

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 91-9
Title:	Procedure for Procurement of Major Equipment - Dist Plant and Facilities Expansion	

PURPOSE

- 1) After approval of the project budget by the District Board, unless the Board makes a finding that the District's interests will be best served by making a sole source purchase, the Board will authorized District Staff to advertise major equipment purchases for competitive bidding.
- 2) If the Board elects to utilize the sole source option, District Staff, acting under the guidance of the District Improvement Committee, will negotiate the price, terms and conditions of the purchase and provide a recommendation for award of the contract for consideration by the District Improvement Committee.
- 3) If the Board elects to utilize the competitive bidding option, District Staff will review the bids and provide a recommendation for award of the contract for consideration by the District Improvement Committee.
- 4) Upon the recommendation of the District Improvement Committee, the District Board will act to award the contract and to authorize the General Manager to execute the necessary contract documents subject to receipt of any necessary bonds and warranties.
- 5) The General Manager will then execute the necessary contract documents or issue the necessary Purchase Orders.
- 6) Upon receipt of the equipment, District Staff will perform an inspection of the equipment for identification and listing of deficiencies.
- 7) Upon the vendor's completion of the items of work identified in the listing of deficiencies and after review of the vendor's billings for accuracy, District Staff will request that the District Improvement Committee recommend to the District Board that the vendor's invoice be paid.
- 8) The District Board, acting upon the recommendation of the Improvement Committee, acts to authorize payment for the equipment and order the release of the bonds, if any.
- 9) Prior to expiration of the one (1) year warranty period, District Staff will perform an inspection ("walk-through") of the equipment for identification and listing of deficiencies.
- 10) Upon the vendor's completion of the items of work identified in the listing of deficiencies found on the one (1) year warranty period inspection, District Staff will request that the District Improvement Committee recommend to the District Board that the One (1) Year Warranty Bond be released.

- 11) The District Board, acting upon the recommendation of the Improvement Committee, asks to order the release of the One (1) Year Warranty Bond.

Approved by CSD Board of Directors	November 20, 1991
---	-------------------