 OmniTrans Connecting Our Community Procurement Policy Manual	Policy 1000 Page 1 of 6
GENERAL PROCUREMENT POLICY	Board Approval: <u>July 2, 2025</u>

1. POLICY OVERVIEW

~~This~~ ~~The~~ ~~This~~ policy sets forth general procurement ~~policies~~~~policies~~~~policy~~ ~~and standards~~ that will govern the conduct of Omnitrans' procurement activities and of personnel engaged in these activities.

2. PROCUREMENT BACKGROUND

Omnitrans' Statement of Guiding Principles establishes the framework for Omnitrans' Procurement Policy Manual (Manual) and is approved by the Omnitrans Board of Directors (~~BOD~~Board). A Procurement Procedures Guide implementing the Procurement Policies Policy Manual will be approved by Omnitrans' CEO/General Manager (CEO/GM).

3. STATEMENT OF GUIDING PRINCIPLES FOR OMNITRANS' ACQUISITION SYSTEM

The vision for Omnitrans' acquisition system is to deliver, on a timely basis, the best value product or service in an open and competitive environment, while maintaining the public's trust and fulfilling public policy objectives. Participants in the procurement process must work together as a team and are empowered to make decisions within their areas of responsibility.

3.1. Omnitrans' procurement process will:

3.1.1. Be guided by Omnitrans Strategic Plan.

3.1.2. Satisfy the "client" in terms of cost, quality, and timeliness of the delivered product or service by:

~~3.1.2.1. Maximizing the use of commercial products and services.~~

~~3.1.2.2. 3.1.2.1. Using contractors with a track record of successful past performance or who demonstrate a current superior ability to perform.~~

3.1.2.2. Promoting fair and open competition.

3.1.2.3. Using Best Value Evaluation.

3.1.3. Minimize administrative operating costs through effective teamwork.

3.1.4. Conduct business with integrity, fairness, and openness.

3.1.5. Fulfill public policy objectives.

4. ROLE OF THE PROCUREMENT TEAM

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- 4.1. The Procurement Team consists of all participants in Omnitrans procurement process including representatives of the technical, supply, support services, procurement communities, and contractors who provide products and services.
- 4.2. Each member of the Procurement team will exercise personal initiative and sound business judgment in providing the best value product or service. In exercising initiative, the Procurement team may assume that a strategy, practice, policy or procedure is a permissible exercise of authority if it is in the best interest of Omnitrans and is not prohibited by law, applicable regulations or Board adopted policy.

5. PROCUREMENT STANDARDS

- 5.1. Omnitrans will maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of the contracts or purchase orders.
- 5.2. Members of the ~~BOD~~Board will adhere to the standards of conduct adopted by the ~~BOD~~Board. Omnitrans employees will adhere to the standards of conduct approved by the CEO/GM under delegation of authority from the ~~BOD~~Board.
- 5.3. Omnitrans procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration shall be given to consolidating or unbundling of procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- 5.4. Open and Complete Competition:
- 5.4.1. Federal Transit Administration (FTA) Circular ~~4220-1F~~ recommends and Title 49 U.S. Code -Section 5325(a) requires that recipients of assistance under this chapter shall conduct all procurement transactions in a manner that provides full and open competition as determined by the Secretary of Transportation. Restrictive solicitations may include, but are not limited to:
- 5.4.1.1. Restrictive specifications, unreasonable requirements, or unreasonable qualifications.
- 5.4.1.2. Noncompetitive pricing practices between firms or between affiliated companies.
- 5.4.1.3. Noncompetitive awards to professionals and other consultants that are on Omnitrans retainer contracts.

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- 5.4.1.4. Organizational conflicts of interest or other conflicts of interest, as further addressed in the Standards of Conduct and Conflict of (Procurement Policy 1050)).
- 5.4.1.5. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other salient characteristics of the brand name product.
- 5.4.1.6. Any arbitrary action in the procurement process.
- 5.4.1.7. Development of specification requirements and evaluation criteria, which unnecessarily favor a specific contractor.
- 5.4.2. Procurement transactions will be conducted in a manner that prohibits the use of statutorily or administratively imposed in State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. When employing the qualifications-based method for contracting for architectural and engineering services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 5.4.3. Omnitrans will have written selection procedures for competitive negotiated procurement transactions that ensure fair, unbiased evaluation of competing proposals by an independent evaluation committee appointed by the Director of Procurement or their designee. These procedures will also ensure that all solicitations clearly state the evaluation criteria that will be considered in making the source selection.
- 5.4.4. Funcional and Ttechnical requirements shall incorporate a clear and accurate description for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition.
- ~~5.4.5. Omnitrans will ensure that all lists of bidders, manufacturers, or products determined to be qualified in advance of the receipt of bids or proposals are current and sufficient to ensure full and open competition. When possible, sufficient time will be allowed to arrange for qualification before receipt of bids or proposals. However, when using grant funds, Omnitrans must allow vendors an opportunity to qualify their products during the solicitation period (FTA Circular 4220.1F).~~

