Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

DATE: April 3, 2025

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: **Revised Purchasing Policy; Determine Landscape Structures, Inc. as a Standardized Outdoor Fitness and Play Equipment Supplier; Determine Playworld as a Standardized Outdoor Fitness and Play Equipment Supplier; Determine USA Shade as a Standardized Fabric Shade Structure Supplier; Determine Musco Sports Lighting as a Standardized Sports Field Lighting Supplier.**

RECOMMENDATION

1. Adopt the attached revised Purchasing Policy.
2. Determine Landscape Structures, Inc. as a Standardized Outdoor Fitness and Play Equipment Supplier.
3. Determine Playworld as a Standardized Outdoor Fitness and Play Equipment Supplier.
4. Determine USA Shade as a Standardized Fabric Shade Structure Supplier.
5. Determine Musco Sports Lighting as a Standardized Sports Field Lighting Supplier.

BACKGROUND

The proposed revised Purchasing Policy updates and codifies purchasing and bidding procedures.

The District's Purchasing Policy was last updated in 2021. Since that time, there have been changes in state law that affect the District. Most notably, the state changed the bid limits in the Public Contract Code (PCC) section 22032.

Thus, the major change in the proposed policy is in the level of Department Directors and General Manager authority and bids for Board award for purchases, which is more in line with the levels established in the PCC.

Approval	Current	Proposed	Comments
Department Directors	up to $ 5,000	up to $10,000	increase limit
General Manager	up to $60,000	up to $75,000	increase limit
Board of Directors	over $60,000	over $75,000	increase limit

Another change of note incorporated in the District Purchasing Policy is the raising of limits for informal bid procedures from in excess of $60,000 to $200,000 to in excess of $75,000 to $220,000. Included in the Purchasing Policy is a District Purchasing Policy Matrix which can be utilized for quick reference. Additionally, attached to this report is the notification letter from the California State Controller regarding this change (effective January 1, 2025), revised Purchasing Policy; and for comparative purposes, a strikethrough version of the 2021 Purchasing Policy with deleted text struck through and added text highlighted.

The minor change is the updated determined products as Standardized Materials/Equipment/Supplies/Construction Components for District purchasing and bidding procedures. The Board approved standardized components with the purchasing policy update in 2021 and, per the policy, requires Board approval no later than every four years.

Over the years and within the capital improvement process, staff has researched, compared, tested, and installed various products of each type through a multitude of suppliers. Warranties, servicing obligations, and product performance were evaluated in addition to price of the product. These selections were made by staff as deemed in the best interest of the public in keeping park facilities safe, open, and available for the community's use and benefit.

As a result, staff is recommending standardized products for outdoor fitness and play equipment (Landscape Structures and Playworld), fabric shade structures (USA Shade), and sports field lighting (Musco Sports Lighting). These products meet the needs of District facilities based on design criteria, quality, and physical characteristics, with demonstrated cost savings to the District. Among the factors that are considered in determining to standardize on a single brand or trade name product are that:

- Repair and maintenance costs would be minimized,
- Supplies or spare parts would be minimized,
- Modifications to existing equipment would not be necessary,
- Training of repair and maintenance personnel would be simplified and minimized,
- Matching existing supplies, materials, or equipment is required for proper operation of a function or program,
- User/patron training would be minimized.

If the Board approves these recommendations, District purchasing and bidding documents will highlight these products as a Special Condition to the process when applicable; however, by approving these recommendations the District is not limited to only these products and may utilize other vendors when appropriate (e.g., Ant Hill specialty elements at Thousand Oaks Community Park).

Outdoor Fitness and Play Equipment

Landscape Structures, Inc. (LSI)

Established 1971 - Delano, Minnesota

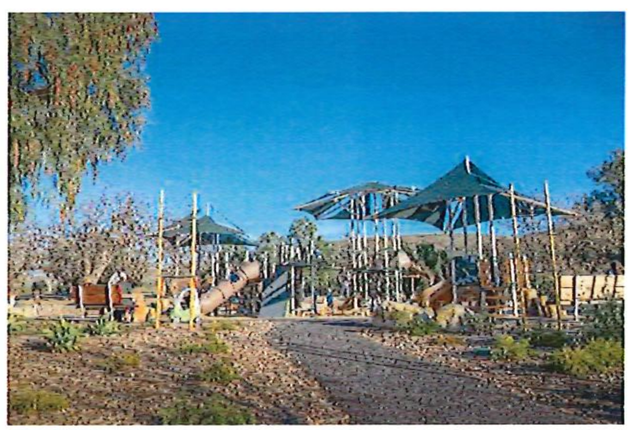
Equipment Installed or Proposed at 22 of 43 CRPD Sites (Note: some sites have multiple manufacturers)

Design Criteria: LSI offers a wide range of park and playground equipment to promote healthy lifestyles, encourage skill-building, and create unique outdoor experiences. From complete play systems and freestanding playground components to themed designs, site furnishings, and other park amenities, LSI products create a welcoming recreation space for communities.

Quality: Nearly all LSI products are manufactured in the U.S. thus giving LSI more significant control over their products' quality, costs, and sustainability; additionally, the majority of manufacturing is in-house. LSI products have industry-leading comprehensive warranties. LSI metal products are produced by general fabrication, welding, and robotic welding. Every hand welder is certified through the American Welding Society and is trained annually for recertification. Powder coating is a six-stage pre-treatment process and a two-step coating process, including an epoxy primer for maximum corrosion protection, extending the product's life by up to four times. Tube and sheet laser cutting system increases precision in cutting aluminum and steel.

Physical Characteristics: LSI focuses heavily on the safety and durability of its products. For example, compression clamps keep fingers and clothing safe, and tunnel slide designs eliminate pinched fingers. LSI playground products are built to last with public-rated materials and innovative features. Thick plastic panels are used to resist chipping or peeling, and the finish holds up in all types of weather. Top-of-the-line Clevis bolts and Swivel Point Connectors are utilized instead of standard S-hooks on swings and other equipment due to greater durability and reliability. Vandal-resistant, steel-reinforced climbing cables wrapped with polyester yarn are applied standards instead of nylon to rub skin and injure a user. Polyester is easy on children's hands, UV-stable, and won't fray over time. A variety of durable materials and protective coatings are used to keep equipment playable and in working order, while also being aesthetically pleasing over the lifetime of the product.

