



PURCHASING POLICY: GOODS, EQUIPMENT, SUPPLIES, AND MATERIALS (September 9, 2021)

Manson Park and Recreation District (MPRD or “District”) is recognized as a Special Purpose District in the State of Washington. This document establishes guidelines and clarifies the policies and procedures for purchasing supplies and materials, and contracting for services by MPRD. The purpose of this policy is to ensure fiscal responsibility throughout the procurement process. The requirements of this manual are intended to assure compliance with State laws and develop a uniform procurement system. By purchasing competitively, MPRD will promote continuous supplier relationships and reliable alternate sources of supply. This document does not provide additional legal rights to parties involved in legal disputes with the District not otherwise provided by State statutes.

PURCHASING CODE OF ETHICS

This Code of Ethics is intended to guide District employees so that they may conduct themselves in a manner compatible with the best interest of MPRD. Proper purchasing procedure requires that:

- Actions of MPRD employees be impartial and fair.
- District purchasing decisions are made by the proper authorities.
- Public employment is not used for personal gain. Employees may not solicit, accept, or agree to accept any gratuity for themselves, their families or others that might result in financial or personal gain, advancement, or establish or satisfy some obligation for, or on behalf of, the employee, the employee’s family or friends.
- Gifts and gratuities are not accepted by employees. Acceptance of anything of value is prohibited, so as not to imply any obligation or result in personal gain. Personal gain may result in cases where an employee or relative has a significant interest in a firm with which the District does business, and also when an employee or relative receives any gift or special consideration as a result of any transaction or business dealings involving the District.

The following items are not considered gratuities:

- Discounts or concessions routinely available to the general public
- Items received that do not result in personal gain that are turned over to the District for general District use
- Sample products provided to the District for general District use.

PO Box 590/ 142 Pedoi Street, Manson WA 98831

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CONFLICT OF INTEREST

Any employee with influence on transactions involving purchases, contracts, or leases, must immediately disclose the existence of any actual or potential conflict of interest to the Director as soon as possible. When deemed necessary, safeguards will be established to protect all parties.

ISSUANCE, USE, AND CONTROL OF CREDIT CARDS

The District's Credit Card Policy shall constitute the guidelines for the issuance and control of credit cards for use by MPRD officers and employees.

PUBLIC WORKS EMERGENCY

The General Manager may declare an emergency situation and waive competitive bidding requirements. The Board of Commissioners must pass a Resolution recognizing the declared emergency *within two weeks* of awarding any contracts entered into pursuant to such emergency declaration.

SOLE SOURCE OR PROPRIETARY PROCUREMENTS

Occasions may arise when competition among potential vendors or contractors is not possible for a particular purchase. This may occur when:

- There is clearly and legitimately only one source capable of supplying the item or work in a timely fashion.
- In the event of emergencies. In these instances, contracts may be entered into with sole source suppliers without soliciting other bids or quotes.

PURCHASING LIMITS

- **PURCHASES – LESS THAN \$2,500:** Materials and supplies less than \$2,500 are made with the Director's approval. Quotes are recommended but not required. Purchases may be made using a District credit card, purchase order, through a vendor billing arrangement, or by issuance of a check from the District's Revolving account. Receipts are required for all purchases.
- **PURCHASES – \$2,500 TO \$10,000:** Materials and supplies costing between \$2,500 and \$10,000 are made with the Director's approval if they are a budgeted or emergency expense. Any non-budgeted or non-emergency item costing \$5,000 to \$10,000 requires Board approval. Three quotes are required. Exceptions include items sole sourced for reasons outlined in this manual, or items for which there are not three sources for the item available. Item purchases not exceeding \$3,000 may be made with District credit card, or with a Revolving account check up to \$2,000. Items can also be obtained with purchase order or through a vendor billing arrangement. Receipts are required for all purchases.

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