

**Resolution Establishing Kingman County, Kansas  
Purchasing Policy**

**RESOLUTION NO. 2015-R15**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF KINGMAN COUNTY, KANSAS THAT:**

**SECTION 1.** All supplies, equipment and services acquired for Kingman County, for each and every office and department thereof, and for each and every elected official and for the judges of the Thirtieth Judicial District, regardless of the source of funds used to make the acquisition, shall be acquired in accordance with this Resolution and the policies and procedures established pursuant to it.

A. Written proposals and bids shall be solicited for all purchases by the County, including acquisitions by rental, lease and lease-purchase agreements, in an aggregate amount of Ten Thousand Dollars (\$10,000.00) or more from responsible vendors prior to issuing a purchase order or awarding a contract for the purchase of such goods or services, and said purchase order or contract shall be awarded to a qualified vendor submitting the lowest responsible bid or best proposal as determined by the Board of County Commissioners after review of all vendor proposals and bids subject only to the exceptions provided in this Resolution.

B. Proposals and bids shall be solicited informally for all purchases, including acquisitions by rental, lease and lease-purchase agreements, in an amount exceeding Seven Hundred Fifty Dollars (\$750.00) but less than Ten Thousand Dollars (\$10,000.00) from responsible vendors prior to issuing a purchase order or contract for said goods or services, and said purchase order or contract shall be awarded to the vendor submitting the lowest responsible bid or best proposal as determined by the Board of County Commissioners subject only to the exceptions provided in this Resolution.

C. Purchases, including acquisitions of equipment by rental or lease for a temporary period, in an amount not exceeding Seven Hundred Fifty Dollars (\$750.00) may be made by elected officials and designated administrative personnel pursuant to this Resolution without complying with any formal or informal procedures for solicitation of proposals and bids.

**SECTION 2.** Requirements that proposals for the purchase of goods and services be solicited from multiple vendors may be waived by the Board of County Commissioners under any of the following conditions:

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A. Emergencies. When unexpected or unforeseen events may cause serious financial loss to public or private property, endanger the health or lives of the citizens of Kingman County or have adverse economic impact on the County's business or governmental operations unless immediate action is taken to purchase said goods or services.

B. Public Exigency. When no bids are received in response to formal or informal solicitations, and the needs of the county warrant purchasing said goods or services without delay.

C. Sole Source. For the procurement of items or services that are generally available only from one manufacturer, publisher, local distributor, or dealer and for which there is no basis to expect multiple vendors to respond to solicitations for offers to provide such goods or services.

D. Joint Governmental Purchases. When purchases are made in cooperation with other city, county, state or federal agencies and it is deemed to be in the best interest of the County to purchase supplies, services and equipment from contracts and agreements of other governmental agencies.

E. Trade/Barter. When it is determined that procuring goods or services by either trade or barter in an amount less than (\$1,000.00) is in the best interest of the County.

F. Insurance. In connection with the purchase of insurance and indemnity bonds.

G. Professional Services. In connection with contracts for Professional Services. For purposes of this Resolution the term "Professional Services" means services provided and performed by individuals or firms where a certification mandated by local, state or federal government is required. Examples of said services include but are not limited to, architectural, engineering, specialized consulting, accounting and medical services. Whether required services constitute Professional Services shall be determined by the Board of County Commissioners.

H. Legal Professional Services. In connection with contracts for Legal Professional Services. For purposes of this Resolution the term "Legal Professional Services" means services that may be performed only by licensed attorneys (including support staff) in representing or advising the Board of County Commissioners or any agent or employee of Kingman County as approved by the County Counselor or by the Board of County Commissioners.

