YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2018-12

A Resolution of the Yuma County Board of Supervisors adopting revisions to the Yuma County Comprehensive Purchasing Policy

History: Adopted 1-21-97
Revised 03-28-00, 2-19-02, 11-17-03, 12-06-04, 02-18-09, 11-18-13, 10-3-16, 04-16-18

WHEREAS: The current Comprehensive Purchasing Policy needs to be updated to incorporate and remove Approved State or Similar Contractors in Exhibit "A", and;

WHEREAS: There are new policies and procedures in completing Comprehensive Purchasing activities needed, and;

WHEREAS: This policy supersedes any and all other Comprehensive Purchasing Policy previously adopted.

The Yuma County Procurement of Professional Services Policy is adopted to read as follows:

COMPREHENSIVE PURCHASING POLICY

Approved by the Yuma County Board of Supervisors January 21, 1997
Revised March 28, 2000
Revised February 19, 2002, No. 7E
Revised: November 17, 2003, No. 7B.
Revised: December 6, 2004, No. 4
Revised: February 18, 2009
Revised: November 18, 2013
Revised: October 3, 2016
Revised: April 16, 2018

YUMA COUNTY

PURCHASING POLICIES

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ID #: 9702

INTRODUCTION

The Board of Supervisors under statutory authority and in compliance with generally accepted accounting principles, hereby implements a uniform County expenditure system to insure adequate control over budgets and expenditures, and to facilitate the preparation of meaningful accounting and management reports.

The following policies have been developed to ensure proper accountability of expenditures and maintain those controls necessary for Yuma County to efficiently operate in compliance with the Arizona Revised Statutes (ARS) and Uniform Accounting Manual for Arizona Counties (UAMAC). They are designed in part to relieve, and in part to assist, department administrators in their purchasing and fiscal management.

These policies are to be adhered to. Abuse or non-compliance with the policies and procedures could result in disciplinary action or personal financial liability. It is of the utmost importance that all employees affected understand these policies.

Purchasing limits and legal requirements as described herein are integral parts of the County's purchasing policies. As such, these limits and requirements must also be adhered to.

COUNTY PURCHASING LEGAL REQUIREMENTS - as found in A.R.S. §11-254.01

A. All purchases of supplies, materials, equipment and contractual services, except professional services, made by the County having an estimated cost in excess of aggregated dollar amount of one hundred thousand ($100,000.00) per transaction, shall be based on sealed, competitive bids. The County purchasing agent shall make the awards on the Yuma County Board of Supervisors approval. The invitation for bids and specifications must be issued in sufficient time and detail to permit free competition. Notice of the invitation for bids shall be published in a newspaper in accordance with the provisions of Title 39, Chapter 2 unless the Board of Supervisors, by at least a two-thirds vote of its membership, determines that an emergency exists requiring immediate action to protect the public health or safety. Copies of the invitation and specifications shall be supplied to and bids shall be solicited from qualified sources consistent with the item to be purchased as determined by the county purchasing agent, including all qualified suppliers who before issuance of the invitation notify the purchasing department in writing that they desire to bid on materials, supplies, equipment or contractual services.

B. Bids shall be opened publicly at the time and place stated in the invitation. On Board approval, the County purchasing agent shall make awards with reasonable promptness by giving written notice to the responsible bidder whose bid conforms to the invitation and whose bid conforms to the invitation and whose bid is the most advantageous to the County concerning price, conformity to the specifications and other factors. The Board may reject all bids if rejection is in the public interest.

C. The Board of Supervisors has adopted the amount provided for in section A.R.S. §41-2535 and has developed purchasing procedures to comply with the uniform accounting system prescribed by the Auditor General under A.R.S. §41-1279.21, for purchases of less than the aggregate dollar amount of one hundred thousand dollars ($100,000.00.

D. Professional services shall be procured pursuant to written policies developed by the county purchasing agent and adopted by the Board of Supervisors.

E. All erections of and repairs and alterations to any county building are not subject to this section (A.R.S. §11-254.01) but are subject to the provisions of Title 34, Chapter 2 (A.R.S.).

PURCHASING LIMITS

Purchasing procedures are established for transactions that fall within certain dollar amount ranges, specifically all purchases that are:

1. Less than $150.00 may be made from authorized petty cash or revolving bank accounts, pursuant to petty cash fund procedures from the Yuma County Cash Policy and Procedures.