Landscape Structures Inc. product at Borchard Community Park



Landscape Structures Inc. product at Sapwi Trails Community Park

Outdoor Fitness and Play Equipment

Playworld

Established 1971 – Lewisburg, Pennsylvania

Equipment Installed or Proposed at 22 of 43 CRPD Sites (Note: some sites have multiple manufacturers)

Design Criteria: Playworld offers a broad selection of park and playground equipment to encourage self-discovery and unite users of all abilities with the knowledge of play. Their products include complete play systems and freestanding playground components that showcase innovation, inclusive design, and kid-tested environments.

Quality: Nearly all Playworld products are made in the U.S. in-house, with select pieces made in modern factories overseas, thus providing utmost control over processes, materials, and testing to guarantee quality through the product line. Playworld products set industry standards for lifetime warranties, with many products included in industry-leading warranties. Hardware is all stainless steel to prevent rust and corrosion with a tamper-resistant feature for added security of exposed hardware locations. Playworld welders use laser cut, coped parts to create stronger, cleaner joints that can withstand constant use and varying weight loads. Playworld uses proven manufacturing processes with premium materials.

Physical Characteristics: Playworld utilizes an architectural-grade, durable polyester powder coat that provides enhanced, light-stable pigments for superior UV stability and fade resistance. Under the topcoat, a special primer boosts the exterior coat with an extra layer of rust protection on welds, joints, brackets, and high-traffic areas. Shatter-proof plastics with UV resistance are used for equipment panels to keep colors remaining vibrant over time. Structure platforms are one-piece,12-gauge perforated steel with extra support beams and coated for extra protection. Playworld's die-cast aluminum alloy double-banded clamps are 10 times stronger than required by industry standards. An assortment of built materials and protective coatings are utilized in manufacturing equipment that is strong and of high quality.

Playworld product at Dos Vientos Neighborhood Park

Playworld product at Walnut Grove Park

Fabric Shade Structure

USA Shade

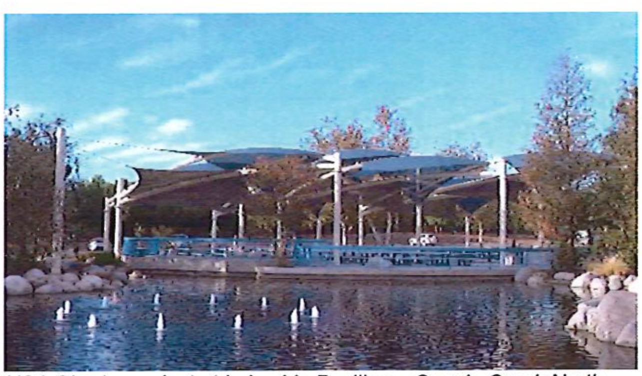
Established 1991 – Dallas, Texas

Structures Installed or Proposed at 7 locations

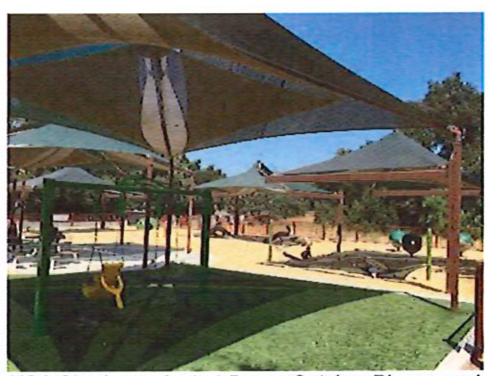
Design Criteria: USA Shade is one of the largest and most capable fabric structure manufacturers in North America, as they have designed and installed over 250,000 structures with an unparalleled diversity of projects. USA Shade offers everything from concept to completion. Over the years, growth, experience, and capabilities as a company have firmly established them as the proven leader in the shade structure industry. USA Shade builds structures to improve the quality of life for any outdoor area where people work, play, rest, walk alone, or gather together.

Quality: USA Shade is vertically integrated, with in-house experts in Feasibility Studies, Cost Analyses, Scope Definition, Design, Engineering, Fabric and Steel Fabrication, Project Management, and Construction. With experience in all facets, ultimate control through the entire project lifecycle is ensured for a successful outcome. USA Shade is the only shade structure manufacturer certified by the International Accreditation Service. USA Shade provides industry-leading warranties.

Physical Characteristics: USA Shade's High-Density Polyethylene (HDPE) fabric provides up to 95% shade factor and 96% UV factor protection and is available in 17 colors. USA Shade utilizes the highest quality HDPE fabric available in the industry. The formulation of raw goods that make up HDPE fabric is a complex process that requires a precise mix of the various materials used including high-density polyethylene, color pigments, UV stabilizers, and more. Steel frames constructed in accordance with industry specifications, with rust–inhibited zinc coating internally and externally applied during the manufacturing process and a clear polymer coat for powder coat adhesion, are available in 10 colors. USA Shade products and services provided lead the industry; and are designed and built to last - thousands of projects installed during the 1990's that are still in service today.



USA Shade product at Lakeside Pavilion – Conejo Creek North



USA Shade product at DreamCatcher Playground Old Meadows Park

Sports Field Lighting

Musco Sports Lighting

Established 1976 – Oskaloosa, Iowa

Lighting Installed or Proposed at 11 CRPD Sites (Note: some sites have multiple manufacturers with alternative court and pathway lighting)

Design Criteria: Musco is a U.S.-based company that promotes environmentally-friendly lighting design. With 40+ years of experience, they provide 100+ annual projects in California. Their designs aim to properly light the facility, while protecting the natural night from disruptive and harmful sports field lighting. With 1300+ employees worldwide, 170 staff members are in the research and development division and all products are manufactured in the U.S.