**SECTION 3.** All solicitations for bids or proposals shall be advertised by

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publication in a newspaper of general circulation in Kingman County or as otherwise determined by the Board of County Commissioners. Sealed bids or proposals shall be opened at a time and place specified pursuant to said notice. The Board of County Commissioners shall make the determination as to whether purchases subject to this resolution shall be made by requests for bids or requests for proposals. The following definitions shall apply for purposes of this resolution:

A. Competitive Bids. Bids shall be evaluated based on the requirements set forth in the request for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs, and be specifically set forth in the request for bids. Contracts shall be awarded to a qualified vendor submitting the lowest responsible bid. No criteria may be used in bid evaluation that has not been set forth in the request for bids.

B. Competitive Proposals. Proposals shall be evaluated based upon criteria formulated around the most important feature of a product or service, of which quality, availability or capability may be overriding factors and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award shall be specifically set forth in the request for proposal. Contracts shall be awarded to a qualified vendor submitting the best proposal as determined by the Board of County Commissioners.

C. Local Vendors. Whenever the Board of County Commissioners solicits quotations for goods or services, and the lowest cost proposal is submitted by a vendor domiciled outside of Kingman County, a vendor domiciled within Kingman County may be deemed the preferred vendor and awarded a contract for such goods or services if all of the following conditions are met:

1. The quality, suitability and usability of the goods or services are equal to or exceed the minimum required specifications and such goods or services otherwise fully comply with such specifications and the vendor has the capability to adequately provide the specified goods or services; and
2. The cost to the County of the proposal of the vendor domiciled within Kingman County is not more than five percent (5%) greater than the cost of the lowest cost proposal if the aggregate proposed cost to the

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County is under \$10,000, or not more than three percent (3%) greater than the amount of the cost of the lowest cost proposal if the aggregate proposed cost to the County is greater than \$10,000; and

3. The submitted proposals are not for new construction and do not involve state or federal funding or joint governmental purchases; and

4. The vendor domiciled within Kingman County agrees in writing within twenty-four hours after the proposals are opened to match the proposed cost offered by the vendor not domiciled in Kingman County that would provide the lowest cost to the County. of Reno County.

For purposes of this Resolution, a vendor domiciled in Kingman County must have a physical place of business located within Kingman County. A post office box or similar arrangement for delivery of mail is not sufficient to establish a domicile in Kingman County

**SECTION 4.** Pursuant to and in conjunction with this Resolution, the Board of County Commissioners shall adopt policies and procedures governing the purchase of all goods and services for Kingman County. The policies promulgated by the Board of County Commissioners shall be consistent with this Resolution.


**SECTION 5.** The Board of County Commissioners shall have the authority at any time to reject any and all bids or proposals when such action is deemed to be in the best interests of the County. In those instances when, after advertising for competitive bids or proposals, the bids or proposals received exceed the amount budgeted therefor, the Board of County Commissioners is authorized to negotiate with the lowest responsible bidder or the vendor that proposed the lowest and best proposal for prices or costs within the budget for such proposed purchase.

**SECTION 6.** This Resolution shall take effect and be in force from and after its approval by the Kingman County Board of County Commissioners.

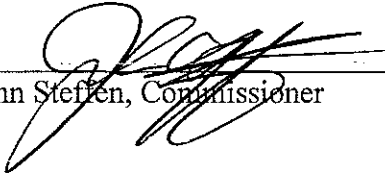
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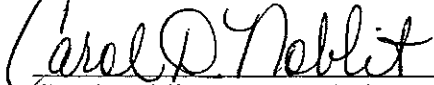
**ADOPTED** this 10<sup>th</sup> day of August, 2015.

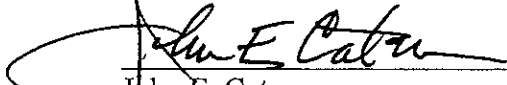
**BOARD OF COUNTY COMMISSIONERS,  
KINGMAN COUNTY, KANSAS**

  
\_\_\_\_\_  
Fred Foley, Chair

  
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Carol Voran, Commissioner

  
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John Steffen, Commissioner

Attest:  
  
\_\_\_\_\_  
Carol Noblit, County Clerk

Approved as to Form:  
  
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John E. Caton  
County Counselor