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~~5.4.6.5.4.5.~~ The Procurement Department maintains a procurement history file ~~-from which provides an audit trail from~~ the initiation of a purchasing requirement through contract closeout ~~and all other related correspondence.~~

5.4.7 Cost or price analysis are required for every procurement and subsequent changes. Independent Cost Estimates are required before receiving bids or proposals. All cost/price analyses shall be retained in the procurement files.

6. RESPONSIBILITIES

- 6.1. The Director of Procurement has primary responsibility for ensuring that the procurement process is in accordance with legal requirements, as interpreted by Omnitrans' General Counsel, and Omnitrans' policies. The Director of Procurement or designee will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.
- 6.2. The Director of Procurement is responsible for establishing and implementing procurement policies and issuing instructions.
- 6.3. The Director of Procurement is responsible for establishing material management policies and issuing instructions concerning the storage, distribution, and disposal of goods.
- 6.4. All departments are instructed to follow Procurement Policies/Procedures/Instructions as well as Policies/Instruction.
- 6.5. The CEO/GM or designee shall execute contracts, purchase orders, modifications, and supplemental agreements in accordance with established thresholds.

7. STATUTORY AND REGULATORY REQUIREMENTS

Applicable Federal, State and Local laws, policies and other sources of guidance govern the procurement practices of Omnitrans.

8. IMPLEMENTATION

The Director of Procurement shall implement the policies herein set forth. Procedural guidance shall be provided in the Procurement Procedures Guide.

9. ABOUT THE ~~MANUAL~~ POLICIES

- a. ~~These policies establish~~ This manual establishes responsibilities and documents Omnitrans' continuing efforts to comply with applicable Federal, State, county, and local regulations.

GENERAL PROCUREMENT POLICY

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b. Sections

- i. ~~This manual~~The Procurement Policies are ~~is~~ divided into sections of related policies. Those sections are described in ~~“Using This Manual”~~“Procurement Policies” below. Sections are separated by title pages, and policies within a section will begin with the same number. (For example, all policies in the General Policies section begin with “1.”)

c. Policy Numbering

- i. Policies are individual documents. Each section is composed of several policies. Each policy has a unique number (located in the upper right corner of each page) and shows the date on which it was approved for use by the ~~BOD~~Board. When viewing copies of the same policy, the one with the more recent approval date is the correct one to use.

10. USING THIS MANUALPROCUREMENT POLICIES

- a. ~~This manual~~Procurement Policies ~~–contains policies~~consist of the policies that governing the procurement of goods and services by Omnitrans. ~~They are~~It is divided into the following sections:
 - i. General Policies – (1000 series) this section describes the responsibilities, ethics, and objectives behind the procurement process.
 - ii. Informal Procurement Policies – (2000 series) this section describes informal procurements, micro-procurements, ~~mini-procurements~~, and ~~small-simplified acquisitions~~procurements.
 - iii. Procurement Card Program Policies – (3000 series) this section describes the proper use of procurement cards.
 - iv. Formal Procurement Policies – (4000 series) this section describes the formal procurement process, from bidding to contract award.
 - v. ~~Solicitation~~-Protest Policies – (5000 series) this section describes how to handle a protest to a formal procurement contract award.
 - vi. Contract Administration Policies – (6000 series) this section describes the administration of a contract, from opening to termination.
 - vii. Fixed Capital Asset Management Policies – (7000 series) this section describes the management of fixed assets, from auditing to liquidation of surplus assets.