Quality: Musco provides an industry-leading 25-year warranty for parts and labor with 24/7 - 365 controls and monitoring capabilities. Musco systems have set industry standards for all levels of sports lighting, from professional to little league. The Control Link Central System is staffed by real humans 24 hours a day – staff can control all aspects of all facilities with one phone call; permitted users/patrons can turn off lighting and thus reduce costs and energy consumption. Musco is the only sports lighting company with in-house field technicians.

Physical Characteristics: Musco design and products provide lighting solutions that achieve safe play standards, while also saving energy. Lighting mounting/connection brackets are factory-aimed to within 0.2-degree accuracy, maintain alignment in up to 150 mph winds, and contain integration of electrical and structural components. Musco fixtures have thermal management features that have incorporated air cooling design, corrosive resistant construction, and maintain low junction temperature during high wattage operation. Optics are high-temperature rated materials for long life and have multiple beam spreads to meet custom project requirements to provide maximum light control. Light control visors are provided in various lengths, and reflector options allow for precise lighting control, which directs more light onto the field, dramatically reducing glares and spill that enhances on-field playability. Musco lenses are permanently sealed to keep optics away from weather and are also vented and filtered to adapt to the install site environment. These lenses are impact-resistant with tempered glass for strength.

Musco product at Borchard Community Park

Musco product at Conejo Creek South Park.

CONCLUSION

By determining these products as District Standards, these selections will ensure staff's ability to continue to keep park facilities safe, open, and available for the community's use and benefit. By utilizing these products:

- Repair and maintenance costs would be minimized
- Supplies or spare parts would be minimized
- Modifications to existing equipment would not be necessary
- Training of repair and maintenance personnel would be simplified and minimized
- Matching existing supplies, materials, or equipment is required for proper operation of a function or program (Musco Sports Lighting)
- User/patron training would be minimized

These products meet the needs of District facilities based on design criteria, quality, and physical characteristics with cost savings to the District.

Per the proposed policy update, staff will recommend determining products as Standardized Materials/Equipment/Supplies/Construction Components every four years. This timeline will provide staff the ability to reassess existing standards as projects are completed and to make future recommendations.

STRATEGIC PLAN COMPLIANCE

Meets 2025 Strategic Plan Element 6.4: Update and maintain organization-wide and divisional administrative policy manuals.

Respectfully Submitted By,

Andrew J. Mooney, Director
Parks and Planning

Malia M. Cohen
California State Controller

November 1, 2024

To: ALL PUBLIC AGENCIES SUBJECT TO THE TERMS OF THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

SUBJECT: Notification Letter-Assembly Bill 2192 (Chaptered 953, Statutes of 2024)

The California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with the State Controller's Office (SCO) recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032; this increase was signed into law. Pursuant to PCC 22020, and on behalf of Controller Malia M. Cohen, SCO would like to inform agencies subject to the Uniform Public Construction Cost Accounting Act (Act) of the following changes effective January 1, 2025:

a) The change would allow projects costing $75,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
b) The change would allow projects costing up to $220,000 to be contracted by informal bidding procedures; and projects costing over $220,000 are subject to the formal bidding process.

The noted increases are pursuant to the provisions and benefits found in the Act, which provides public agencies with economic benefits and greater freedom to expedite public works projects. For agencies which follow the cost accounting procedures set forth by CUCCAC in its *Cost Accounting Policies and Procedures Manual*, these increased limits will expedite delivery of public work projects and reduce bid processing costs. If your agency is currently subject to the Act, a new resolution adopting the change into legislation is not required.

We encourage participating agencies to visit the SCO website to sign up for CUCCAC's email subscription service to receive important information concerning CUCCAC updates and legislative changes via email. For more details or to sign up for the email subscription services, please contact the Local Government Programs Services Division at LocalGovPolicy@sco.ca.gov or visit our website at www.sco.ca.gov/ard_cuccac.html.

Sincerely,

(Original signed)

Sandeep Singh
Manager, Local Government Policy Section

PURCHASING POLICY FOR EQUIPMENT, GENERAL SERVICES, MAINTENANCE WORK, PROFESSIONAL SERVICES, SPECIAL EQUIPMENT AND SUPPLIES

1. Purpose

The purpose of this policy is to establish an efficient procedure for the purchase of equipment, general services, maintenance work, professional services, special equipment/supplies and supplies at the lowest possible cost, commensurate with quality and service needed.

This will enable the District to exercise positive financial control over purchases, to clearly define the authority for the purchasing function, and to maintain the quality of purchases.

The procedures and guidelines for public works projects will be governed by the California Public Contract Code as amended from time to time. Public work projects valued above $~~60~~75,000 shall be approved by the Board of Directors.

2. Definitions

(A) **Bidder's List**. "Bidder's list" shall mean a list of responsible prospective vendors, contractors, or professional service firms capable of providing the items or services being bid.

(B) **Equipment**. "Equipment" shall mean furnishings, machinery, playground amenities, vehicles, and other property used in the District's business.

(C) **General Services**. "General services" shall mean services such as janitorial, maintenance, and other services for which the performance of such activities do not require any unique skill, special background, or training. As described in definition of "professional services", the providing of specialized personal services are not subject to competitive bidding required by this policy.

(D) **Maintenance Work**. "Maintenance work" shall mean:

(1) Routine, recurring, and usual work for the cleaning, preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

(2) Minor repainting.

(3) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation systems.

(E) **Professional Services**. "Professional services" shall mean any work performed by an attorney, doctor, architect, landscape architect, engineer, land surveyor, construction project manager, appraiser, expert, or any consultant.

(F) **Purchase**. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.

(H) **Special Equipment/Supplies**. "Special equipment/supplies" shall mean unique supplies, machinery, computers or other equipment which are not generally and regularly ordered in bulk by the District and which must perform complex tasks, or integrate efficiently with existing equipment, supplies, or operations.

