

	MANUAL INTRODUCTION	Approval Date 11/05/12
	DIVISION AND POLICY NUMBER PURCHASING - 1000	Revision Date 1/5/2016

MISSION:

As a Team, our mission is to provide the highest quality Customer Service, to meet and exceed Adams County’s expectations by using the most efficient and effective public procurement methods.

We strive to continuously improve ourselves, our practices and procedures.

We will positively contribute, influence and represent Adams County Government.

PURPOSE:

This Purchasing Manual is intended to provide policies, procedures and guidelines necessary to direct the total purchasing activities of Adams County Government. This manual is also designed to provide a user friendly reference to help each Elected Official/Department Director in this area. One document was developed to provide a source for definitions of common purchasing terms, see [Appendix H](#). These Policies and Procedures are an extension of the Adams County Budget process.

ELECTED OFFICIALS / DEPARTMENTS AFFECTED: All

POLICY:

The policies have been designed to:

1. Comply with the State of Colorado, Colorado Revised Statute sections 30-11-103 and 109. Statutes are available from the Adams County Attorney.
2. Provide direction and guidance for fair and open competition in the purchasing program for Adams County and, at the same time, assure all departments of quality products, reasonably prompt delivery at the best possible value/total cost.
3. Provide a modern comprehensive, decentralized purchasing program up to a defined economic limit and a centralized program above that limit encompassing accepted principles and best practices, see [Policy #1010](#).
4. Provide uniform procedures for the procurement of material, equipment, supplies and services.

Federally Funded Projects

Federally funded projects shall be handled within the laws, rules and regulations as promulgated by the United States Government, which includes but is not limited to; 2 CFR 200.318 (a) / 2 CFR 200.323 (d) et seq (prohibits the use of cost plus percentage contracts); and A133 and Uniform Grant Guidance (audit compliance requirements) as amended.

Sherman Anti-Trust Act

Adams County Government and its elected Board of County Commissioners shall be governed by the Sherman Anti-Trust Act in its purchasing practices, except in that the Sherman Anti-Trust Act shall not be applicable wherein and whereas the project is under the direction of the State of Colorado.

AMENDMENTS

These Policies shall be in effect until amended, as needed, by the Board of County Commissioners see [Policy # 1006](#). The Purchasing Division will circulate proposed amendments to all Elected Officials and Department Directors for review and comments. All such comments must be submitted in writing to the Purchasing Division within ten calendar days of the date of circulation. If written comments are not received within this time period, concurrence with the amendment is assumed.

PROCEDURE:

There are no specific procedures related to this Policy.

EXCEPTIONS:

There are no defined exceptions to this Policy.