

Linne Community Services District

Procurement Policy

Board Adoption Draft | Based on District Procurement Policy (v1.0 September 2023)

1. Purpose

This policy establishes mandatory procedures for procurement of goods and services by the Linne Community Services District (District). District procurements shall be conducted in a transparent, documented, and fiscally responsible manner consistent with applicable law.

2. Budget Authorization

An approved budget allocation is required before work begins. Road maintenance and weed spraying shall be funded through the allocations established during the annual financial planning process. Emergency road work shall be charged to the road maintenance budget. Special projects shall have a defined scope and shall be approved by the Board at a District meeting before work begins, except as otherwise permitted for emergency work under Section 3.

3. Procurement Methods and Thresholds

The District shall apply the following procedures to work projects, subject to any more stringent requirements imposed by applicable law:

- Emergency work: Work requiring immediate action, including storm cleanup and emergency removal, may proceed without a formal competitive bid process. Emergency work shall be approved by the Roads Director or Board President.
- Projects up to \$25,000: Competitive bidding is not required. The District may solicit open, unsealed bids. The Roads Director or Board President shall approve the selected proposal.
- Projects over \$25,000: Competitive bids are required. Bids shall be sealed and reviewed and approved by the Board at a District meeting.

These District thresholds shall not supersede any applicable statutory bidding, emergency contracting, or grant procurement requirements.

4. Solicitation and Contractor Eligibility

Requests for bids shall be distributed to the District's contractor list. The District shall maintain the list and may update it at any time. Contractors shall hold the California contractor license required for the work. Each solicitation shall identify the procurement

method, describe the project scope by task, state the specifications for each task, and establish a bid submission deadline. Sealed bids shall be required for projects over \$25,000; bids for projects up to \$25,000 may be unsealed. Emergency work is exempt from the District’s formal solicitation process, subject to applicable law.

5. Proposal Review and Award

Competitive bids shall be reviewed and approved by the Board at a District meeting. Open bids for projects up to \$25,000 and emergency work shall be approved by the Roads Director or Board President. The selected contractor shall be notified by email and/or telephone. The District shall maintain the solicitation, proposals received, selection decision, and approval documentation as District records.

6. Completion and Payment

The Board shall confirm that the work has been completed and meets the applicable specifications. Contractor payment shall be processed only after receipt of an invoice and confirmation of satisfactory completion. All payments shall be supported by appropriate documentation and processed in accordance with the District’s financial controls.

7. Compliance and Administration

All procurements shall comply with applicable California law and any controlling funding or grant requirements. Where those requirements impose stricter procedures than this policy, the stricter requirements shall govern. The Board shall approve amendments to this policy.

8. Adoption

This policy shall take effect upon approval by the Board of Directors and shall supersede the District’s September 2023 procurement policy upon adoption.

Adopted by the Board of Directors: _____

Resolution No: _____

Board President: _____