(I) **Standardized Materials/Equipment/Supplies/Construction Components**. "Standardized Materials/Equipment/Supplies/Construction Components" shall mean a particular product, normally subject to bidding, in lieu of other similar or equal products, based on its design, quality, or physical characteristics and that a cost savings can be demonstrated, that is approved by the Board of Directors, is permitted and the specification may limit the purchase to a single brand.

(J) **Supplies**. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the District's business.

3. Requisitions

A division requesting payment for equipment, general services, maintenance work, professional services, special equipment/supplies and supplies shall submit to the Accounts Payable Clerk an approved invoice or approved requisition form prior to payment being made.

4. Purchase Orders

A purchase order is used to encumber funds and legally binds the District to pay for goods and/or services when the vendor accepts and complies with the stated conditions. Purchase orders are used when requested or required by a vendor for an order placed by the District.

5. Blanket Purchase Orders

Blanket purchase orders may be issued to vendors used by the District. Each blanket purchase order specifies those employees authorized to sign on the account with the vendor and are approved by the General Manager or his designee.

6. Encumbrance of Funds

The Accounts Payable Clerk shall not issue any purchase order, authorize the execution of any contract, or enter any contract for purchasing of equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged. The ~~Administrator~~Director, Management Services may override an account that has exceeded its original budget estimate.

7. Purchasing Procedures

The District operates under a decentralized purchasing system. The purchase of equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies shall be made as follows:

(A) ~~Division Administrators~~Department Directors Purchases.

A ~~Division Administrator~~Department Director may purchase or contract for specified and limited equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies up to the amount of $~~5~~10,000. All such purchases shall be made from previously appropriated funds. Purchases for equipment must have been identified in the annual fiscal year budget.

In order to facilitate the day-to-day operations of the District, purchases up to $1,000 may be assigned approval authority by position title within each ~~Division~~Department by the ~~Division Administrators~~Directors. The list outlining the approval authority limits assigned within the ~~Division~~Department will be supplied to the ~~Administrator~~Director, Management Services. Authority limits within a ~~Division~~Department may be amended at any time by notifying the ~~Administrator~~Director, Management Services.

(B) General Manager Purchases

The General Manager may purchase or contract for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies up to the amount of $~~60~~75,000. All such purchases shall be made from previously appropriated funds. Equipment purchases must have been identified in the annual fiscal year budget.

(Equipment, special equipment/supplies, professional services not previously identified and appropriated in the annual fiscal year budget must obtain Board of Directors approval prior to purchasing or contracting for even if within the limits stated above.)

(C) Board Approved Purchases

Purchases for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies with an estimated value of greater than $~~60~~75,000 shall be approved by the Board of Directors.

(D) Urgencies

The bidding procedures may be dispensed with in the case of an urgency. An urgency shall exist when the service, repair or replacements are immediately necessary to permit the continued performance of the operations or services of the District, to avoid the immediate danger to life, health, or property, or to qualify under certain deadlines for grants, financial aid, or extraordinary acquisition opportunities. The District Board of Directors delegates to the General Manager the power to act under this section, subject to confirmation by the Board of Directors at its next meeting for any purchase in excess of $~~60~~75,000.

(E) Informal Bid Procedure

Purchases for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies with an estimated value of greater than $~~60~~75,000, but not to exceed $~~200~~220,000 shall be made on an informal written bidding procedure or, when appropriate under California law, a request for proposals.

Informal bids, whenever possible and practicable, shall be based on at least three competitive quotations and shall be awarded to the person, firm, or corporation submitting the lowest responsible quotation, or, in the case of professional services in accordance with the California State Code. Those contractors who are included on a list published by the Labor Commissioner as ineligible are prohibited from working on public projects. These quotations may be obtained either by telephone solicitation or by written request.

If a written or telephone quotation has been obtained within the 60 days preceding a proposed similar purchase, and said quotation is still effective, it may be used in connection with the subsequent purchase as one of the three required quotations.

The District shall keep a record of all informal bids and the quotations submitted in competition thereon. Such records shall be opened to public inspection during business hours. Records of such informal bids or purchases may be disposed of by the District following four years from the date of the purchase.

In the event no bids are received, the District shall have the option of any of the following:

(1) Abandoning the purchase.
(2) Rebidding the purchase.
(3) Obtaining the equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies on a direct negotiated contract.

If the General Manager determines bids are unacceptably high, or specifications were unclear, the bids may be rejected and the item may be rebid.

The Board of Directors shall reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid or proposal fulfills the purpose intended according to criteria designated in the solicitation and the contract award amount is within the unencumbered appropriation for that item. The Board may waive any minor bid irregularities. If bids are rejected, the Board may instruct that the purchase be made on a direct negotiated contract basis.

(F) Formal bid procedure

For equipment, general services, maintenance work, special equipment and supplies with an estimated value in excess of $~~200~~220,000, purchases shall be made in accordance with the following formal written bid procedures or, when appropriate under California law, a request for proposals:

(1) **Published notices**. A notice inviting bids shall be published at least 10 calendar days before the date of the opening of bids. The notice shall be published at least once in a newspaper of general circulation printed and published within the District boundaries, and also may be published in appropriate trade publications. Such other notice as the General Manager deems appropriate shall be made.

(a) **Notices inviting bids**. Notices inviting bids shall include a general description of the goods, articles, services or equipment to be purchased, state where bid forms and specifications may be secured and the time and place for the opening of bids;

(b) **Bidder's List**. A list of responsible bidders for various categories of supplies or equipment may be maintained. A solicitation for a bid shall be sent to all responsible prospective contractors or suppliers whose names are on the bidder's list for the category of equipment, supplies or general services subject to the bid request; and

(2) **Bidder's security/failure to sign contract**. The District may require a Bidder's security. Bidder's security shall be prescribed in the notice inviting bids in an amount equal to 10 percent of the amount bid. Bidder's security shall be either a cash deposit with the District, a cashier's or certified check, payable to the District or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within 60 days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his bid security, upon the bidder's refusal or failure to execute the contract within 10 days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the Board may award the contract to the next lowest responsible bidder.