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~~vii-viii.~~ **Unsolicited Proposals Policies – (8000 series) this section describes how to handle an unsolicited proposal.**

STANDARDS OF CONDUCT AND CONFLICT OF INTEREST POLICY

 Board Approval: July 2, 2025

1. POLICY OVERVIEW


- 1.1. This policy establishes Omnitrans' Standards of Conduct and defines its policy on conflicts of interest, gratuities, negotiation for employment, post-Omnitrans employment restrictions and related matters. This policy explains the nature of potential conflicts of interest ~~of~~ employees and explains the potential consequences for violating the policy provisions. This policy applies to all Omnitrans personnel in the exercise of their duties.
- 1.2. Federal and State law regulations require Omnitrans to prevent actual or perceived conflicts of interest in contracting. Omnitrans personnel are expected to avoid conflicts of interest and actions which could result in favoritism or appearances thereof.

2. CONFLICTS OF INTEREST

- 2.1. All Omnitrans members, officers, employees and other agents must conduct the procurement process so as to avoid conflicts of interest, real or perceived. To maintain full and open competition, no Omnitrans member, officer, employee or other agent, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing individuals, may participate in the selection, award, or administration of any Omnitrans contract. ~~if a conflict of interest, prohibited by law or regulation, would be involved.~~
- 2.2. All procurements must be conducted in accordance with the most current version of the "Conflict of Interest Code for Omnitrans" adopted pursuant to the Political Reform Act of 1974 (Government Code section 87500, et. seq., as amended). Omnitrans employees are expected to comply with the Conflict of Interest Code.

3. LOBBYING AND GIFTS

- 3.1. Omnitrans does not require and neither encourages nor discourages the use of lobbyists or other consultants for the purpose of securing business.
- 3.2. ~~3.1~~—Omnitrans officers, employees, agents and Omnitrans members must comply with applicable Federal and State law regarding acceptance of gifts, gratuities, or favors from contractors, potential contractors, or parties to subcontractor agreements. For FTA-funded procurements, nominal value shall mean under fifty-dollars (\$50). ~~who participate in the selection, award or administration of third-party agreements may not accept gifts, gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontractor agreements. The foregoing restriction shall not~~

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3.1.3.3. Exceptions may apply if, as determined by the CEO/General Manager, the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
~~Where federal funds are involved, nominal value shall mean under fifty dollars (\$50).~~
~~Where only state funds are involved, the state gift limits shall apply~~

4. GUIDELINES FOR CONTRACTOR RELATIONSHIPS

4.1. Organizational conflicts in bidding: In order to avoid the appearance of or actual organizational conflicts of interest, the following policies shall apply to Contractors (any third-party vendor, contractor or consultant and their employees or subcontractors) providing goods or services to Omnitrans.

4.1.1. No Contractor shall be eligible to bid on any solicitation, procurement or contract developed from plans, specifications or drafted specifications, design, requirements, statements of work, invitations or bids and/or requests for proposals prepared in whole or in part by that Contractor, or on any “follow on” contract as determined in accordance with the most current guidance on interpretation of Government Code section 1090.

4.1.2. No Contractor may be involved in any aspect of evaluation, selection, or award of a contract for which that person may bid.

4.1.3. No Contractor may participate in any aspect of a procurement for third-party contract management service where the work which is to be reviewed by the third-party contract manager has been awarded to that Contractor.

5. NEGOTIATION FOR EMPLOYMENT

5.1. Omnitrans employees considering or negotiating future employment with an organization which has an actual or prospective business relationship with Omnitrans may not participate in any official action on behalf of Omnitrans with that organization.

“Negotiating” includes any action that reasonably could be construed as an indication of interest in future employment.

5.1.1. Omnitrans employees must file a written notice with their supervisor of any negotiation (including unsolicited proposals) for prospective employment with any entity which has an actual or prospective business relationship with Omnitrans.

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A copy of the notice shall be sent to Human Resources to be placed in the employee's official personnel file.

5.2. Post-Omnitrans Employment Restrictions

5.2.1. Omnitrans employees who, within a one (1) year prior to their last day of employment with Omnitrans: a) have been significantly involved in procurement activities or project management responsibilities involving a party with an actual or prospective business relationship with Omnitrans; or b) have had direct responsibility for any matter of financial interest to a party with an actual or prospective business relationship with Omnitrans, may not be employed by that party to work directly or indirectly with any proposal or contract with Omnitrans, until at least one year after the employee or agent has ceased employment with Omnitrans.