2. Less than $**10,000.00** [1] may be made without obtaining price quotes although multiple verbal price quotes are encouraged when feasible to do so;

3. $**10,000.00** or more but less than $**50,000.00** require at least three verbal quotes that are documented on the requisition or an attachment thereto;

4. $**50,000.00** or more but less than the amount required in 5 below require at least three written quotes.

5. Sealed, competitive bidding procedures for purchases of supplies, material, equipment and contractual services, except professional services, with an estimated cost exceeding $100,000.00[2]

[1]These amounts are as recommended by the State of Arizona Auditor General's Office. As the Auditor General's Office makes recommendations to changes in these numbers, the Yuma County Board of Supervisors authorize that the recommended changes be incorporated into the County Purchasing Policies.

[2] The Yuma County Board of Supervisors hereby incorporates any future amendments to the dollar amount of Arizona Revised Statute Section §11-254.01.

(note: increase as per change in State law) must be used pursuant to Arizona Revised Statutes (A.R.S.) §11-254.01.

6. For Construction pursuant to A.R.S. Title 34, Chapter 2, the County must, upon acceptance and approval of the working drawings and specifications, publish a notice to contractors of intention to receive bids and contract for the proposed work. The notice must be published by advertising in a newspaper of general circulation for two publications that are at least 6 (six) but no more than 10 (ten) days apart if it is a daily newspaper. A.R.S. §34-201 also provides for exceptions to advertising the notice to contractors. Projects must be within the budgeted appropriation and all contracts are to be approved to form by the County Attorney.

All costs, including, but not limited to, sales tax, shipping, handling and freight are included in determining the aforementioned dollar limits. Accordingly, if the item dollar cost is less than one of the above limits but any one or combination of additional charges results in the total cost of a higher category, then the procedures for the higher category must be followed.

LEGAL REQUIREMENTS

COMPETITIVE BIDDING

Supplies, Materials, Equipment and Contractual Services - The Agency must publish notice of an invitation to receive bids in the official newspaper of the County as defined in A.R.S. §11-255. The notice must be published in accordance to A.R.S. §39-204. The Agency must retain an affidavit attached to a copy of the published invitation from the newspaper as proof of the publication (A.R.S. §39-205).

Copies of the invitation and specifications must be supplied to and bids must be solicited from qualified sources consistent with the type of item to be purchased as determined by the County purchasing agent, including all qualified sources that notified the purchasing department in writing of their desire to bid on the types of items to be purchased.

Bids must be opened publicly at the time and place stated in the invitation. Upon Board approval, the County purchasing agent shall award the contract to the bidder whose bid conforms to the invitation and is most advantageous to the County considering price, conformity to specifications and other factors. Written notice of the award must be provided to the selected bidder. The County may reject all bids if the board considers it to be in the public interest (A.R.S. §11-254.01).

Waiver by the Yuma County Board of Supervisors. Competitive bidding may be waived if the Board of Supervisors concludes by at least two-thirds vote of its membership that an emergency exists requiring immediate action to protect public health or safety (A.R.S. §11-254.01).

Construction - Upon acceptance and approval of working drawings and specifications, the County must publish a notice of intention to receive bids and contract for proposed work. The notice must provide a description of work to be performed, the purpose and location of the proposed building, and where the plans and specifications may be obtained. Copies of the plans and specifications must be made available to bidders upon request or by appointment. The County must require the deposit of a designated amount which shall be refunded when the plans and specifications are returned in good order (A.R.S. §34-201).

The County must require every proposal to be accompanied by a certified check, cashier's check or surety bond in an amount equal to 10 percent of the amount of the bid, as a guarantee that the contractor will enter into a contract to perform the proposal in accordance with the plans and specifications, or as liquidated damages in the event of failure or refusal of the contractor to enter into the contract (A.R.S. §34-201).

The County must publish notice of an invitation to receive bids in a newspaper printed and published within the County. The notice must be published in a daily paper four consecutive times or in a weekly paper once each week for two consecutive weeks (A.R.S. §39-204). The County must retain an affidavit from the newspaper attached to a copy of the published invitation as proof of the publication (A.R.S. §39-205).

