



13975 Twp Rd 135 * Kenton, Ohio 43326

419-673-9542

www.hardinairport.org

Procurement Policy

Purpose of Procurement

The overall purpose of procurement regulation is to ensure that the Hardin County Airport gets the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

The Procurement Committee

The Hardin County Airport procurement committee shall be composed of the Authority Board Members, Secretary/Treasurer of the Board and Airport Manager.

The committee shall meet when there is need to deliberate on issues pertaining to procurement.

The key terms of reference for the committee shall be to:

- a) Award tenders
- b) Approve orders
- c) Award contracts
- d) Approve variation of contracts conditions

Separation of Duties

There shall be proper separation of duties between:

- a) The person who orders a particular purchase from a vendor
- b) The person who satisfies that the goods supplied are satisfactory
- c) The person who accepts goods into store
- d) The person who authorizes payment

Procurement Planning

Procurement planning is part of the annual budgeting process. The Authority Board is responsible for planning estimated procurement needs on an annual basis. It is crucial that the procurement committee discuss the budget at the October meeting and as need may arise within the year. The budget will be

approved for submittal to the Hardin County Commissioners Office.

Procurement Requisition

Each specific procurement procedure process shall be initiated by the Airport Manager or Authority Board in open meeting and minutes and should show detailed specifications and requirements for the item(s) being requested. They should also indicate that the item is budgeted for or if it is an unplanned or emergency procurement.

Controls on Procurement

Goods and services will only be procured within approved budgets except in case of emergencies, which must be approved by majority vote of the Authority Board. Thus, in addition to being responsible for preparing the budget, the Authority Board should ensure that actual procurement throughout the year remains within the budget.

The Board Secretary/Treasurer shall assist the Authority Board in conducting periodic checks on procurement activities to ensure that they conform to the Hardin County Airport policies and procedures.

It is the responsibility of the person who signs the contract/purchase order to verify that the following have been done regardless or not he/she collected the goods concerned.

- a) That the correct quantity has been received and signed.
- b) That the quality and price of goods is as agreed
- c) That all good delivered have been secured.
- d) That the note is checked, signed and forwarded to the Board Treasurer to await the invoice.

Authority Board Members will abstain from voting when purchased goods or services are from a company they have a vested interest.

The Procurement Process

The Authority Board will discuss items needing purchased.

The Authority Board will task an individual or organization to obtain quotes for the item(s) or project(s) desired.

Vendor Selection

Careful selection of vendors should be done to ensure that best possible price, quality and delivery time available within the markets is obtained. The Authority Board will confirm that vendors are properly certified and bonded for the work to be completed.

Vendor Selection Criteria

The following set of criteria is essential for deciding on choice of vendors:

- a) Price
- b) Quality of goods/services. Such a justification must be verifiable

- c) Availability of goods/services within required delivery time
- d) After sale services, including availability of parts/supplies
- e) Bidder's previous records of performance and service
- f) Ability of bidder to render satisfactory service in this instance
- g) Financial stability of the vendor
- h) Availability of bidder's representatives to call upon and consult with
- i) Payment terms
- j) Warranty offered

Contracts with Vendors

The contract with vendors should include all information regarding the goods and services being procured as well as standard terms of delivery, payment and arbitration in case of dispute. If contracts are precise and clear, possibilities of disputes will be reduced and the Hardin County Airport will stand far greater chance of receiving the goods and services as expected. Upon selection of a vendor, a legally binding contract or work order should be drawn-up for the goods and services in question and signed by both parties prior to procurement. Detailed specifications, quantities, unit prices, delivery deadlines, location and payment schedules must be specified in such contracts.

Certifying Delivery of Goods and Services

The procurement process cannot be completed without certification that the goods and services procured have been received entirely to the Hardin County Airports satisfaction of the contract. The procedure for receiving goods and services is therefore important in ensuring that vendors have entirely met their obligations. Once the Hardin County Airport has certified that goods and services have been received to their satisfaction, it has little further resources to complain about a vendor's performance; and payment can be made.

In all cases, the certification of receipts of goods and services is pre-requisite to the Hardin County Airport and the following guidelines are essential for that purpose.

- a) The Authority Board should ensure that goods and services are checked against contracts, waybills, invoices or delivery notes
- b) The Authority Board or Airport Manager at the time of delivery will facilitate the receiving and checking of goods and services whereby the receiving person will have to sign the delivery notes or any other documents during delivery.
- c) In some cases, receiving of goods and physical checking of goods or services may be delegated to engineering consultants who are so authorized by the Authority Board. Such might include cases where goods of services are delivered directly to the project field location; or where specialist's technical certification is required.
- d) Any difference between documents and physical checks should be noted and reported to the Authority Board for action.

Payment Processing Procedure

The Board Treasurer is responsible for preparing payment requisition which then it reports to the Authority Board for checking and certifying. After review, the Authority Board with a majority vote will authorize payment. All payments must be made in accordance to the contractual terms between the vendor and the Hardin County Airport.