5.2.2. Omnitrans managers and above may not work directly or indirectly on any proposal or contract with Omnitrans, until at least one year after the employee or agent has ceased employment with Omnitrans.

6. VIOLATIONS AND ENFORCEMENT

6.1. The imposition of civil or criminal proceedings notwithstanding, violation of any of the provisions of this policy shall be subject to penalties, sanctions, or other disciplinary actions up to, and including, termination of employment. Any disciplinary actions imposed shall remain a permanent part of the employee's personnel file.

6.2. The violation of any section of this policy by Omnitrans members or officers will require correction of the violation in any manner provided for under the Political Reform Act, and its implementing regulations, as may be applicable to the violation.

6.3. Contractors or subcontractors that violate this policy as it relates to an active FTA-funded procurement may be prohibited from bidding on the procurement or may be subject to other action as deemed appropriate by the CEO/General Manager.

6.4. ~~Any person(s) who~~ MembersAny staff of Omnitrans that violates this policy as it relates to FTA-funded procurements may be prohibited from participation on behalf of Omnitrans on federally funded projects, or subject to other action as deemed appropriate by the CEO/General Manager.

CONTRACTOR RELATIONS POLICY

Board Approval: July 2, 2025**1. POLICY OVERVIEW**

- 1.1. Omnitrans maintains an “open door” policy and makes every effort to maintain good business relationships with all bidders/proposers and suppliers.
- 1.2. Procurement employees and all agency management personnel assume the responsibility to:
 - 1.2.1. Maintain ethical procurement policies and principles.
 - 1.2.2. Conduct open and fair competition.
 - 1.2.3. Provide fair and clear scopes of work and ~~technical~~functional specifications.
 - 1.2.4. Observe and maintain honesty and candor in all transactions with suppliers.
 - 1.2.5. Maintain the confidence of suppliers in the handling of confidential information.
 - 1.2.6. Remain free from any personal obligation to suppliers.
 - 1.2.7. Answer all inquiries promptly.
 - 1.2.8. Decline to take advantage of supplier errors.
 - 1.2.9. See that all suppliers receive a full, fair, and courteous opportunity to present their products.
 - 1.2.10. Furnish complete and accurate information.
 - 1.2.11. Promote prompt payment of invoices.
 - 1.2.12. Keep an open mind to new methods, technologies, procedures, and providers of products and services.
 - 1.2.13. Encourage testing or demonstration of materials and products.
 - 1.2.14. Operate with integrity and fairness.

2. OBJECTIVE

Through these principles, Omnitrans intends to maintain an atmosphere in which Omnitrans, suppliers, stakeholders and citizens can work together for the provision of goods and services to Omnitrans at a fair and reasonable price.

PURCHASING THRESHOLDS POLICY

Board Approval: July 2, 2025

1. POLICY OVERVIEW

- 1.1. This policy sets forth the requirements for Micro-~~Purchases, mini~~ and ~~Small-Simplified Acquisitions~~purchases~~Procurements~~. This policy includes other simplified purchasing procedures, such as petty cash and procurement cards (P-Card). Procurement of supplies, materials and equipment, services and miscellaneous procurements that do not exceed an aggregate amount of the simplified acquisition threshold, currently set at \$150,000 ~~that~~ may be procured by the use of Simplified Acquisition ~~Small-Purchase~~ Procedures or other simplified methods.
- 1.2. It is the full responsibility of the requisitioning department to ensure funds are available within the department's budget for any requested procurement.
- 1.3. Consistent with the requirements of the Federal Transit Administration (FTA) Circular~~Super Circular 2 CFR 200.323~~-an independent cost estimate (ICE), and a cost or price analysis shall be performed in connection with each procurement action. The method and degree of analysis depends on the facts and circumstances surrounding each procurement. As a starting point, Omnitrans will ~~make-complete independent-cost estimates~~an ICE before receiving bids or proposals.
- 1.4. A procurement, including change orders and amendments, valued over \$100 requires requisition (~~shopping cart~~) creation in the Enterprise Resources Planning (ERP) system, which flows through the hierarchy for approval, excluding P-Card transactions.
- 1.5. Under no circumstances shall procurements be separated into smaller amounts for the purpose of avoiding procurement policy and/or procedures.