Upon approval of the Board of Supervisors, the contract must be awarded to the lowest responsible bidder with a satisfactory bid. An applicable transaction privilege or use tax of Yuma must not be a factor in determining the lowest bidder (A.R.S. §34-243.01).

The Board of Supervisors has the option to reject all proposals or withhold the contract award for any reason (A.R.S. §34-201).

In accordance with A.R.S. §41-2533(G), the contract shall be awarded to the lowest responsible bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation for bids. The amount of any applicable transaction privilege or use tax of a political subdivision of this state is not a factor in determining the lowest bidder if a competing bidder located outside of this state is not subject to a transaction privilege or use tax of a political subdivision of this state. If all bids for a construction project exceed available monies as certified by the appropriate fiscal officer (County Finance Director), and the low responsive and responsible bid does not exceed such monies by more than five percent, the Board of Supervisors or their designee may in situations in which time or economic considerations preclude re-solicitation of work of a reduced scope negotiate an adjustment of the bid price, including changes in the bid requirements, with the low responsive and responsible bidder, to bring the bid within the amount of available monies. Before the contract is executed the County shall require the contractors to furnish a performance bond and a payment bond which shall become binding upon award of the contract. Such bonds must be executed by a surety company authorized to do business in this State, and each must be equal to the entire contract price. The performance bond must be solely for the protection of the County. The payment bond must be solely for the protection of vendors supplying materials or labor to the contractor or subcontractor (A.R.S. §34-222).

The County must retain 10 percent of all construction contract payments as insurance for proper performance by the contractor. At the option of the contractor, a substitute security, as prescribed in A.R.S. §34-221, may be provided in place of retention. Retention must be paid or substitute security returned to the contractor within 60 days after completion of work under the contract (A.R.S. §34-221).

Lease-Purchase Agreements

The Board of Supervisors or their designee may enter into lease-purchase agreements for equipment. However, the agreement should stipulate that it is for one fiscal year only, and that the Board of Supervisors may, with the consent of the vendor, renew the agreement for succeeding one-year periods until complete payment has been made (A.R.S. §11-651). The Board of Supervisors may cancel the lease-purchase agreement at any time by providing written notice to the seller (A.R.S. §11-653). Title to the equipment under lease purchase must remain with the seller until payment of the full purchase price (A.R.S. §11-652).

Counties may also enter into lease-purchase agreements for real property and improvements to real property for public purposes. Payments under the agreement must be completed not later than 15 years after the date of purchase. Any increase in the final payment date from fifteen years up to a maximum of twenty-five years shall be made only on unanimous approval by the Board of Supervisors (A.R.S. §11-251.[46]).

Other Long-Term Agreements

In addition to lease purchases, the County may enter into other types of long-term agreements for the purchase of personal property. Such agreements must stipulate that the County may cancel at the end of each fiscal year, and that the seller may repossess the property at that time (A.R.S. §11-251).

Joint Purchases

The Board of Supervisors may enter into agreements with one or more public agencies to make joint purchases. The agreements must specify the duration, purpose, method of financing, and method for establishing and maintaining a budget for the purchase. Further, the methods to be used for the partial or complete termination of the agreements, including disposal of property, must be specified. If the agreement is with a public entity outside the State of Arizona, the underlying procurement process of that outside public entity should substantially comply with the minimum statutory requirements for local governments in Arizona.

The agreements must be reviewed and approved by the County Attorney to determine whether they are in proper form and within the authority of the Board of Supervisors. If the approved Agreements affect more than one county in Arizona, they must be filed with the Secretary of State. Agreements affecting only Yuma County must be filed with the County Recorder (A.R.S. §11-952).

Sole Source Procurement

A contract may be awarded for a material, service or construction item if the agency head or his/her designee determines in writing that there is only one source for the required material, services or construction item. The agency head may require the submission of cost or pricing data in connection with an award under this section. Sole source procurement shall be avoided, except when no reasonable alternative sources exist. **A written determination of the basis for the sole source procurement shall be included in the contract file.** (A.R.S. §41-2536)

Cost or Pricing Data

A. The submission of current cost or pricing data may be required in connection with an award in situations in which analysis of the proposed price is essential to determine that the price is reasonable and fair. A contractor shall, except as provided in subsection C, submit current cost or pricing data and shall certify that, to the best of the contractor's knowledge and belief, the cost or pricing data submitted was accurate, complete and current as of a mutually determined specified date of either:

   1. The pricing of any contract awarded by competitive sealed proposals or pursuant to the sole source procurement authority, if the total contract price is expected to exceed an amount established by the County.

