

**ABC Transit  
Purchasing Policy**  
**<<also called a Procurement Policy>>**

**GRADUATED PURCHASING AUTHORITY**

<<authorization thresholds are at the discretion of the agency>>

Staff shall acquire authorization for purchases in accordance with the following:

- Petty cash (under \$100): General manager or a GM-authorized staff member or senior secretary
- Products and services with a cost less than \$3,000: General manager or a GM-authorized staff member
- Products and services with cost between \$3,000 and \$50,000: General Manager
- Products and services costing more than \$50,000: The Board of Trustees

**PURCHASE PROCEDURES BY THRESHOLD**

<<levels listed are according to FTA regulations; agency can select lower thresholds>>

ABC Transit shall purchase products and services in accordance with the following:

- Micro-Purchases – Procurements less than or equal to \$3,000:
  - Equitably distribute among qualified suppliers.
  - Document that the purchase was “fair and reasonable” with a description of how this determination was made
- Small Purchases – Procurements greater than \$3,000 but less than \$100,000:
  - Perform an independent cost estimate.
  - Avoid unreasonable qualifications, specifying brand, and geographic preference.
  - Obtain documented price or rate quotations from an adequate number of qualified sources.
  - Perform a cost or price analysis.
- Large Procurements –Procurements \$100,000 or more:
  - Formal bid process adhering to all FTA procurement requirements (including Buy America): RFI, RFP or Joint Procurement
  - Vehicles and equipment procurement will be publicly solicited and the vehicles and equipment specifications should follow the Full and Open Competition Principle (BPPM 2.4.2.1) and not restrict competition.
  - Perform an independent cost estimate for any non-commercial or custom products.

## APPEAL AND PROTEST PROCEDURES

Any bidder or contractor who is aggrieved in connection with the solicitation or award of a bid or contracted products and services may file an appeal with ABC Transit. Bidders or contractors may submit an appeal of an award to the General Manager in accordance with the following procedure:

1. Bidder or contractor shall submit an appeal no later than five (5) business days after notification of the bid award. Such appeals must be received by the General Manager no later than 5:00 p.m. within five (5) days of notice of award postmark date.
2. All appeals must be in writing and signed by the bidder or an authorized agent of the bidder.
3. The appeal shall include the name and address of the bidder or contractor.
4. The appeal shall include a detailed description of the facts and disagreement that form the basis of the bidder's or contractor's appeal and supporting documentation and the specific decision requested. The bidder or contractor shall also promptly provide any additional documentation related to the appeal upon request from the General Manager.
5. The General Manager or authorized representative of ABC Transit will provide the allegedly aggrieved bidder or contractor with a written decision within five (5) business days after receipt of the appeal. Decision by the General Manager of ABC Transit is final. If additional time is mutually agreed on, the General Manager shall notify the bidder or contractor of any delay.
6. Failure to comply with the appeal procedure shall render an appeal untimely or inadequate and result in rejection by ABC Transit.

In the case of WSDOT-grant funded operation, the vendor may further file a protest of the decision that resulted in the appeal process to WSDOT. The protest to WSDOT shall include a detailed description of the facts and disagreement that form the basis of the bidder's or contractor's protest and supporting documentation and the specific decision requested.

<<Some agencies choose to incorporate their required ethics policy here. Many keep their ethics policy as a separate, stand-alone document, which complements the procurement policy.>>

<<Agencies receiving Federal Funds>>

Agreements between ABC Transit and a contractor must include FTA third-party clauses. See the Best Practices Procurement Manual and FTA Circular 4220.1F or Exhibit A (attached).