2. PROCUREMENT TYPES

- 2.1. The Omnitrans Procurement Process is divided into two main types of procurement:
 - 2.1.1. Formal – Procurements for goods and services in excess of \$150,000. These procurements are approved by the Omnitrans Board of Directors (~~BOD~~Board).
 - 2.1.2. Informal – Procurements must be less than \$150,000 including petty cash, Micro-Procurements, and ~~Small Procurements~~Simplified Acquisitions.
- 2.2. Procurement personnel use the automated ERP system to plan, conduct, track, and audit procurements.

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2.2.1. Omnitrans personnel can use P-Cards, as specified in Policy 3000, “~~P-Procurement~~-Card Program Policy ~~Statement~~.”.

2.3. The applicable procedure will depend on the purchase amount. Additional requirements will apply depending on the subject of the procurement:

2.3.1. **\$100.00 and below** – Petty cash procedure, P-Card.

2.3.2. **\$10,000 and below** – Micro-~~Purchase~~ Procurement Procedure–~~Super Circular 2~~ CFR 200.67.

2.3.2.1. Micro-Procurements may be used for goods/services costing up to a \$10,000 award amount.

2.3.2.2. Micro-Procurements do not require action by the ~~BOD~~ Board.

2.3.2.3. Micro-Procurements shall be of a fair and reasonable price and to the extent practicable, should be rotated among vendors offering competitive prices for the same quality. Documentation justifying the price is fair and reasonable, and the method of determination shall be retained with each transaction.

2.3.2.4. Construction contracts over \$1,000 require compliance with State prevailing wage requirements. In addition, federally ~~-~~ funded construction, alteration or repair contracts over \$2,000 require compliance with the Davis-Bacon Act and Buy America Act. Specific construction terms also apply.

2.3.3. **\$10,001 to \$150,000** –~~Small Procurement~~ Simplified Acquisition Procedure

2.3.3.1. ~~Small Procurements~~ Simplified Acquisitions may be used for goods/services at least \$10,001 and not more than a \$150,000 award.

2.3.3.2. ~~Small Procurements~~ Simplified Acquisitions do not require action by the ~~BOD~~ Board.

2.3.3.3. In compliance with FTA recommendations and requirements, procurements that do not exceed the stated threshold for Simplified Acquisitions ~~Small Procurements~~ do not require the use of the Formal Procurement procedure.

2.3.3.4. Price or rate quotations obtained for Small Procurements shall be documented and filed with each transaction.

2.3.4. **Above \$150,000**– Formal Procurement Procedure

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2.3.4.1. Procurements for goods/services exceeding \$150,000 per award require the use of a Formal Procurement ~~process~~ procedure which may includes:

2.3.4.1.1. Acquisition planning and identification of funding sources.

2.3.4.1.2. Development of Specifications.

2.3.4.1.3. Advertisements.

2.3.4.1.4. Competitive Bid Process.

~~2.3.4.1.5.~~ Evaluation of Bids or Proposals.

2.3.5. Above \$250,000 - Board Authorization

2.3.5.1. Board Authorization will be required for Contract Award

~~2.3.4.1.6. BOD Authorization for Solicitation Release and Contract Award.~~

2.3.5.2.3.6. Procurement of Design-Build

~~2.3.5.1.2.3.6.1.~~ Omnitrans shall procure design-build services based on the requirements of State law, 49 USC Section 5325(d)(2) and the recommendations of FTA's Circular ~~4220.1F, Section VI.3.h.~~

2.3.6.2.3.7. Architectural Engineering (A&E) Services and Other Services

Omnitrans shall procure A&E services and other services based on the requirements of State law, 49 USC Section 5325(b) and the recommendations of FTA's Circular ~~4220.1F, Section VI.3.f.~~

EMERGENCY, NONCOMPETITIVE,
COOPERATIVE PROCUREMENTS, &
DIRECT PAYMENT POLICY

Board Approval: July 2, 2025

1. POLICY OVERVIEW

This policy sets ~~for the~~ guidelines for emergency procurement and noncompetitive procurements.

2. EMERGENCY PROCUREMENT

2.1. In accordance with Public Contract Code (CA Pub Cont Code § 22050)(PCC) 22050 (b)(1), Omnitrans may conduct procurement on an emergency basis if the procurement is essential to an Omnitrans requirement to deal with an existing emergency condition; ~~as defined in the section below.~~

2.1.2.2. When a public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation, or where an unusual and compelling urgency means the recipient would be seriously injured unless it were permitted to limit the solicitation, the recipient may make a noncompetitive award as outlined in the FTA's Circular.