(3) **Bid opening procedure**. Sealed bids shall be submitted to the ~~Division Administrator~~Department Director seeking the bids and shall be identified as to bidder, project and "Bid" on the envelope. Bids shall be opened by District staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at that time of all bids received, and shall be open for public inspection during regular business hours for a period of two years after the bid opening. All bids shall be analyzed for compliance with bid specifications, and a recommendation for award or rejection shall be prepared.

(4) **Rejection of bids**. If the Board of Directors determines that bids are excessively high or that specifications were unclear, or if no bids are received, the Board may reject all bids presented and use whatever method it deems appropriate.

(5) **Award of contracts**. Contracts shall be awarded by the Board to the lowest responsive and responsible bidder whose bid fulfills the purpose intended according to criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The Board may waive any minor bid irregularities.

(6) **Tie bids**. If two or more bids received are for the same total amount or unit price, quality, and service equal, and if the public interest will not permit the delay of re-advertising for bids, the Board may accept either bid or accept the lowest bid made by negotiation with the tied bidders.

(7) **Performance bonds**. The District may require a performance bond in such amount as it shall find reasonably necessary to protect the public interest. If the District requires a performance bond, the form and amount of the bond shall be described in the notice inviting bid.

(G) Professional Service Contracts

In contracting for professional services, such contracts shall be awarded to firms or persons who have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required, in accordance with the requirements of the California State Code. The information needed for determining competence, qualifications and procedure for selecting such services shall be established by each division responsible for recommending the professional service contract and the award of any contract greater than $~~60~~75,000 is made by the Board to the proposer it deems is in the best public interest.

(H) Special Equipment/Supplies

In purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions, the ~~Division Administrator~~Department Director may:

(1) Limit bidding to a specific product type, or a brand name product; or

(2) Utilize a Request For Proposal approach where warranties, servicing obligations, and product performance will be evaluated in addition to the price of the product, and the award of any contract greater than $~~60~~75,000 is made by the Board to the proposer it deems is in the best public interest.

(I) Standardized Materials/Equipment/Supplies/Construction Components

Where the ~~Division Administrator~~Department Director has determined that based on its design, quality or physical characteristics and that a cost savings can be demonstrated, standardization of supplies, materials, equipment or construction components is permitted and the specification may limit the purchase to a single brand or trade name.

Prior to the purchase of any product(s), the ~~Division Administrator~~Department Director shall, after General Manager review, recommend product(s) as Standardized Materials/Equipment/ Supplies/Construction Components to the Board of Directors for approval. Factors that may be considered in the ~~Division Administrator~~Department Director's recommendation and the Board of Director's approval in determining to standardize on a single brand or trade name are that:

- Repair and maintenance costs would be minimized
- Supplies or spare parts would be minimized
- Modifications to existing equipment would not be necessary
- Training of repair and maintenance personnel would be simplified and minimized
- Matching existing supplies, materials, or equipment is required for proper operation of a function or program
- User/patron training would be minimized

Approval by the Board of Directors for each product shall occur no later than every four years.

In purchasing any Standardized Materials/Equipment/Supplies/Construction Components, the ~~Division Administrator~~Department Director shall, on applicable purchasing/bidding documents, identify the Standardized Materials/Equipment/Supplies/Construction Components as thus:

SPECIAL CONDITIONS
On DATE, CRPD Board of Directors has determined the following product as Standardized Materials/Equipment/Supplies/Construction Components that must be utilized for the Work: PRODUCT NAME/DETAILS and PRODUCT CONTACT INFORMATION. Bidding may occur among those distributors who provide the PRODUCT that has been established as the District standard.

The District is not limited to only these products determined by the Board as Standardized Materials/Equipment/Supplies/Construction Components and may utilize other vendors when appropriate.

8. Cooperative Purchasing With Other Agencies

The bidding requirements shall not apply to the purchasing of any equipment or supplies which the General Manager decides to obtain through a cooperative competitive bidding procedure, being prepared by and processed through another local, state or federal governmental agency. However, the Board of Directors' consent shall be required for the award of any contract greater than $~~60~~75,000.

9. Staging of Purchases Prohibited

Purchases shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this policy.

10. Receipt and Inspection of Deliveries

The receiving division will in all cases be responsible for inspection of and accepting or rejecting deliveries.

The receiving (inspecting) division will count, weigh, or otherwise determine whether the quantity of the delivery is as specified in the purchase. It will also determine whether the quality of the delivery conforms with the specifications referred to, or included in, the purchase. Such quality determination will be made by checking the brand delivered against the brand specified; comparing the delivery with the sample for chemical or physical tests. For such tests, the division will utilize the facilities of any agency or will engage the services of any governmental laboratory or reputable commercial laboratory.

11. Rejection of Deliveries

If inspection reveals that the delivery does not conform to the quantity or quality specified in the purchase order, the receiving (inspecting) division will immediately notify the vendor that the delivery has been rejected, and will order the vendor to make prompt replacement. In case the vendor fails to comply or if deliveries are repeatedly unsatisfactory, the vendor will be declared an irresponsible bidder. Staff will then initiate procedures to procure the needed materials from another vendor.

12. Reporting Satisfactory Deliveries

If inspection shows that the delivery conforms with the quantity and quality specified in the purchase, and if it is the final or complete delivery, the receiving (inspecting) division will send the delivery receipt and liquidation notice with the requisition to be paid to the Accounts Payable Clerk.

13. Gratuities

The acceptance of any gratuity in the form of cash or merchandise by an official or employee of the District, from any vendor or contractor, or prospective vendor or contractor, shall be deemed to be a violation of this policy and shall be cause for disciplinary action.

The offer of any such gratuity to an official or employee of the District by any vendor or contractor, or prospective vendor or contractor, shall be cause for declaring such individual or firm to be an irresponsible bidder and for debarring them from bidding.

14. Conclusion

Any purchase which is not made in accordance with this policy shall not be binding upon the Conejo Recreation and Park District. The responsibility for payment of any and all charges resulting from purchases made which violate this policy will rest with the individual who placed the order and received the merchandise without proper authorization.

