



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

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SCOPE OF POLICY

The provisions of this policy shall apply to:

- (a) All contracts funded by the Cameron Park Airport District for, including and but not limited to, research and development, professional studies, design and engineering, airport maintenance, pavement marking, lighting, taxi-way surface, runway surface, fence and gate maintenance, construction and construction-related matters, to the extent allowed by applicable law;
- (b) The purchase of goods and services (including professional services, except for the services of attorneys), leases of real property, or the sale or purchase of real property;
- (c) The disposition of surplus property.

OVERVIEW OF THE PURCHASING PROCESS

The purchasing process is coordinated by the Airport Manager for almost all goods and services. The Airport Manager or purchase Initiator is responsible for obtaining the CPAD Board of Directors assurance that adequate budgeted funds are available. A Capital Project/Purchase request form must be filled out and approved by the Board during a Public Board Meeting for funding authorization of any items not stated in the budget.

Receipt of the merchandise is checked by the Airport Manager or Initiator. Approved invoices are forwarded to the Airport Manager for payment. Staging of purchases in order to avoid bidding procedures or authorization limits is prohibited. The Airport Manager and a member of CPAD Board of Directors shall each co-sign the approval of each purchase or expenditure in excess of \$1,000 in order to establish a system of checks and balances throughout the purchasing process.

Purchase locally wherever possible.



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AIRPORT MANAGER

The Airport Manager reports to the CPAD Board of Directors. The Airport Manager is responsible for overseeing the procurement of centralized goods and services, the administration of the Contracting and Purchasing Policy and the management of surplus property.

GIFTS AND UNAUTHORIZED PURCHASES

CPAD employees, officers or officials are not entitled to any special consideration from vendors and merchants in their personal affairs nor are such employees, officers, or officials to attempt to procure materials for the personal use of any other person. CPAD employees, officers and officials shall not solicit or accept gifts. Except for emergencies or other authorized exemption, no purchases shall be made without specific authorization as outlined in this policy. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

PURCHASING AUTHORIZATIONS

The following authorization limits apply to all purchases except Public Works Projects (typically those funded through another government agency such as FAA or CalTrans Aero). See “Special Types of Purchases” (below) for additional information. Public Works Projects purchasing authorizations and information are listed at the end of this document.

(d) **Formal Bid** - Purchases more than \$25,000; Authority to award is by approval of the CPAD Board of Directors during public Board Meeting. Quotes must be received from three competitive sources whenever possible. Award to be made to the total lowest cost, responsive, responsible bidder that meets the stated performance, licensing and insurance requirements. In the event of a tie, award preference should be to - the business responding first with their bid. Staging of purchases in order to avoid authorization limits is prohibited.

(e) **Open Market** - Purchases more than \$5,000 and up to \$25,000; Authority to award is by approval of the CPAD Board of Directors during a public Board Meeting. If practical, quotes must be received from three



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competitive sources whenever possible. Award is to be made to the total lowest cost, responsive, responsible bidder that meets the stated licensing and insurance requirements and provides best value to the District. In the event of a tie, award should be to the business responding first with their bid. Staging of purchases in order to avoid authorization limits is prohibited.

(f) **Small Purchases** - Purchases \$1,000 up to \$5,000 require the Airport Manager (also project manager if assigned) and a member of CPAD Board of Directors approval.

Purchases of \$1,000 or less; Authority to award is the Airport Manager and the other person designated by the CPAD Board of Directors as the Project Manager for a given activity. The Airport Manager and the other person as applicable shall seek verbal and competitive quotations when feasible. Award to the total lowest cost, responsive, responsible bidder that meets the stated licensing and insurance requirements and provides best value to the District. In the event of a tie, award should be to the business responding first with their bid.

g) General Purchases-Purchases less than \$1000 require only the Airport Manager (also project manager if assigned) approvals.

All purchases above \$1000 or any that requires onsite labor shall be reported to the Board of Directors at the next public Board Meeting. The report shall include the details of the purchase, schedule of delivery or onsite work and any concerns.

SPECIAL TYPES OF PURCHASES (public works funding)

Purchasing requiring competitive sealed bids. All contracts greater than \$25,000 shall be awarded by competitive, sealed bidding.

