



BOISE COUNTY

RESOLUTION 2023-01

A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY PROCUREMENT POLICY & PROCEDURE MANUAL

WHEREAS, the Boise County Board of Commissioners have reviewed the Boise County Procurement Policy & Procedure Manual; and

WHEREAS, a diligent review and discussion of the policy, along with any additional forms, have been accomplished by the Boise County Clerk's and Prosecuting Attorney's Offices; and

WHEREAS, the Boise County Purchasing Policy, known as Addendum A of said policy, is being included as additional information needed for proper system documentation.

NOW THEREFORE BE IT RESOLVED, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2018-03 (previous Purchasing Policy); and

IT IS FURTHER RESOLVED that the Boise County Board of Commissioners hereby acknowledge that Resolution #2023-01 known as the Procurement Policy & Procedure Manual, will be effective as of January 3rd, 2023.

APPROVED and ADOPTED in open session this 3rd day of January, 2023.


BOISE COUNTY BOARD OF COMMISSIONERS



STEVEN M. TWILEGAR, Chairman




CLAY S. TUCKER, Commissioner



RYAN T. STIRM, Commissioner



ATTEST:



Mary T. Prisco, Clerk to the Board

BOISE COUNTY PROCUREMENT POLICY & PROCEDURE MANUAL



Resolution 2023-01

TABLE OF CONTENTS

POLICY STATEMENT.....4

I. PURCHASING.....4

 A. PURCHASING POLICY.....4

 B. PURCHASING BID THRESHOLD MATRIX.....6

II. GOODS AND SERVICES BIDDING PROCEDURES.....7

 A. PURCHASES OF \$50,000 UP TO \$100,000 BID PROCEDURES.....7

 B. PURCHASES IN EXCESS OF \$100,000 BID PROCEDURES.....7

III. REQUEST FOR PROPOSAL REQUIREMENTS.....10

IV. REQUEST FOR INFORMATION.....10

V. EXPRESSION OF INTEREST.....10

**VI. QUALIFIED BASED SELECTION FOR DESIGN PROFESSIONALS.
CONSTRUCTION MANAGERS AND PROFESSIONAL LAND SURVEYORS 10**

 A. For Projects With Design Fees Over \$25,000.....11

 B. For Projects With Design Fees Under \$25,000.....11

 C. Criteria To Consider When Ranking Firms.....11

VII. VENDOR INFORMATION.....11

 A. Vendor Selection.....11

 B. Vendor Developing Procurement Specifications.....11

 C. Significant Idaho Economic Presence.....11

 D. Idaho Statewide Contracts.....11

 E. Vendor Relationships.....11

 F. Vendor Debriefings.....12

VIII. CONTRACTS.....12

 A. When A Contract Is Required.....12

 B. Contract.....12

 C. One Year Contracts.....12

IX. OTHER BIDDING INFORMATION.....13

 A. EXEMPTIONS (PURCHASES THAT DON'T REQUIRE BIDDING).....13

 1. Government Contracts.....13

 2. Cooperative Purchasing.....13

 3. Purchases Less than \$50,000.....13

 4. Personal/Professional Services.....13

 5. Procurement of Real Property.....13

 6. Procurement of Insurance.....13

 7. Participation in Joint Powers Agreements.....13

 8. Sole Source.....13

 9. Emergency Purchases.....14

 10. Software Maintenance, Support and Licensing of an Existing System or
 Platform.....14

 11. Repair of Heavy Equipment.....14

 12. Used Property, Equipment at Auction.....14