PURCHASING POLICY FOR EQUIPMENT, GENERAL SERVICES, MAINTENANCE WORK, PROFESSIONAL SERVICES, SPECIAL EQUIPMENT AND SUPPLIES

1. Purpose

The purpose of this policy is to establish an efficient procedure for the purchase of equipment, general services, maintenance work, professional services, special equipment/supplies and supplies at the lowest possible cost, commensurate with quality and service needed.

This will enable the District to exercise positive financial control over purchases, to clearly define the authority for the purchasing function, and to maintain the quality of purchases.

The procedures and guidelines for public works projects will be governed by the California Public Contract Code as amended from time to time. Public work projects valued above $75,000 shall be approved by the Board of Directors.

2. Definitions

(A) **Bidder's List**. "Bidder's list" shall mean a list of responsible prospective vendors, contractors, or professional service firms capable of providing the items or services being bid.

(B) **Equipment**. "Equipment" shall mean furnishings, machinery, playground amenities, vehicles, and other property used in the District's business.

(C) **General Services**. "General services" shall mean services such as janitorial, maintenance, and other services for which the performance of such activities do not require any unique skill, special background, or training. As described in definition of "professional services", the providing of specialized personal services are not subject to competitive bidding required by this policy.

(D) **Maintenance Work**. "Maintenance work" shall mean:

(1) Routine, recurring, and usual work for the cleaning, preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

(2) Minor repainting.

(3) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation systems.

(E) **Professional Services**. "Professional services" shall mean any work performed by an attorney, doctor, architect, landscape architect, engineer, land surveyor, construction project manager, appraiser, expert, or any consultant.

(F) **Purchase**. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.

(H) **Special Equipment/Supplies**. "Special equipment/supplies" shall mean unique supplies, machinery, computers or other equipment which are not generally and regularly ordered in bulk by the District and which must perform complex tasks, or integrate efficiently with existing equipment, supplies, or operations.

(I) **Standardized Materials/Equipment/Supplies/Construction Components**. "Standardized Materials/Equipment/Supplies/Construction Components" shall mean a particular product, normally subject to bidding, in lieu of other similar or equal products, based on its design, quality, or physical characteristics and that a cost savings can be demonstrated, that is approved by the Board of Directors, is permitted and the specification may limit the purchase to a single brand.

(J) **Supplies**. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the District's business.

3. Requisitions

A division requesting payment for equipment, general services, maintenance work, professional services, special equipment/supplies and supplies shall submit to the Accounts Payable Clerk an approved invoice or approved requisition form prior to payment being made.

4. Purchase Orders

A purchase order is used to encumber funds and legally binds the District to pay for goods and/or services when the vendor accepts and complies with the stated conditions. Purchase orders are used when requested or required by a vendor for an order placed by the District.

5. Blanket Purchase Orders

Blanket purchase orders may be issued to vendors used by the District. Each blanket purchase order specifies those employees authorized to sign on the account with the vendor and are approved by the General Manager or his designee.

6. Encumbrance of Funds

The Accounts Payable Clerk shall not issue any purchase order, authorize the execution of any contract, or enter any contract for purchasing of equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged. The Director, Management Services may override an account that has exceeded its original budget estimate.

7. Purchasing Procedures

The District operates under a decentralized purchasing system. The purchase of equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies shall be made as follows:

(A) Department Directors Purchases.

A Department Director may purchase or contract for specified and limited equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies up to the amount of $10,000. All such purchases shall be made from previously appropriated funds. Purchases for equipment must have been identified in the annual fiscal year budget.

In order to facilitate the day-to-day operations of the District, purchases up to $1,000 may be assigned approval authority by position title within each Department by the Directors. The list outlining the approval authority limits assigned within the Department will be supplied to the Director, Management Services. Authority limits within a Department may be amended at any time by notifying the Director, Management Services.

(B) General Manager Purchases

The General Manager may purchase or contract for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies up to the amount of $75,000. All such purchases shall be made from previously appropriated funds. Equipment purchases must have been identified in the annual fiscal year budget.

(Equipment, special equipment/supplies, professional services not previously identified and appropriated in the annual fiscal year budget must obtain Board of Directors approval prior to purchasing or contracting for even if within the limits stated above.)

(C) Board Approved Purchases

Purchases for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies with an estimated value of greater than $75,000 shall be approved by the Board of Directors.

(D) Urgencies

The bidding procedures may be dispensed with in the case of an urgency. An urgency shall exist when the service, repair or replacements are immediately necessary to permit the continued performance of the operations or services of the District, to avoid the immediate danger to life, health, or property, or to qualify under certain deadlines for grants, financial aid, or extraordinary acquisition opportunities. The District Board of Directors delegates to the General Manager the power to act under this section, subject to confirmation by the Board of Directors at its next meeting for any purchase in excess of $75,000.

(E) Informal Bid Procedure

Purchases for equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies with an estimated value of greater than $75,000, but not to exceed $220,000 shall be made on an informal written bidding procedure or, when appropriate under California law, a request for proposals.

Informal bids, whenever possible and practicable, shall be based on at least three competitive quotations and shall be awarded to the person, firm, or corporation submitting the lowest responsible quotation, or, in the case of professional services in accordance with the California State Code. Those contractors who are included on a list published by the Labor Commissioner as ineligible are prohibited from working on public projects. These quotations may be obtained either by telephone solicitation or by written request.

If a written or telephone quotation has been obtained within the 60 days preceding a proposed similar purchase, and said quotation is still effective, it may be used in connection with the subsequent purchase as one of the three required quotations.

The District shall keep a record of all informal bids and the quotations submitted in competition thereon. Such records shall be opened to public inspection during business hours. Records of such informal bids or purchases may be disposed of by the District following four years from the date of the purchase.

In the event no bids are received, the District shall have the option of any of the following:

(1) Abandoning the purchase.
(2) Rebidding the purchase.
(3) Obtaining the equipment, general services, maintenance work, professional services, special equipment/supplies, and supplies on a direct negotiated contract.