   2. The pricing of any change order or contract modifications which is expected to exceed an amount established by the County.

B. Any contract, change order or contract modification under which a certificate is required shall contain a provision that the price to the County shall be adjusted to exclude any significant amounts by which the County finds that the price is increased because the contractor-furnished cost or pricing data was inaccurate, incomplete or not current as of the date agreed on between the parties. Such adjustment by the County may include profit or fee.

C. The requirements of this section need not be applied to contracts if any of the following apply:

1. The contract price is based on adequate price competition.
2. The contract price is based on established catalogue prices or market prices.
3. Contract prices are set by law or regulation.
4. It is determined in writing that the requirements of this section may be waived, and the reasons for the waiver are stated in writing.

Right to Audit Records

A. The County may, at reasonable times and places, audit the books and records of any person who submits cost or pricing data as provided in A.R.S. §41-2543 to the extent that the books and records relate to the cost or pricing data. Any person who receives a contract, change order or contract modification, for which the cost or pricing data is required shall maintain the books and records that relate to the cost or pricing data for three years from the date of final payment under the contract, unless a shorter period is otherwise authorized in writing by the Agency Head. (A.R.S. §41-2543)

B. The County is entitled to audit the books and records of a contractor or any subcontractor under any contract or subcontract to the extent that the books and records relate to the performance of the contract or subcontract. The books and records shall be maintained by the contractor for a period of three years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the subcontract, unless a shorter period is otherwise authorized in writing by the Agency Head. (A.R.S. §41-2548).

POLICIES - GENERAL

A. The Board of Supervisors has full responsibility and power to adopt all policies that are in accordance with Arizona Revised Statutes and the Uniform Accounting Manual for Arizona Counties, necessary to control the expenditure of County monies. The Board has delegated the authority to the County Administrator and the Finance Director to effect the following and other such policies as deemed desirable and necessary and to develop procedures required to implement these policies.

B. All expenditure of County monies must be approved by the Board of Supervisors.

C. The Board of Supervisors has the exclusive authority to enter into contracts on behalf of the County (A.R.S. §11-201). This authority has been delegated as follows:

1. Purchases of supplies, materials, equipment and other contractual services that do not require formal competitive bidding (i.e.; generally items not exceeding $100,000.00)

   Agency Heads may execute purchases which are within budgeted appropriations, if formal competitive bidding is not required by State law. Contractual obligations will be reviewed for adequacy of funds, appropriate liability protection and legality.

   All purchases that fall within the Agency Heads limits MUST be purchased with a P-Card with the exception of those that fall within the petty cash limits. Reimbursements of petty cash must then be requested by demand to the Accounts Payable division of the Financial Services Department. Requisitions/Purchase Orders will no longer be assigned AFTER the purchase of supplies and equipment.

2. Professional services that do not require formal competitive bidding.

   Agency Head may execute contracts that are within budgeted appropriations, if formal competitive bidding is not required by State law. Policies and procedures are outlined in the Professional Services Policy. Exception: Leases of real property are addressed in Section C.7. of this Comprehensive Purchasing Policy.

3. Leases of personal property.

   Agency head may execute leases that are within departmental appropriations and are approved as to form by the County Attorney. Multi-year leases shall contain a non-appropriation clause allowing the termination in the event of inadequate funding, and the Board shall not be obligated to provide sufficient funds for multi-year leases entered into by agencies.

4. Construction or repair projects that do not require formal competitive bid procedures.

   Agency Head may execute contracts for projects that are within budgeted appropriations, and are approved as to form by the County Attorney.

5. Intergovernmental agreements for contracted services, joint purchases:

   Agency Head or County Administrator may execute intergovernmental agreements which are within budgeted appropriations and revenues and are approved as to form by the County Attorney. Board approval required if other parties to the agreement requires it. No multi-year agreement shall be executed without a non-appropriation clause permitting termination in the event of inadequate funding. No multi-year agreement entered into by the Agency head shall obligate the Board to provide sufficient funding to meet any future year funding expectations. Agreements will identify how matching funds will be provided and will ensure that new employees are notified that their positions may terminate with the agreement. The Board will receive summaries of agreements entered into.

