River Pines Public Utility District

Procurement Policy

Competitive Procurement Processes – All procurements for services shall employ an appropriate competitive selection process as set forth below except in the event of an emergency.

Purchase Amount Requirements

$0 - $5,000 Informal Quotes

$5,001 - $50,000 Formal Quotes

$50,001 + Bid Process

Informal Quotes – For services of less than $5,000, quotes may be obtained through an informal process (e.g., web browsing or phone calls) and documentation of the bids is recommended but not required.

Formal Quotes – For all procurement of services of $5,000 up to $50,000, at least three vendors must be contacted for price quotations and the purchase shall be made from the lowest satisfactory quote. Quotes may be solicited from prospective bidders by written request, telephone, legal advertising, or public notice (including District website). Regardless of solicitation method, all vendors must receive the same information about specifications and requirements of the service, and all quotes submitted shall not be shared with any other vendor until purchase is made. Vendors may be advised that they will be notified only if the purchase is made by them.

Professional Services: Request for Proposal/Qualifications - Professional Services include architectural, engineering, environmental, land surveying, construction project management, and planning services, and other services requiring special training or certification, including but not limited to finance, accounting, law, economics, translation, and technical writing. Non-professional services do not require a high degree of professional certification or specialized skill, such as janitorial services, landscape maintenance services, and non-public works construction, and may be procured through Formal Quotes in this policy. All professional services requested must have a minimum of three formal bids.