




Santa Cruz Consolidated
Emergency Communications Center

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COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE

Policy No: 430
Date Issued: November 1, 1993
Date Revised:

APPROVED:


Board Chairperson

10/21/93

SUBJECT: PURCHASING WITHOUT FORMAL BIDDING

1. Purchases of supplies, materials and equipment which are not subject to the bidding requirements and procedures as outlined in Policy No. 430 may be made in the open market, without formal bidding, subject to the procedures as set out in this policy.
2. In cases where open market purchases of supplies, materials and equipment exceed \$2500., the following procedures shall apply:
 - 2.1 The General Manager shall obtain price quotations and shall award on the basis of the quotation most advantageous to the Authority.
 - 2.2 The General Manager may solicit price quotations by direct mail to prospective vendors or by telephone.
 - 2.3 A record of open market purchases and price quotations shall be maintained by the General Manager.
3. In determining the most advantageous quotation to the Authority for an open market purchase, in addition to the factors set out in Policy No. 420, paragraph 11., the General Manager may give consideration to any or all of the following:
 - 3.1 Quality and performance of the supplies, material or equipment.
 - 3.2 Ability of the vendor to perform the transaction.

3.3 Ability of the vendor to complete the transaction within the time specified.

3.4 Quality of vendor's performance on prior purchases made by the Authority or other public agencies.

3.5 Ability of the vendor to provide future maintenance, repair, parts and service.

3.6 Capacity and experience of the vendor.

4. If an award in excess of \$2500. is made to other than the vendor submitting the lowest price quotation, a written justification, which is reviewed and approved by the Attorney for the Authority as sufficient to withstand normal audit scrutiny shall be prepared and kept as part of the transaction record.

5. Purchases which do not exceed \$2500. may be made without price quotations, if such procedure is determined by the General Manager to be in the best interest of the Authority.