

**TOWN OF MOUNTAIN VILLAGE, COLORADO
RESOLUTION NO. 2021-1021-16**

**AMENDING THE PROCUREMENT MANUAL AS ADOPTED BY TOWN COUNCIL
ON JANUARY 21, 2016**

WHEREAS, Town Council adopted a Procurement Manual on January 21, 2016 (the Procurement Manual”); and

WHEREAS, the Procurement Manual serves as a guide for fair and equitable treatment of all persons involved in public purchasing, and a tool for maximizing quality and value for the tax dollars; and

WHEREAS, the Procurement Manual requires three (3) quotes for purchases exceeding \$2,500.00; and

WHEREAS, all purchase orders in excess of \$2,500 must be approved by the Town Manager; and

WHEREAS, the thresholds set forth above lead to inefficiencies and delay, particularly in an atmosphere in which Town staff is expected to respond quickly and in which it is often difficult to receive responses from three separate service providers.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MOUNTAIN VILLAGE, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town Council of the Town of Mountain Village (“Town Council”).

2. Amendment of Section 3.5 of the Procurement Manual. Section 3.5 of the Procurement Manual shall be amended, in part, as set forth below:

Competitive Solicitation	Method of Purchase	Expenditure Amount	Agency Approval
Informal	Direct Purchase	Up to \$2,500 <u>Up to \$10,000</u>	Department Head
Informal	Request for Quote (Minimum 3 Quotes)	\$2,501-\$50,000 <u>\$10,001-\$50,000</u>	Town Manager

3. Amendment of Section 4.1 of the Procurement Manual. Section 4.1 of the Procurement Manual shall be amended, in part, as set forth below:

4.1 Small Purchases (Up to ~~\$2,500~~ \$10,000)

Purchases of up to ~~\$2,500~~ \$10,000 may be made by each department's authorized personnel, ~~with approval by the~~ department head. Required signatures of the department head must be on the PO prior to submittal to the finance department. All purchases shall be from pre-approved vendors. In order to establish a vendor as an approved vendor the department head shall fill out an approved vendor form with the finance department prior to submitting any request for approval of payment to the finance department.

4. Amendment to Section 4.2 of the Procurement Manual. Section 4.2 of the Procurement Manual shall be amended, in part, as set forth below:

4.2 Request for Quote (~~\$2,501~~\$10,001-\$50,000)

Department heads shall budget for purchases over \$2,500. Department heads shall plan for purchases over ~~\$2,500~~ \$10,000 to allow time to obtain the required 3 quotes.

A Request for Quote (RFQ) (see Section 12: Appendices, FORM B), with a minimum of 3 vendor names, must be submitted to the finance department with any ~~PO~~ purchase order for over ~~\$2,500~~ \$10,000.

Acceptable quotes may be obtained by a department head by mail, email, in person, over the phone, or by facsimile. If award is not made to the lowest quote, justification for accepting a higher quote must be included and be acceptable to the Town Manager. All ~~PO's~~ purchase orders for purchases over ~~\$2,500~~ \$10,000 must be approved by the Town Manager. All purchases shall be from pre-approved vendors. In order to establish a vendor as an approved vendor the department head shall fill out an approved vendor form with the finance department prior to submitting any ~~PO~~ purchase order for such vendor to the finance department.


5. Effective Date. This Resolution shall take effect upon adoption hereof.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the 21st day of October 2021.


**TOWN OF MOUNTAIN VILLAGE,
TOWN COUNCIL**

By: 
Laila Benitez, Mayor

ATTEST:


Susan Johnston, Town Clerk

APPROVED AS TO FORM:


Paul Wisor, Town Attorney