contract in an amount that is not more than ten percent (10%) of the Board approved amount, not to exceed \$50,000.~~

~~E. Extension of term not to exceed three months or amends the contract in an amount that is not more than ten percent (10%) of the Board approved amount, not to exceed \$50,000, provided the change does not adversely affect the integrity of the original award, and authority for such changes was included with the original Board approval.~~

~~F. Purchases involving a trade-in of surplus property less than \$10,000, per California Government Code Section 25503, provided the total contract amount before trade-in does not exceed \$50,000 and trade-in item has been approved for disposal by Board of Directors.~~

~~G. Rejection or cancellation of solicitations with an apparent contract award amount of \$50,000 or less.~~

~~H. Ratification of Department Level Urgent purchases between \$4,000 and \$5,000.~~

## 6.4. COUNTY EXECUTIVE OFFICER (OR ACTING CEO) APPROVAL AUTHORITY - Struck in its entirety

~~A. The County Executive Officer is authorized to enter into and to execute all contracts or agreements which are \$25,000 or under and which are not contracts that fall within Public Contract Code Section 20131 relating to the authority granted to purchasing agents, contracts for construction of public improvements, and contracts which must be awarded after public notice and competitive bidding.~~

~~B. The County Executive Officer is authorized to enter into and to execute all grant or revenue contracts or agreements which are \$25,000 or less.~~



~~C. The County Executive Officer of the County of Nevada shall be the ex officio District Administrator for the Nevada County Sanitation District No. 1. The County Executive Officer is authorized to enter into and to execute all contracts or agreements on behalf of the Nevada County Sanitation District No. 1 that are \$25,000 or under and which are not contracts that fall within Public Contract Code Section 20131 relating to the authority granted to purchasing agents, contracts for construction of public improvements, and contracts which must be awarded after public notice and competitive bidding.~~

~~D. Pursuant to the provisions of Government Code Section 25350.60 and subject to the procedures specified in Administrative Code Section A-II 17.10, the County Executive Officer is hereby authorized to perform all acts necessary to approve and accept for the County the acquisition of any interest in real property where the purchase price for such interest does not exceed twenty five thousand dollars (\$25,000).~~

~~E. Ratification of Department Urgent purchases between \$4,000 and \$5,000.~~

#### 6.5. CHAIR OF THE BOARD AUTHORITY

A. Chair of the Board may authorize Small Purchases of goods or services in accordance with Section 4.2 of this policy.

B. Urgent Purchase – In the event of an urgency which requires immediate action and limits the ability of the Truckee Library JPA to conduct a competitive solicitation, the Chair of the Board or authorized designee may authorize an exception to the standard Purchasing Policy and related procedures to address an immediate need. Urgent purchases between \$4,000 and \$5,000 are subject to ratification by the Vice Chair, CFO, Directors, or their designee. Urgent purchases of \$5,000 or more are subject to ratification by the Board of Directors as required by Section 7.2B.

#### 9.0 SURPLUS PROPERTY:

Truckee Library JPA shall sell, transfer, donate, dispose of, or exchange surplus property as provided by Government Code and Board of Directors direction. Surplus auctions shall be advertised in a public forum for a minimum of 14 calendar days unless expressly authorized by the delegated Purchasing Agent. The proceeds of surplus property dispositions shall be deposited into the JPA Budget.

Employees or Directors shall not either directly or indirectly participate in the purchase of surplus property if the employee is responsible for surplus declarations, the



acceptance of an offer, or assigned to the surplus program within the Purchasing Division.