6. Change orders and contract amendments.

   County Administrator or Agency head may approve change orders and contract amendments that are budgeted.

7. Leases of Real Property:

   Leases of real property shall be considered at meetings of the Board of Supervisors and be executed by the County Administrator upon approval by the Board.

D. Departments shall not divide purchases to avoid bidding requirements.

E. Computer hardware/software and communications equipment purchases must follow the current Yuma County Computer Hardware and Software and Communications Equipment Acquisition Policy.

F. A purchase order requisition must be prepared for all County expenditures that require budget encumbering. Expenditures exempt from budget encumbering are:

1. Payroll and related costs (FICA, Federal & State Withholding, State
2. Visiting judges, defense of indigents, and court reporters;
3. Jury and witness fees;
4. Travel;
5. Utilities (telephone, gas, electric, etc.);
6. Postage;
7. Uniform allowance for Sheriff's deputies;
8. Medical costs for indigents (doctor and hospital);
9. Intra-governmental service department charges;
10. Expenses related to life and death emergencies, such as search and rescue, etc.;
11. Gas, oil and minor repair purchases on credit cards;
12. Special service calls for emergency situations such as plumbers, electricians, air conditioning, doctors, data system repair, etc.;
13. Purchases made through Board of Supervisors award of bids;
14. Expenditures for less than **$10,000.00** (This is based on the fact that a purchase requisition is not required if the purchase is for less than **$10,000.00**);
15. Others, as approved by the Board.

G. Capitalization Policy: Purchases of machinery, equipment and vehicles with a useful life exceeding one year and costing $5,000 or more, or purchases of buildings and Improvement costing $10,000 or more (and all land acquisitions regardless of price) shall be considered capital outlay purchases. Such purchases shall be capitalized in the financial records of the County as further outlined in the separate Capital Asset Policy.

H. Specifications for purchases must be furnished by the requesting department.

I. Policies adopted in this manual may not be changed, waived, added to or deleted except by action of the Board of Supervisors. Procedures may be changed, added to or deleted by the County Administrator and Finance Director as required to comply with the Arizona Revised Statutes, UMAC, and changes in internal control or computer processing procedures.

J. Whenever any County office or department shall purchase or contract for any outside services, materials, supplies or equipment contrary to County policies and procedures, such contract or purchase may be considered null and void and of no effect. Such determinations will be at the sole and absolute discretion of the Board of Supervisors. The agency head or individual employee making the purchase without appropriate authorization may be personally liable for the costs of such purchase or contract and, if already paid for with County funds, the amount thereof may be recovered by the County.

K. The County may make purchases without advertising for bids under the following circumstances:

1. Waiver by the Board of Supervisors: If the Board of Supervisors concludes by at least two-thirds vote of its membership that an emergency exists requiring immediate action to protect public health or safety. When emergency circumstances exist. If the purchase is made before a requisition has been prepared, a confirmation requisition must be submitted to the Finance Department within three (3) working days. A signed statement detailing justification for the emergency purchase must accompany the requisition.

2. Extraordinary Procurement: If the Board of Supervisors determines that the public health and welfare is in jeopardy, then the Board of Supervisors may authorize purchases without advertised bids under such controls as will insure the public health and welfare and maintain good purchasing practices.

3. State Or Similar Contractor Purchases: Yuma County entered into an agreement in January of 1997 with the Purchasing Office of the State Department of Administration, Finance Division. This agreement permits Yuma County to purchase any supplies, commodities, equipment and materials covered by existing State contract price agreements from consenting vendors.

Purchases made under this contractual agreement satisfy bidding procedures for Yuma County.

The County may enter into similar purchasing agreements with other public entities for supplies, commodities, equipment and materials. These agreements permit Yuma County to purchase items covered by the contractual agreements at favorable prices and satisfy bidding procedures for Yuma County. Exhibit A contains the agreements currently in effect, that the County may purchase under. **Board of Supervisor approval is required for all purchases under these contracts in excess of $100,000.**

L. Related Party Purchases: Purchases from an elected official, employee or any business controlled by an elected official or employee require notification to the Finance Director. The elected official or employee must not take part in the decision to purchase.

