

**RESOLUTION OF THE
TOWN OF PIERCE BOARD OF TRUSTEES**

RESOLUTION # 2026-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PIERCE,
COLORADO, ADOPTING A PROCUREMENT AND PURCHASING POLICY**

WHEREAS, the Town of Pierce (the "Town") is a statutory town organized under the laws of the State of Colorado; and

WHEREAS, the Town currently does not have a formal procurement policy in place; and

WHEREAS, establishing written procurement procedures will ensure prudent use of public funds, promote transparency and accountability, and provide clear guidance to Town officials and staff; and

WHEREAS, the Board of Trustees has reviewed the proposed Procurement and Purchasing Policy, attached hereto as Exhibit A, and determined that it is in the best interests of the Town and its residents to adopt such policy; and

WHEREAS, the Board of Trustees has the authority to adopt policies governing Town operations pursuant to its general powers under Colorado law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PIERCE, COLORADO:

Section 1. Adoption of Procurement and Purchasing Policy

The Board of Trustees hereby adopts the Procurement and Purchasing Policy attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Effective Date

This Resolution and the Procurement and Purchasing Policy shall take effect immediately upon passage.

Section 3. Implementation

The Town Clerk is hereby directed to implement and administer the Procurement and Purchasing Policy and to ensure that all Town officials and employees are informed of its requirements.

Section 4. Severability

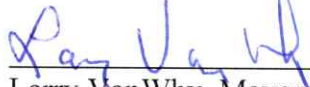
If any provision of this Resolution or the Procurement and Purchasing Policy is held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions.

Section 5. Safety Clause

The Board of Trustees hereby finds, determines, and declares that this Resolution is necessary for the immediate preservation of the public peace, health, and safety.

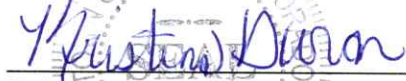
PASSED, ADOPTED, AND APPROVED this 9th day of March, 2026.

TOWN OF PIERCE, COLORADO

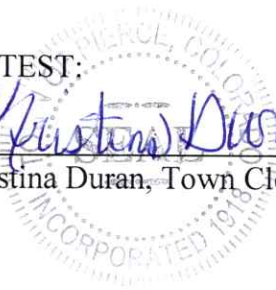


Larry VanWhy, Mayor

ATTEST:



Kristina Duran, Town Clerk



TOWN OF PIERCE, COLORADO
PROCUREMENT AND PURCHASING POLICY

Adopted: March 9, 2026

Resolution No. 2026-03

I. PURPOSE

This Policy establishes procedures for the procurement of goods, services, and construction by the Town of Pierce to ensure prudent use of public funds, fair and competitive purchasing practices, and compliance with applicable laws.

II. AUTHORITY AND APPROVAL LIMITS

A. Department Heads

May approve purchases up to \$10,000.00 without prior authorization.

B. Town Clerk

May approve purchases up to \$2,000.00 without Board approval.

C. Board of Trustees

Must approve all purchases exceeding \$10,000.00

D. Budget Compliance

All purchases must be within approved budget appropriations. Purchases requiring budget amendments must receive Board approval regardless of amount.

III. COMPETITIVE PROCUREMENT

A. Informal Quotes

For purchases between \$10,000.00 and \$49,999.99, the purchasing official shall obtain at least three (3) informal written or oral quotes when practicable.

B. Formal Competitive Bidding

For purchases exceeding \$50,000.00 formal sealed bids or competitive proposals shall be solicited unless an exception applies under Section IV.

C. Award Criteria

Purchases shall generally be awarded to the lowest responsible and responsive bidder, considering price, quality, service, delivery time, vendor qualifications, and the best interests of the Town.

IV. EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding requirements may be waived in the following circumstances:

A. Professional Services

Legal, engineering, architectural, auditing, financial advisory, and similar professional services where qualifications are the primary consideration.

B. Sole Source

When only one vendor can provide the required goods or services. Sole source determinations require written justification and Town Clerk approval.

C. Emergency Purchases

As provided in Section V.

D. Intergovernmental Agreements

Purchases made through cooperative purchasing agreements with other governmental entities or through state contract vendors.

E. Compatibility Requirements

When goods or services must be compatible with existing equipment, systems, or software.

F. Used or Unique Items

Purchase of used equipment or unique items available from only one source.

V. EMERGENCY PURCHASES

A. Definition

An "emergency" is an unforeseen circumstance requiring immediate action to prevent a serious threat to public health, safety, or welfare, or to avoid significant financial loss to the Town.

B. Authority

The Town Clerk may authorize emergency purchases up to \$2,000.00 without Board approval. Emergency purchases exceeding this amount require approval of the Mayor or, if unavailable, two (2) Board Trustees.

C. Documentation

All emergency purchases shall be documented in writing, explaining the nature of the emergency and why competitive bidding was impractical. Emergency purchases shall be reported to the Board of Trustees at its next regular meeting.

VI. PURCHASING PROCEDURES

A. Purchase Orders

Purchase orders or written contracts shall be used for purchases exceeding \$10,000.00

B. Written Contracts

All purchases exceeding \$10,000.00 shall be evidenced by a written contract signed by authorized Town representatives.

C. Budget Verification

The Town Clerk or Finance Officer shall verify budget availability before purchases are approved.

D. Documentation

All purchases shall be supported by appropriate documentation including quotes, bids, proposals, purchase orders, invoices, and receiving reports.

VII. PROHIBITED PRACTICES

A. Splitting Purchases

No purchase shall be artificially divided or split to avoid competitive bidding requirements or approval thresholds.

B. Conflicts of Interest

Town officials and employees shall comply with the Colorado Code of Ethics and avoid purchasing from vendors in which they have a financial interest.

C. Personal Purchases

Town purchasing authority and accounts shall not be used for personal purchases.

VIII. DISPOSITION OF SURPLUS PROPERTY

A. Town Clerk Authority

The Town Clerk may dispose of surplus, obsolete, or unusable Town property with an estimated value under \$2,500.00 through trade-in, sale, donation, or disposal.

B. Board Approval Required

Disposal of property valued at \$2,500.00 or more requires Board approval.

C. Disposal Method

Property disposals should be conducted in a manner that maximizes return to the Town or benefit to the community.

IX. PAYMENT PROCEDURES

A. Claims Processing

All claims against the Town shall be processed in accordance with Colorado statutes and Town ordinances.

B. Invoice Approval

Invoices shall be reviewed and approved by the department head or designee responsible for the purchase before payment is authorized.

X. POLICY ADMINISTRATION

A. Implementation

The Town Clerk is responsible for implementing and administering this Policy.

B. Departmental Compliance

Department heads shall ensure their staff comply with this Policy.

C. Amendments

This Policy may be amended by resolution of the Board of Trustees.

D. Questions

Questions regarding interpretation of this Policy should be directed to the Town Clerk or Town Attorney.

XI. SEVERABILITY

If any provision of this Policy is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.