

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2135 – PURCHASING		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

2135.1 The purchase of small items — such as office supplies, auto parts, and other miscellaneous items costing more than \$500 and up to \$5,000 — are processed on purchase order forms or vendor quotes that list instructions.

2135.2 To purchase items costing more than \$5,000 and up to \$25,000, quotations will be solicited from vendors and received by telephone, email or written quotation, preferably from two or more sources, before selecting a supplier and processing a purchase order. The written approval of the General Manager is required for all purchase orders.

2135.3 For items over \$25,000 or orders of large quantities, the District will provide suppliers with a list of item(s) to be purchased. Suppliers will provide written quotes for consideration and recommendation to the General Manager. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

2135.4 Vehicles and equipment will be purchased from local sources (if available) by competitive quotation bids in accordance with section 2135.3.

2135.5 This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies and ordinances of the District.