If the General Manager determines bids are unacceptably high, or specifications were unclear, the bids may be rejected and the item may be rebid.

The Board of Directors shall reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid or proposal fulfills the purpose intended according to criteria designated in the solicitation and the contract award amount is within the unencumbered appropriation for that item. The Board may waive any minor bid irregularities. If bids are rejected, the Board may instruct that the purchase be made on a direct negotiated contract basis.

(F) Formal bid procedure

For equipment, general services, maintenance work, special equipment and supplies with an estimated value in excess of $220,000, purchases shall be made in accordance with the following formal written bid procedures or, when appropriate under California law, a request for proposals:

(1) **<u>Published notices</u>**. A notice inviting bids shall be published at least 10 calendar days before the date of the opening of bids. The notice shall be published at least once in a newspaper of general circulation printed and published within the District boundaries, and also may be published in appropriate trade publications. Such other notice as the General Manager deems appropriate shall be made.

(a) **<u>Notices inviting bids</u>**. Notices inviting bids shall include a general description of the goods, articles, services or equipment to be purchased, state where bid forms and specifications may be secured and the time and place for the opening of bids;

(b) **<u>Bidder's List</u>**. A list of responsible bidders for various categories of supplies or equipment may be maintained. A solicitation for a bid shall be sent to all responsible prospective contractors or suppliers whose names are on the bidder's list for the category of equipment, supplies or general services subject to the bid request; and

(2) **<u>Bidder's security/failure to sign contract</u>**. The District may require a Bidder's security. Bidder's security shall be prescribed in the notice inviting bids in an amount equal to 10 percent of the amount bid. Bidder's security shall be either a cash deposit with the District, a cashier's or certified check, payable to the District or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within 60 days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his bid security, upon the bidder's refusal or failure to execute the contract within 10 days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the Board may award the contract to the next lowest responsible bidder.

(3) **Bid opening procedure**. Sealed bids shall be submitted to the Department Director seeking the bids and shall be identified as to bidder, project and "Bid" on the envelope. Bids shall be opened by District staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at that time of all bids received, and shall be open for public inspection during regular business hours for a period of two years after the bid opening. All bids shall be analyzed for compliance with bid specifications, and a recommendation for award or rejection shall be prepared.

(4) **Rejection of bids**. If the Board of Directors determines that bids are excessively high or that specifications were unclear, or if no bids are received, the Board may reject all bids presented and use whatever method it deems appropriate.

(5) **Award of contracts**. Contracts shall be awarded by the Board to the lowest responsive and responsible bidder whose bid fulfills the purpose intended according to criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The Board may waive any minor bid irregularities.

(6) **Tie bids**. If two or more bids received are for the same total amount or unit price, quality, and service equal, and if the public interest will not permit the delay of re-advertising for bids, the Board may accept either bid or accept the lowest bid made by negotiation with the tied bidders.

(7) **Performance bonds**. The District may require a performance bond in such amount as it shall find reasonably necessary to protect the public interest. If the District requires a performance bond, the form and amount of the bond shall be described in the notice inviting bid.

(G) Professional Service Contracts

In contracting for professional services, such contracts shall be awarded to firms or persons who have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required, in accordance with the requirements of the California State Code. The information needed for determining competence, qualifications and procedure for selecting such services shall be established by each division responsible for recommending the professional service contract and the award of any contract greater than $75,000 is made by the Board to the proposer it deems is in the best public interest.

(H) Special Equipment/Supplies

In purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions, the Department Director may:

(1) Limit bidding to a specific product type, or a brand name product; or

(2) Utilize a Request For Proposal approach where warranties, servicing obligations, and product performance will be evaluated in addition to the price of the product, and the award of any contract greater than $75,000 is made by the Board to the proposer it deems is in the best public interest.

(I) Standardized Materials/Equipment/Supplies/Construction Components

Where the Department Director has determined that based on its design, quality or physical characteristics and that a cost savings can be demonstrated, standardization of supplies, materials, equipment or construction components is permitted and the specification may limit the purchase to a single brand or trade name.

Prior to the purchase of any product(s), the Department Director shall, after General Manager review, recommend product(s) as Standardized Materials/Equipment/ Supplies/Construction Components to the Board of Directors for approval. Factors that may be considered in the Department Director's recommendation and the Board of Director's approval in determining to standardize on a single brand or trade name are that:

- Repair and maintenance costs would be minimized
- Supplies or spare parts would be minimized
- Modifications to existing equipment would not be necessary
- Training of repair and maintenance personnel would be simplified and minimized
- Matching existing supplies, materials, or equipment is required for proper operation of a function or program
- User/patron training would be minimized

Approval by the Board of Directors for each product shall occur no later than every four years.

In purchasing any Standardized Materials/Equipment/Supplies/Construction Components, the Department Director shall, on applicable purchasing/bidding documents, identify the Standardized Materials/Equipment/Supplies/Construction Components as thus:

SPECIAL CONDITIONS
On DATE, CRPD Board of Directors has determined the following product as Standardized Materials/Equipment/Supplies/Construction Components that must be utilized for the Work: PRODUCT NAME/DETAILS and PRODUCT CONTACT INFORMATION. Bidding may occur among those distributors who provide the PRODUCT that has been established as the District standard.

The District is not limited to only these products determined by the Board as Standardized Materials/Equipment/Supplies/Construction Components and may utilize other vendors when appropriate.

8. Cooperative Purchasing With Other Agencies

The bidding requirements shall not apply to the purchasing of any equipment or supplies which the General Manager decides to obtain through a cooperative competitive bidding procedure, being prepared by and processed through another local, state or federal governmental agency. However, the Board of Directors' consent shall be required for the award of any contract greater than $75,000.

9. Staging of Purchases Prohibited

Purchases shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this policy.

10. Receipt and Inspection of Deliveries

The receiving division will in all cases be responsible for inspection of and accepting or rejecting deliveries.

