
MARION COUNTY ROAD DEPARTMENT PROCUREMENT POLICY

1. Policy Objective:

- a. The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

2. Application:

- a. This policy applies to the procurement of all supplies, equipment, construction, and services of and for the Marion County Road Department related to the implementation and administration of federal grants, funding and public assistance. All procurement will be done in accordance Iowa Code requirements listed below in order to satisfy 44 CFR Part 13, 2 CFR Part 215 and 2 CFR 2 CFR Part 200 "Super Circular."
- b. When applicable state or local law or regulation is more restrictive related to procurement then the state or local law or regulation will control.

3. Method of Procurement:

- a. Procurement under grants or federal funding shall be completed in accordance with Iowa Code Chapter 26, Section 331.341, Section 314.1B and all other sections referenced in relevance to these sections. Other pertinent sections of the Iowa Code shall also apply if appropriate. This shall be applicable to all transactions for supplies, equipment, construction and services.
- b. All bid and quote thresholds shall be per Iowa Code Section 314.1B with the most up to date County Vertical and Horizontal Infrastructure annual thresholds, effective January 1 of each year, referenced from the link below.
 - i. http://www.iowadot.gov/local_systems/publications/bid_limits.htm
- c. Marion County reserves the right to reject any or all of the proposals or bids associated to a contractual agreement.
- d. Proposals:
 - i. Two or more written Proposals may be solicited on purchases for items or group of items when it is felt that it is advantageous to the Board of Supervisors and the County. Purchases shall be approved by the County Engineer.
 - ii. All proposals must be submitted in ink or typed.
- e. Quotes:
 - i. If no proposal is required as outline in the Iowa Code, it is recommended, but not

required, that two or more quotes be received on applicable items or groups of items.

ii. The County Engineer shall determine if the purchase is in the best interest of the County and whether Proposals are required.

f. Contract Purchases:


i. The Marion County Board of Supervisors shall have the authority to approve and enter into a contract purchase for the County when the County Engineer and/or the Board of Supervisors determine it necessary. The Board of Supervisors and/or County Engineer shall determine if it is in the best interest of the County to enter into such a contract. Award of the contract shall be based on what is determined to be in the best interest of the County. Marion County reserves the right to reject any or all of the proposals or bids associated to a contractual agreement.

g. Lease Agreement:

i. The Board of Supervisors may have the authority to approve and enter into lease agreement for the County when the County Engineer and Board of Supervisors determine it necessary.

Recommended for Approval:

Date: 9/25/15

By: 
County Engineer

This policy is hereby accepted and adopted on this 22 day of September, 2015


Mark Raymie, Chairman


Jim Kingery, Vice Chairman


Craig Agan, Member

RESOLUTION NO. 2015/50

WHEREAS, This Road Department Procurement Policy shall take effect upon adoption by the Marion County Board of Supervisors, herein called "Board" and shall remain in effect until amended by the Board.

WHEREAS, This procurement policy shall cover the Marion County Road Department when utilizing federal grants, funding and public assistance.

WHEREAS, The Board shall have the authority to approve proposals, quotes and enter into contract purchases for the County when the Department Head and Board determine it is necessary. Marion County reserves the right to reject any or all of the proposals or bids associated to a contractual agreement.

NOW THEREFORE BE IT RESOLVED, Policy 25, Marion County Road Department Procurement Policy, be adopted by the Board and adhere to Iowa Code Chapter 26, Section 331.341, 314.1B and all other appropriate section of the Iowa Code.

Adopted this 22 day of September, 2015

Moved Craig Agan

2nd JIM Kingery

Ayes All

Jake Handberg
Attest