2.2.2.3. For purposes of an emergency procurement under this policy, an "emergency condition", is a great public calamity (such as an extraordinary fire, flood, storm, or other disaster, epidemic, pandemic, riot, terrorist activity, equipment failure), interruption of contracts essential to the provision of daily transit service, or which creates an immediate threat to the public health, welfare, or safety. The existence of an emergency condition creates an immediate need for supplies, services, or construction which cannot be met through normal procurement process, and the lack of which would seriously threaten one (1) or more of the following:

2.2.1.2.3.1. The health or safety of any person.

2.2.2.2.3.2. The preservation or protection of property.

2.2.3.2.3.3. The continuation of necessary Omnitrans functions.

2.4. The CEO/General Manager (CEO/GM) or his or her designee must declare the emergency. If any anticipated cost exceeds \$250,000, the CEO/GM or his or her designee will attempt to get the approval of the Chairman of the Board of Directors (BOD Board) before authorizing the expenditure. If actual costs exceed \$150,000 \$250,000, CEO/GM or his or her designee shall make a formal report to the ~~Board of Directors (BOD Board)~~ and seek ratification of the emergency action.

2.3.

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3. NONCOMPETITIVE PROCUREMENTS

- 3.1. Per Federal Transit Administration (FTA) Procurement of supplies and services, without competition, may be authorized under limited conditions, and subject to written justification documenting the conditions which prevent competitive solicitation. ~~The need for a non-competitive procurement is recognized when Omnitrans' interests are best served.~~ Noncompetitive procurements include Single or Sole Source Procurement, ~~Cooperative and Collaborative~~/Piggyback Contracts and Procurements from Government Entities.

3.1.1. ~~Collaborative Contracts (Piggybacking).~~

~~Piggybacking is an assignment of existing contract rights to purchase supplies, equipment, or services leveraged by an entity not considered in the original procurement. Where possible, collaborative contracts shall be made available to other government entities.~~

When a contract resulted from an open and competitive advertisement, evaluation, and award, existing contracts awarded by other governmental entities may be pursued, i.e. ~~Federal U.S.' General Services Administration GSA~~ Schedules.

- 3.2. The conditions and limitations for use of ~~service agreements and emergency non competitive~~ procedures are described in the Federal Transit Administration (FTA's Circular 4220.1F, Section VI.3.i (1) (b) guidelines. As stated, procurement by non-competitive proposals may be used only when the award of a contract is infeasible under ~~Small Procurement~~purchase Simple Acquisition procedures, sealed bids, or competitive proposals and one of the following situations prevails:

- 3.2.1. The item is available only from a single source, i.e. licensed software, patented material or process, etc.

- ~~3.2.2. The public exigency or emergency for the requirement prevents any delay caused by competitive solicitation. Upon determining that immediate remedial measures to avert or alleviate damage to property or to repair or restore damaged or destroyed Omnitrans property, the CEO/GM or his or her designee may authorize the expenditure of money for the direct purchase of goods, services or construction without the observance of competitive bidding requirements to ensure the facilities and equipment of Omnitrans are available to service the transportation needs of the general public. After any such~~

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~~expenditure, the CEO/GM or his or her designee shall submit to the BOD a complete report explaining the necessity of the expenditure and seek ratification of the emergency action.~~

~~3.2.3.3.2.2.~~ FTA authorizes noncompetitive negotiations.

~~3.2.4.3.2.3.~~ After solicitation from a number of sources, Omnitrans deems competition inadequate.

~~3.2.5.3.2.4.~~ Public Calamity. ~~In a case such as an extraordinary fire, flood, storm, epidemic, terrorist activity, or other disaster or interruption of contracts essential to the provision of daily transit service or catastrophic failure of revenue producing equipment or facilities, the CEO/GM declares that public interest and necessity require immediate expenditure of money to safeguard life, health or property and direct Omnitrans to enter into contract(s) without observance of public bidding requirements. After any such expenditure, the CEO/GM shall submit to the BOD complete report explaining the necessity of the action~~ The item is an associated capital maintenance item procured directly from the original manufacturer or supplier of the item. If this is the case, Omnitrans must certify in writing ~~to the FTA (before approving the contract)~~ that:

~~3.2.5.1.3.2.4.1.~~ The manufacturer or supplier is the only source for such item.