The receiving (inspecting) division will count, weigh, or otherwise determine whether the quantity of the delivery is as specified in the purchase. It will also determine whether the quality of the delivery conforms with the specifications referred to, or included in, the purchase. Such quality determination will be made by checking the brand delivered against the brand specified; comparing the delivery with the sample for chemical or physical tests. For such tests, the division will utilize the facilities of any agency or will engage the services of any governmental laboratory or reputable commercial laboratory.

11. Rejection of Deliveries

If inspection reveals that the delivery does not conform to the quantity or quality specified in the purchase order, the receiving (inspecting) division will immediately notify the vendor that the delivery has been rejected, and will order the vendor to make prompt replacement. In case the vendor fails to comply or if deliveries are repeatedly unsatisfactory, the vendor will be declared an irresponsible bidder. Staff will then initiate procedures to procure the needed materials from another vendor.

12. Reporting Satisfactory Deliveries

If inspection shows that the delivery conforms with the quantity and quality specified in the purchase, and if it is the final or complete delivery, the receiving (inspecting) division will send the delivery receipt and liquidation notice with the requisition to be paid to the Accounts Payable Clerk.

13. Gratuities

The acceptance of any gratuity in the form of cash or merchandise by an official or employee of the District, from any vendor or contractor, or prospective vendor or contractor, shall be deemed to be a violation of this policy and shall be cause for disciplinary action.

The offer of any such gratuity to an official or employee of the District by any vendor or contractor, or prospective vendor or contractor, shall be cause for declaring such individual or firm to be an irresponsible bidder and for debarring them from bidding.

14. Conclusion

Any purchase which is not made in accordance with this policy shall not be binding upon the Conejo Recreation and Park District. The responsibility for payment of any and all charges resulting from purchases made which violate this policy will rest with the individual who placed the order and received the merchandise without proper authorization.

CONEJO RECREATION AND PARK DISTRICT
PURCHASING POLICY MATRIX
~~05~~<u>04</u>/~~20~~<u>03</u>/~~21~~<u>25</u>

CALIFORNIA PUBLIC CONTRACT CODE
(see § 22000 et. seq)

	General Services Maintenance Work Supplies Equipment	Professional Services	Special Equipment and Supplies	Public Works Construction Projects
General Notes		In purchasing any professional service, award to firms who have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Information required and procedure for selecting shall be established by each division.	In purchasing any special equipment and supplies needed to be compatible with existing equipment or to perform complex or unique functions, the Division Administrator may a) limit bidding to specific product type of brand name; or b) utilize a RFP approach where warranties, servicing obligations and product performance will be evaluated in addition to price of the product; award of contract is made by the Board to proposer it deems in best interest of the public.	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
Up to $1,000	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$1,000.01 to $~~5~~<u>10</u>,000	No bid/award requirements ~~Administrator~~ <u>Department Director</u> approval	No bid/award requirements ~~Administrator~~ <u>Department Director</u> approval	No bid/award requirements ~~Administrator~~ <u>Department Director</u> approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$~~5~~<u>10</u>,000.01 to $~~60~~<u>75</u>,000	No bid/award requirements General Manager approval	No bid/award requirements General Manager approval	No bid/award requirements General Manager approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$~~60~~<u>75</u>,000.01 to $~~200~~<u>220</u>,000	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$~~200~~<u>220</u>,000.01 and above	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.

Standardized Materials/Equipment/Supplies/ Construction Components	On ~~May 20, 2021~~ <u>April 3, 2025</u>, the Conejo Recreation and Park District Board of Directors determined the following as Standardized Materials/Equipment/Supplies/Construction Components: Landscape Structures, Inc. (Outdoor Fitness and Play Equipment Supplier), Playworld (Outdoor Fitness and Play Equipment Supplier), USA Shade (Fabric Shade Structure Supplier), and MUSCO Sports Lighting (Sports Field Lighting Supplier)

CONEJO RECREATION AND PARK DISTRICT PURCHASING POLICY MATRIX 04/03/25				CALIFORNIA PUBLIC CONTRACT CODE (see § 22000 et. seq)
	General Services Maintenance Work Supplies Equipment	**Professional Services**	**Special Equipment and Supplies**	**Public Works Construction Projects**
General Notes		In purchasing any professional service, award to firms who have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Information required and procedure for selecting shall be established by each division.	In purchasing any special equipment and supplies needed to be compatible with existing equipment or to perform complex or unique functions, the Division Administrator may a) limit bidding to specific product type of brand name; or b) utilize a RFP approach where warranties, servicing obligations and product performance will be evaluated in addition to price of the product; award of contract is made by the Board to proposer it deems in best interest of the public.	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
Up to $1,000	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	No bid/award requirements Senior Park Development Planner and Park Superintendent approval Recreation Services Manager approval Accounting Supervisor and Human Resources Supervisor approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$1,000.01 to $10,000	No bid/award requirements Department Director approval	No bid/award requirements Department Director approval	No bid/award requirements Department Director approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$10,000.01 to $75,000	No bid/award requirements General Manager approval	No bid/award requirements General Manager approval	No bid/award requirements General Manager approval	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$75,000.01 to $220,000	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	Informal written bidding procedure or when appropriate under California Law, a request for proposal When possible and practicable, obtain three competitive bids and shall be awarded by Board to firm submitting lowest responsible quotation	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.
$220,000.01 and above	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	Formal bid procedure or when appropriate under California Law, a request for proposal Board award	The procedures and guidelines for public works projects will be governed by the California Public Contract Code.

Standardized Materials/Equipment/Supplies/ Construction Components	On April 3, 2025, the Conejo Recreation and Park District Board of Directors determined the following as Standardized Materials/Equipment/Supplies/Construction Components: Landscape Structures, Inc. (Outdoor Fitness and Play Equipment Supplier), Playworld (Outdoor Fitness and Play Equipment Supplier), USA Shade (Fabric Shade Structure Supplier), and MUSCO Sports Lighting (Sports Field Lighting Supplier)