M. Emergency Procurements - Notwithstanding any other provision of this policy, an agency head may make or authorize others to make emergency procurements for purchases of less than **$100,000**, if there exists a threat to public health, welfare, or safety or if a situation exists which makes compliance with oral or written quote limits impracticable, unnecessary or contrary to the public interest, *except such emergency purchases shall be made with such competition as is practicable under the circumstances.* **A written determination of the basis of the emergency and for the selection of the particular vendor shall be included with documentation for payment of the invoice.**

N. Agency Heads are authorized to dispose of property with an estimated total current value of less than **$250**:

1. All Yuma County agencies should be notified of excess property.
2. A person who deals in such specialized property shall determine the value of specialized property, such as computer equipment.
3. If no Yuma County agency desires the property, then the property may be sold or given to another government entity or to a 501 (C) (3) charity.
4. Property with an estimated value of less than $25 may be disposed of in any manner seen fit by the agency head.

O. Secondary or split bids and awards - Yuma County does not authorize solicitation of bids under procedure where the county thereafter decides to:

1. Award one contract to one bidder for one product; or
2. Award one contractor a contract for a combination of two or more substitute materials, or
3. Award one contractor a primary contract for one material and another contractor a secondary contract for another material.

P. Annually, agency heads or any county employee with the ability to influence any purchase item must complete and submit to the financial services director a conflict of interest form:, as found in appendix B of this policy.

Exhibit A –
Yuma County Approved State or Similar Contractors

1. Arizona State Purchasing Contract –
   (This is the same as "ProcureAZ", per Financial Services 09-22-2011/cpi.)

2. Mohave Educational Services Cooperative

3. Minnesota Multi-State Contracting Alliance

4. Center for Disease Control Federal Contract

5. Intergovernmental Agreement with City of Yuma

6. Intergovernmental Agreement with Maricopa County

7. National Association of Counties Purchasing Contract

8. Western States Contracting Alliance State Contract

9. SAVE Cooperative Group

10. U.S. Communities Government Purchasing Alliance

11. U.S. General Services Administration Schedule #70.
    (GSA Schedule 70 Information and Technology).

12. Houston-Galveston Area Council (HGACBuy)

13. National Joint Powers Alliance (NJPA)

14. National IPA

Appendix B –
Conflict of Interest Form

DEFINITIONS:

1. **ENTITY** means corporation, partnership, limited partnership, association, or organization.

2. **PERSONAL or FINANCIAL INTEREST** means an interest as an owner, proprietor, partner, trustee; an interest as the result or possibility of the occurrence of a contingent, antecedent, or subsequent event; or an interest as an employee or officer of an entity.

3. **RELATIVE** means spouse, child, child's child, child's spouse, parent, grandparent, brother or sister of the whole or half blood and their spouses, and the parent, brother, sister or child of a spouse.

4. **TRANSACTION** means the exchange of assets or services with parties outside the business entity, and includes, but is not limited to, any project or contract, any employment, speaking, consulting, research agreement or contract, and the sale or purchase of any tangible or intangible item, whether in single or multiple quantities.

Related Parties Questionnaire

1. The following is a list of all entities I have a personal or financial interest in that have current or pending transactions, or had transactions at any time since July 1, 200XX, with Yuma County:

   NAME OF ENTITY DESCRIPTION OF MY CONNECTION WITH THE ENTITY

2. The following is a list of all relatives, and all entities in which a relative has a personal or financial interest, which have current or pending transactions, or had transactions at any time since July 1, 20XX, with Yuma County:

   NAME RELATIONSHIP ORGANIZATION

3. The following is a list of all transactions between Yuma County and those entities or persons listed in response to (1) and (2) above:

   NAME OF ENTITY DESCRIPTION OF TRANSACTION

4. To the best of my knowledge, the following is a list of other Yuma County employees in which possible related party transactions may have occurred:

   NAME OF EMPLOYEE POSSIBLE RELATED PARTY

By signing this questionnaire, I certify that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

_____ _____

Signature Date Title

NOW, THEREFORE, BE IT RESOLVED that the Yuma County Board of Supervisors adopts Resolution No. 2018-12 revising the Procurement of Professional Services Policy.

Adopted this 16th day of April, 2018.

Marco A (Tony) Reyes , Chairman of the Board

ATTEST:

SUSAN K. THORPE,
County Administrator/Clerk of the Board

APPROVED AS TO FORM:

JON SMITH, County Attorney