~~3.2.4.2.~~ The price of such item is no higher than the price paid for the item by other like customers.

~~3.2.5.2.3.2.4.3.~~ When awarding another contractor would result in substantial duplication costs that are not expected to be recovered in competition.

~~3.2.6.3.2.5.~~ For non-FTA-funded procurements, and except as may otherwise be limited by applicable law, Omnitrans determines that a noncompetitive procurement is in the public interest and in the best interest of Omnitrans.

4. **DIRECT PAYMENTS** – Direct Payments, Exceptions to a Purchase Order Direct Payments are to be used when it is not practicable for a Purchase Order (PO) to be issued. Expenditures, included in the following list ~~but not limited to~~, are approved to be issued as a Direct Payment/Non-PO. Use of a ~~Purchaser Order~~PO in these cases adds no value to the

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process because of the nature of the expenditure or provider. Provided all pertinent documents are properly approved and budgeted funds are available:

- Debt-related payments including principal, interest, letter of credit, bank and consultant fees directly related to a debt transaction
- Memberships and subscriptions
- Postage
- Escrow Deposits related and other real property transactions
- Grant Awards made by Omnitrans
- Conference registrations and trainings
- Payments for legal settlements and insurance claims
- Payments to California Public Employees' Retirement System (CalPERS)~~CalPERS~~, California State Association of Counties (CSAC), health insurance providers and other routine payments associated with the agency's payroll operations
- Payments to other Federal, State, county, JPA, special district, municipal or other governmental agencies
- Payments to utility providers for water, electric, refuse, and other similar services
- Refunds and utility program rebates paid by the agency to customers
- Petty Cash—replenishment of petty cash when departments have depleted their existing petty cash funds to a level requiring additional resources
- Any payment to Board members or employees, such as reimbursements, travel stipends, etc.

PROCUREMENT CARD PROGRAM POLICY

Board Approval: July 2, 2025

1. POLICY OVERVIEW

This policy provides basic guidance and information for Omnitrans' Procurement Card (P-Card) Program. The policy identifies what can be purchased with a P-Card and who can use the a P-Card. ~~For more detailed procedures governing the P-Card Program, please refer to Procurement Procedure 3000.~~

Low-dollar purchases (less than \$5,000) should generally be made using P-Cards. Any procurement request(s) greater than \$5,000, or those that have special purchasing restrictions, must be ordered through the established purchasing process utilizing a Purchase Order (PO) and recorded through the Enterprise Resource Planning (ERP) system.

2. PROCUREMENT CARD DESCRIPTION AND USE

The P-Card is a card that looks like a traditional credit card, and is used in a similar manner, but with Omnitrans as the cardholder. The P-Card is simply a procurement payment method and does not change or modify any existing procurement policy. A P-Card may be used to purchase any authorized goods or services except the following:

- Anything for personal use
- Any order that exceeds the \$5,000 Single Transaction Limit. (A transaction may consist of one or many items. Regardless of the unit price, if an order totals more than \$5,000 a Purchase Order PO must be issued. Splitting a large purchase into multiple transactions, each less than \$5,000, is **not authorized**)
- Alcohol, alcohol products, alcoholic beverages
- Ammunition or weapons
- Drugs and narcotics
- Automotive parts, repairs, or maintenance (excluding Procurement Department, and Maintenance Department)
- Expenses related to any unauthorized travel
- Instructors or speakers
- Fixed asset (an item or equivalent with a cost of \$5,000 or more)
- Gasoline, diesel fuel, oil, and grease (excluding Procurement Department, Maintenance Department, and Stops & Stations ~~Workersstaff~~)
- Leases or other contractual agreements

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- Land leases or rentals
- Legal fees
- Hazardous chemicals (contact Safety, Security & Regulatory Compliance Department)
- ~~Special Occasion Items (flowers, fruit baskets, candy, balloons, etc.)~~
- Any purchase prohibited by another Omnitrans policy
- Capital Equipment
- Computer hardware and software (excluding Procurement Department, and IT Department)
- Software license agreements (excluding Procurement Department, and IT Department)
- Maintenance agreements and renewals (excluding Procurement Department, and IT Department)
- Material requiring a license to purchase and/or use
- Medical expenses (excluding Procurement Department, and Human Resources Department)
- Off-site record storage
- Cash advances, gift certificates (excluding Human Resources)
- Unauthorized business entertainment
- Independent contractors, consultants and professional services
- Systems office furniture
- Unauthorized ~~Car-vehicle~~ leases or rentals
- Unauthorized training
- Public Works Projects

3. PROCUREMENT CARD ELIGIBILITY

P-Card users must be authorized and approved by his or her Director and/or Manager and the CEO/General Manager. In order to obtain and use a P-Card, the user must be trained and certified in its use by the Finance Department, who issues and manages the program.