Competitive Sealed Bidding Process

(a) Invitation and Notice: An invitation for bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given not less than ten (10) calendar days prior to the date set forth therein for the opening of bids for contracts under \$50,000 and (thirty) 30 days for contracts over \$50,000. Such notice may include publication in a newspaper of general circulation a reasonable time prior to bid opening, the public notice and all invitations to bid shall state that the bids are to be submitted to the Airport Manager and state the place, date



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and time of bid opening.

(b) Bid Opening: Bids shall be opened publicly in the presence of one or more witnesses at the place and not earlier than the time designated in the invitation for bids. The amount of each bid and such other relevant information as the CPAD Board of Directors deems appropriate, together with the name of each bidder shall be open to public inspection in accordance with the policy.

(c) Bid Evaluation and Acceptance: Bids received at or prior to the time set for bid opening shall be unconditionally accepted without alteration or collection, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation 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. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation for bids.

(d) Correction or Withdrawal of Bids: Subject to any provisions of federal or state granting authorities to the contrary', correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, shall be in accordance with this section. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, no corrections to bid or provisions shall be permitted but, in lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

- (1) The mistake is clearly evident on the face of the bid document; or
- (2) The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to pen in the correction or withdrawal of bids shall be supported by a written determination made by the District.

(e) Award: The contract shall be awarded by appropriate written notice to the lowest total cost, responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids regardless of the number of bids.



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(f) Cancellation of Invitations: An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation. Each solicitation issued by the District shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part at the District's discretion with or without a showing of good cause.

(g) Determination of Non-responsibility: If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Airport Manager or their delegate. The unreasonable failure of a bidder or offeror to supply promptly information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or offeror. A copy of the determination shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the contract file and be made a public record.

Purchases requiring Competitive Sealed Proposals

When the District determines that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by use of the competitive sealed proposals method.

Competitive Sealed Proposals Process

(1) Request for Proposals and Notice: Proposals shall be solicited through a request for proposals. Adequate public notice of the request for proposals shall be given in the same manner as provided for Competitive Sealed Bids; provided, the minimum time shall be fifteen (15) calendar days for contracts in the amount of \$50,000 or less and thirty (30) calendar days for contracts in the amount of more than \$50,000.

(2) Evaluation Factors: The request for proposals shall state the relative importance of price and other evaluation factors.

(3) Interviews with Responsible Offerors and Revisions to Proposals: As provided in the request for proposals, interviews may be conducted with responsible offerors whose proposals are responsive to the request for proposals for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the



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purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

(4) Award: Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District, taking into consideration price and the evaluation facts set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

(5) Cancellation of Invitations: See "Competitive Sealed Bids" (d) above.

(6) Determination of Non-responsibility: See "Competitive Sealed Bids" (e) above.

(7) Right of Nondisclosure: See "Competitive Sealed Bids" (f) above.

(8) Bid and Payment Bonds: See "Competitive Sealed Bids" (g) above.

(9) Use of Subcontractors: See "Competitive Sealed Bids" (h) above.

Cooperative Purchasing

The Airport Manager is authorized to enter into cooperative purchasing arrangements with other governmental entities without separate competitive bidding by the District if a governmental agency has solicited bids and awarded a contract for services or materials which the District desires to obtain, and participation in such a purchase is agreeable to the bidder awarded the contract and the Airport Manager finds that participation in such group purchasing agreement is for the benefit of the District.

Sole or Single Source Purchasing

A contract may be awarded without competition when the District determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The Airport Manager or their designee shall conduct negotiations, as appropriate, as to price, delivery' and terms. A statement of the basis for the sole or single source determination shall be placed in the contract file.

Open (Blanket) Purchases

Open procurement can be used when very similar goods or services are purchased frequently during the year.



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Generally, the individual purchases are small in relation to the total amount authorized. Examples are office supplies. Bids and approvals must be obtained annually using the same criteria as for a single item purchase order.

