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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 700.010**  
**EFFECTIVE DATE: 07/03/12**  
**LAST REVISED: 02/03/26**  
**AUTHORITY: BOCC**  
**COUNTY MANAGER: AO**

**SUBJECT: PURCHASING PROCEDURES**

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**I. Purpose:**

This policy delineates the protocols and authority related to the purchasing of goods and services for Storey County (County) and includes additional approvals and fiscal controls necessary for larger purchases. This policy provides a framework wherein elected officials, appointed officers, and County employees may operate efficiently, responsibly, and economically within Nevada Revised Statutes (NRS).

**II. Code of Conduct:**

It is a violation of these policies and procedures for any department or agency to split its requirements for supplies, materials, equipment and contractual services into estimated lesser amounts to avoid the provisions of the NRS, County policy, or best procurement practices.

It is a violation of these policies and procedures for any department or agency to draft bid specifications in a manner which intentionally precludes more than one qualified vendor from bidding. Such bid specifications will be deemed an attempt to avoid and thereby violate the intent of the competitive bid requirements of the NRS.

No member of the Board of County Commissioners (BOCC), representative of the Board, or any person with purchasing authority can have any direct or indirect interest in contracts entered into by Storey County. However, the County may purchase supplies, not to exceed \$1,500.00 in the aggregate in any one calendar month from a County Commissioner when it would otherwise be significantly inconvenient due to the absence of any other local sources. However, the commissioners furnishing supplies may not vote on the allowance of the claim for such supplies in accordance with NRS.

**III. Policy:**

This policy shall apply to every expenditure of public funds. It is the County's policy to exercise due diligence in the purchase of goods and services. Procurements must be conducted in the most professional, ethical, and legal manner possible; while ensuring quality and considering standardization, reasonable terms, and best value to the taxpayers.

Federal grant purchases may have additional requirements. When a purchase involves the expenditure of Federal assistance or contract funds, the procurement shall be conducted in accordance with applicable mandatory Federal laws and regulations which are not reflected in this policy. If Federal requirements conflict with State or County purchasing policies and procedures, the Federal requirements will be followed. For further clarification on County grant procedures refer to County administrative policies 035 and 036.

**A. Purchasing Protocol:**

1. **Budgeted Funds:** Must be available before a purchase commitment is made. If sufficient funds are not available, a reallocation or additional appropriation request must be submitted for approval by the Comptroller, County Manager and/or BOCC.
2. **Contracts:** All written contracts, regardless of the amount, require review by the Comptroller and the District Attorney before approval. All labor agreements and settlement contracts must be approved by the BOCC.
3. **Professional Services:** Qualifications, character, cost, competency, and availability must be considered. Authorization must be obtained from the County Manager, their designee, and Comptroller.
4. **Documentation of Purchasing Process:** Proper documentation of the purchasing process is necessary for accountability. Persons making purchasing decisions must be able to provide proof of compliance with this purchasing policy and NRS.
5. **Exceptions to informal or formal bidding requirements:** There are a number of exceptions to informal and formal bidding requirements in NRS 332.112-332.195; including, but not limited to: professional services; computer hardware and software, systems of communications, sole source, equipment/services that are available pursuant to a vendor agreement with the State of Nevada General Services Administration or another federal government agency located within or outside the State of Nevada, or equipment/services offered by a vendor pursuant to a solicitation issued by another governmental entity. The Comptroller, in consultation with the District Attorney's Office, can assist departments to determine if a procurement of goods or services qualifies under an exception.

**B. General Purchasing Requirements:**

1. Departments must exercise due diligence in all procurement.
2. Procurements requiring approval must obtain approval prior to financial commitment and/or purchase.
3. All rolling stock (vehicles, tractors, trailers, motorcycles, etc.) purchases require a Budget Request Form or Requisition/PO Process approved by the County Manager and Comptroller with such approval encumbering the funds.

4. All County departments must obtain authorization through the budget process to purchase or enter into an agreement for the purchase of supplies, materials, equipment, and/or leases of land per NRS 332. The requirements of which are listed below:

**a) Budgeted Purchases:**

- (1) Single item purchases of \$25,000 or more or projects totaling \$50,000 or more:
  - (a) Requires a single signed Budget Request Form or Requisition/PO Process approved by the County Manager and Comptroller with such approval encumbering the funds.
  - (b) Purchase may be made either by quotation or direct negotiation with an approved Budget Request Form or Requisition/PO Process.
- (2) Contracts for services under \$100,000:
  - (a) County Manager or designee may sign contracts. The BOCC shall be notified of awards for contracts of services with a total estimated cost of under \$100,000 during regular staff reports in the BOCC meeting.

