



## **BEAR VALLEY COMMUNITY SERVICES DISTRICT**

**POLICY TITLE: Purchasing – Goods and Supplies**

**POLICY NUMBER: 2135**

**ADOPTED: February 26, 2026**

This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies of the District: Public Contract Code, District Code section 1-8-7, Employment of Outside Contractors and Consultants 2120, Credit Card Use 2115, Procurement Procedures for Federal Awards 2165.

It shall not be permissible to split any purchase activity into smaller orders or projects for the purpose of evading the dollar limits established by this Policy. Purchase limits are per vendor per fiscal year for all purchasing activities.

### **2135.1 Low-Cost Purchases (less than \$1,000)**

To purchase small items — such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 — vendors will be asked to submit pricing information by telephone or written quote. The District will issue blanket purchase orders to those vendors that provide the best price, discount, service, etc. Blanket purchase orders may be approved by the General Manager, Chief of Police, Administrative Services Director, or Public Works Manager.

### **2135.2 Medium-Cost Purchases (\$1,001 – \$25,000)**

To purchase goods and supplies costing more than \$1,000 and up to \$25,000, written quotations will be solicited from vendors. Quotations will be solicited from at least three sources before selecting a vendor. Supplies must be purchased using a purchase order that must be approved by the General Manager, or his or her designee.

### **2135.3 High-Cost Purchases (more than \$25,000)**

For goods and supplies over \$25,000 or orders of large quantities, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation. District staff will then present written quotes to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices, with an acceptable delivery date.

2135.4 Vehicles will be purchased through the State's Contract for Fleet Vehicles or other public procurement consortiums like Sourcewell. Vehicles may be purchased from a local source if they can be acquired at the same cost or less expensively by competitive quotation bids in accordance with section 2135.2.

### **2135.5 Environmentally Preferable Purchasing**

Goods and supplies will be purchased in compliance with SB 1383 Short-Lived Climate Pollutants (CCR Title 14, Division 7, Chapter 12, Article 12) and Public Contract Code sections 22150 through

22154. All paper products shall be eligible to be labeled with an unqualified recyclable label as defined in CFR Title 16 section 260.12.

- A. Other Paper Products: 30% post-consumer recycled content (PCRC) except as specified below.
  - Toilet Paper – 45% PCRC
  - Paper Towels – 40% PCRC
  - Facial Tissue – 10% PCRC
  - Toilet Seat Covers – 20% PCRC
  - General Purpose Paper Wipes – 40% PCRC
  - Food Serveware – 40% PCRC
- B. Printing and Writing Paper - 30% PCRC
  - Comparable or more favorable pricing: If fitness and quality of PCRC are equal to that of non-recycled items, all printing and writing paper will meet the PCRC requirement whenever available at the same or lesser total cost than non-recycled items.
- C. Maintain records of all paper products purchases and shall include a copy of the invoice or other documentation of purchase, written certifications to include: vendor, purchaser name, quantity purchased, date purchased, and recycled content. If non-PCRC are purchased, documentation must include description of why.
- D. Pens and pencils: District will purchase and require the use of refillable instead of one-time use items. When refillable items are not appropriate, the District will purchase disposable items made from plant-based or other renewable or PCRC.
- E. Toner Cartridges: District will purchase remanufactured items and recycle after use.
- F. Miscellaneous Office Supplies: File folders, manila folders, post-it notes, paperclips, etc. will be purchased with the highest PCRC and no/low levels of VOCs as are available and reasonably priced.
- G. Break Room Supplies: Disposable dishes and utensils must have PCRC content or be from plant-based materials.
- H. Office Equipment: District will purchase or lease equipment that meet Energy Star or EPEAT rating.
- I. Cleaning Supplies: District will use cleaners with environmental certifications except where specific chemicals are required to meet public safety requirements or permit compliance.