Petty Cash Reimbursement

The Petty Cash Fund is used to reimburse purchases which were originally paid out-of-pocket by District official or employee. Mileage reimbursement is also paid from the Petty Cash Fund. Petty Cash reimbursements will either be paid in cash or by check, depending on the amount. Reimbursement requests less than \$50 will be paid in cash. Reimbursement requests greater than \$50 will be paid by check on the next accounts payable check date.

Debit Card Purchases

- (a) Debit card purchases are limited to Small Purchases only. Guidelines and conditions for Small Purchases as set forth in this policy will be followed. The credit card shall not be used for: Cash advances, Services, or Alcoholic beverages.
- (b) Debit cards are issued to individual employees and are to be used for official District business only. Debit cards belong to the District and can be cancelled or revoked at any time at the discretion of the Airport Manager and/or the CPAD Board President or the CPAD Board of Directors. Should any employee lose or have his/her debit card stolen, it is their responsibility to contact the debit card company immediately. Also, they must notify the Airport Manager and Treasurer in writing one (1) working day after discovery'.
- (c) It is the responsibility of the employee to furnish receipts for all debit card purchases. Payment for purchases without receipts may become the responsibility of the employee.

Emergency Purchases

Notwithstanding any other provisions of this chapter, the District may make emergency purchases of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. In the case of contracts less than \$5,000, this determination shall be made by the Airport Manager and, in the case of contracts in the amount of \$5,000 or more, this determination shall be made



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retroactively by the CPAD Board of Directors.

SURPLUS SUPPLIES AND EQUIPMENT

(a) Surplus property is used to generically describe any District property that is no longer needed or useable. The Airport Manager or designee has the authority to declare item(s) with a market value of less than \$1,000 surplus. Items with a market value greater than \$1,000 will be formally declared surplus by the CPAD Board of Directors. The District shall periodically review its equipment, material, and inventory, and shall promptly notify the Airport Manager of any property deemed surplus.

(b) The Airport Manager or designee shall determine or approve one of the following methods of disposition that is most appropriate and in the best interest of the District:

(1) Transfer to Another Government agency: It is encouraged to share available surplus equipment with other agencies

(2) Trade-In: Property declared as surplus may be offered as a trade-in credit toward the acquisition of new property. All trade-in offers will be submitted to the Airport Manager for review and approval.

(3) Disposal: The Airport Manager may offer surplus property for sale. All surplus property is for sale “as is”, with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale. Appropriate methods of disposal are as follows:

(A) Public Auction: Surplus property may be sold at public auction. District staff may conduct Public Auctions, use internet auction sites, or the District may contract with professional auctioneer.

(B) Sealed Bids: Sealed bids may be solicited for the sale of surplus property. Surplus & property disposed of in this manner shall be sold to the highest responsible bidder.

(C) Selling for Scrap: Surplus property may be sold as scrap if the Airport Manager deems that the value of the raw material exceeds the value of the property as a whole.

(D) Negotiated Sale: Surplus property may be sold outright if the Airport Manager determines that only one known buyer is available or interested in acquiring the property.



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(c) No Value Item: Where the Airport Manager determines that specific supplies or equipment are surplus and of minimal value to the District due to spoilage, obsolescence of other cause or where the Airport Manager determines that cost of disposal of such supplies or equipment would exceed the recovery value, the Airport Manager shall dispose of the same in such manner as he or she deems appropriate and in the best interest of the District.

(d) Proceeds from the sale or trade-in of surplus property shall be returned to the appropriate fund.

PUBLIC WORKS PROJECTS

(a) Public works projects over \$5,000 are subject to bidding and other requirements set forth by statutes. “Public works contracts” include contracts for a project for the erection, improvement, painting, or repair of public buildings and works; work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow; street or sewer work, except maintenance or repair; and furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

(b) Public works projects over \$1,000 are subject to prevailing wage law. “Public works contracts” for the purpose of prevailing wage law are defined as the construction, alteration, demolition, or repair work done under contract and paid for in whole or in part out of public funds.

(c) Most of the public contracting statutes are contained in the California Public Contract Code. Other sources of public contracting statutes can be found in The Public Resources Code, Business and Professions Code, Civil Code, Government Code, Labor Code, and the Code of Regulations