**b) Unbudgeted Purchases:**

- (1) Purchases under \$20,000:
  - (a) Must be approved by the Comptroller.
- (2) Purchases of \$20,000 to \$50,000:
  - (a) Must have a Budget Request Form or Requisition/PO Process approved by the County Manager and Comptroller. Purchases over \$50,000 must have a Budget Request Form or Requisition/PO Process approved by the County Manager and Comptroller. As well the purchase must be agendaized and approved by the BOCC. Meeting minutes must be attached to Budget Request or PO and uploaded into financial system.
  - (b) Budgeted and unbudgeted purchases over \$100,000 – Purchases of this size are subject to bid advertising requirements. (NRS 332.065) Budgeted items require a Budget Request Form signed by the County Manager and Comptroller. BOCC must be informed of purchase during staff reports or through an agendaized notification.
  - (c) Unbudgeted purchases must be approved by the County Manager, Comptroller, and BOCC prior to purchase.
  - (d) Requires BOCC approval for the receipt of sealed bids.
  - (e) All sealed bids shall be directed to the Clerk-Treasurer's Office.
  - (f) The BOCC may award the best value bid and responsible bidder. The Board may also reject all bids received.
  - (g) All written documentation must be kept on file with the Clerk-Treasurer for 7 years.
  - (h) Meeting agenda items and minutes, once available, should be uploaded into the financial software.
  - (i) All bids shall be kept on file with the Clerk-Treasurer for 7 years.

- (j) All purchases requiring bid advertising or sealed bids under this section must also comply with the **Bid and Quotation Specifications** outlined in **Section C** of this policy.

5. Public Works Projects:

- a) The provisions of NRS 338.010 shall apply to all public works projects. Public Works include any project for new construction, repair or reconstruction of a project finance in whole or in part from public money for publicly owned works and properties.

6. Contracts exempt from competitive bidding requirements (pursuant to NRS 332.112-332.148):

- a) Although exempt from bidding requirements, any purchases/contracts defined in this section are subject to budget limitations and the approval processes set forth in this policy.
  - (1) Emergency Contracts – Emergency purchases are:
    - (a) Purchases required immediately resulting from the occurrence of a disaster, including but not limited to fire, flood, hurricane, riot, power outage, or disease.
    - (b) Purchases that if not made may lead to the impairment of the health, safety and/or welfare of the public.
- b) Contracts which by their nature are not adapted to award by competitive solicitation. Refer to NRS 332.115 for more information.

**C. Bid and Quotation Specifications:**

- 1. These specifications apply to all purchases or contracts requiring bids or quotations as described in Section 3(d) and any other section referencing bid requirements.
  - a) Bid awards shall be approved for award by the BOCC at a regularly scheduled meeting as a published agenda item as they may require.
  - b) A contract or agreement which is not signed by the BOCC, County Manager, Comptroller, or designee is void, unless otherwise exempted. The signing of a contract or agreement by an unauthorized person is a violation of these policies and procedures and may be referred to the County Manager for appropriate action.
  - c) Specifications must:
    - (1) Conform with acceptable industry-wide standards.
    - (2) Be written in clear, definite, and concise terms and conditions.
    - (3) Describe the performance requirements.
    - (4) Facilitate to the extent possible, free and full competition.

- d) Bids must:
  - (1) Be properly dated and stamped on receipt.
  - (2) Be opened, reviewed, and awarded at a specific time and date as prescribed in the bid specifications.
  - (3) Consider cost, duration, and terms of any warranty provisions, reliability and maintenance costs, and repurchase value of the equipment after a specified number of years.
- e) Bids and specifications should not exclude all but one type or kind except when permitted by law, nor call for features or for a level of quality not needed for the intended use, except in cases where such features or the level of quality is essential for some future considered or result in overall economic advantage to the County.

**D. Bond Requirements:**

1. Bid Bonds:

- a) A bid bond, performance bond, payment bond, or any combination thereof, with sufficient surety, in such amount as may be determined necessary the County Manager and/or the Comptroller or an authorized representative, may be required of each bidder or contractor on a particular contract. Any such bonds may be to ensure proper performance of the contract and save, indemnify, and keep harmless Storey County against all loss, damages, claims, liabilities, judgments, costs, and expenses which may accrue against Storey County government as a consequence of the awarding of the contract. If a bond is required, it must also not require a detailed financial statement from each bidder of the contract in accordance with NRS.

2. Performance/Payment Bond:

- a) Upon notice of a contract, the successful offer may be required to execute a contract performance guaranty consisting of a Performance Bond issued by a company authorized to do business in the State of Nevada in the amount of one hundred percent (100%) of the total amount proposed. The Performance Bond must be returned ninety (90) days after the successful completion of all performance required under the contract. The District Attorney must approve performance Bonds.

3. Award:

- a) The County Manager, Comptroller, elected official or appointed officer, or their designee must recommend all bids or requests for proposal to the BOCC for approval. All bid contracts approved by the BOCC must be signed by the Chair or authorized signatory, such as the County Manager or Department Head.

**E. Professional Services:**

1. Steps in procuring professional services are as follows:
  - a) Submittal of proposals.
  - b) Review of submissions.
  - c) Selection of the preferred proposal.
  - d) Negotiation of price.

**F. Unlawful Purchases:**

1. Except as otherwise provided, if any department or agency purchases or contracts for supplies, materials, equipment, or contractual services contrary to the provisions of these policies and procedures, such purchase or contract is void. If the County's money has not been used to pay for the purchase, the department or agency making such purchase is liable for the costs involved. If the purchase has previously been paid with the County's money, the amount thereof may be recovered in the name of the County in any appropriate manner.

**IV. Related Laws, Regulations, or Policies:**

- A. NRS 332 Purchasing: Local Governments
- B. NRS 334 Purchasing: Generally
- C. NRS 338 Public Works
- D. NRS 339 Contractor's Bonds on Public Works

- V. Responsibility for Review:** The Comptroller or their designee will review this policy every 5 years or sooner as necessary.

*\*Policy number revised from 048 to 700.010*