



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: Wmm Date: 4.8.10  
General Manager

DATE: April 9, 2010  
TO: General Manager  
FROM: Administrative Services Manager  
SUBJECT: Revised Purchasing Policy

**RECOMMENDATION:** That the Board approve a revised Purchasing Policy with recommendations provided at the March 19, 2010 Board meeting.


### BACKGROUND

A revised Purchasing Policy was presented to the Board at their March 19, 2010 meeting. The Board approved an increase in the General Manager's purchasing limit from \$10,000 to \$30,000 and provided recommendations to staff to further improve the policy.

### DISCUSSION

The following changes have been made to the revised policy, based on recommendations provided by the Board, and have been reviewed by District legal counsel:

1. Under the Purchasing Authority, the description of the selection process for purchases over \$30,000 has been moved from Number 2 to Number 1;
2. Under the Purchasing Code of Ethics, Number 2, additional language was added clarifying that "...all qualified vendors will be given equal opportunity, except as otherwise provided in this policy for local businesses and for price preferences provided for in the Green Purchasing and Sustainable Practices Policy."

  
Richard Norton

Attachment

**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT  
PURCHASING POLICY**  
Revised April 2010

**Purchasing Authority**

1. The Board of Directors must approve all purchases over \$30,000, unless the item being considered for purchase is a replacement part on equipment which is vital to the site operations or an emergency purchase, defined as a sudden, unexpected occurrence that poses a clear and imminent liability requiring immediate action to prevent or mitigate the loss or impairment of health, property, or essential public services.

Purchases of supplies and equipment over \$30,000 shall be from the lowest responsible, responsive bidder or proposer except as otherwise provided in this policy unless the Board of Directors has found by resolution that competitive bidding would be unavailing, would not produce an advantage and would not be in the public interest.

2. All purchases of \$30,000 or under must be approved by the General Manager or the Assistant General Manager, in the absence of the General Manager. Whenever practical, 3 informal price quotes will be obtained for purchase(s) between \$1,500 and \$30,000.
3. The Board of Directors must approve any Capital Outlay purchase which is not included in the budget.
4. The General Manager is authorized to sign for all purchases approved by the Board of Directors.
5. Whenever practical, bids shall be solicited from businesses located within the District and such businesses shall be given preference when all other purchasing values are equal.

**Purchasing Code of Ethics**

Every employee of the District should seek to obtain the best value for each dollar expended and uphold the public's trust by processing public purchasing in an open environment. The District has established the following Code of Ethics to be adhered to by all District employees, including the General Manager, who participate in the procurement process:

1. To uphold and implement policies adopted by the Board of Directors, including the Green Purchasing and Sustainable Practices Policy;
2. To procure, without prejudice, the maximum value for each dollar expended, avoiding unfair practices and giving all qualified vendors equal opportunity **except as otherwise provided in this policy for local businesses and for price preferences provided for in the Green Purchasing and Sustainable Practices Policy;**
3. To exercise prudent judgment, comparative pricing whenever practical;
4. To, at no time and under any circumstances, conduct the public's business for private gain, accept gifts, gratuities or other things of value (directly or indirectly from suppliers) which might influence or appear to influence procurement decisions;
5. To refrain from knowingly influencing others to commit any act that would constitute a violation of this Code of Ethics.