4. PROCUREMENT CARD RESTRICTIONS

PROCUREMENT CARD PROGRAM POLICY

Board Approval: July 2, 2025

P-Cards are individual, not departmental, procurement cards. Therefore, P-Cards cannot be transferred from one employee to another.

~~Each department Director or Manager is responsible to review for reviewing all for monitoring and approving P-card purchases made by department employees, and shall verify compliance with Policy 3000 or, if non-compliance is identified, report such non-compliance to the Finance Department.~~ P-Card activities shall be monitored and audited by the Finance Department on a random basis to ensure proper use of P-Cards against unauthorized use. P-Cards used to purchase unallowed items will be cancelled. Any unauthorized purchases or uses of the P-Card in an inappropriate manner, shall subject the user to disciplinary actions and repayment of unauthorized purchases, and any collection costs or attorneys' fees incurred as a result thereof, including possible termination of employment, and or criminal prosecution. ~~P-Cards that are lost or stolen must be reported immediately to the US Bank at 1-800-344-5696 (24 hours a day, 365 days a year). The Cardholder MUST also immediately notify the Director of Finance Department of any lost or stolen P-Cards opportunity during normal business hours at (909) 379-7131.~~

- 4.1. Failure to properly follow and comply with the P-Card Program policy and procedures shall result in cancellation of the P-Card.
- 4.2. Upon termination of employment, whether voluntary or involuntary, the P-Card must be immediately forfeited.

5. ESTABLISHING A PROCUREMENT CARD ~~P-CARD~~ SYSTEM

- 5.1. Setting up a P-Card system for a department requires the following steps:
 - 5.1.1. The department selects employees to use P-Cards to procure goods and services in accordance with procurement policies, or for specific expenditures incurred under approved conditions.
 - 5.1.2. The Department Director/Manager submits the recommendation to the CEO/General Manager or his or her designee for approval and requests that P-Cards be issued to designated employee(s).
 - 5.1.3. The ~~P-Card Administrator(s)~~ Finance Department trains all ~~selected~~ authorized employees in the proper use of P-Cards before the cards are issued.
- 5.2. The ~~Procurement Card~~ (P-Card is designed to increase Omnitrans' efficiency on low-dollar procurements by giving individual departments the authority and responsibility to make the procurements directly from suppliers. In this way, the P-Card eliminates-reduces the need for some ~~purchase orders~~ POs, check requests, and the use



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PROCUREMENT CARD PROGRAM
POLICY

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of petty cash.

FORMAL SOLICITATION POLICY

Invitation for Bid & Request for Proposal

 Board Approval: July 2, 2025

1. POLICY OVERVIEW

Procurements over \$150,000, shall require a formal procurement process in accordance with the Federal Transit Administration (FTA) guidelines, ~~including contracts for construction or repair of buildings and structures as identified in Public Contract Code section 20121 exceeding \$4,000.~~

2. EXCEPTIONS

There are situations in which procurements that would ~~otherwise meet the requirements for~~ require a competitive procurement process are exempt, such as Emergency Procurements, and Noncompetitive/Single or Sole Source Procurement, ~~Direct Payments, Cooperative and Collaborative/Piggyback Contracts and Procurements from Government Entities.~~

3. INVITATION FOR BIDS (IFB)

3.1. Formal Invitation for Bids (IFB)'s will be ~~issued-solicited~~ when seeking to procure supplies, equipment, materials, and construction projects. The existence of any or all the following factors will determine when to use the IFB method:

3.1.1. Complete and adequate, specifications or Scope of Work (SOW).

3.1.2. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

~~3.1.3. Two or more bidders are willing and able to compete effectively for the contract.~~

~~3.1.4.~~ 3.1.3. — No discussion with bidders is needed after receipt of bids.

~~3.1.5.~~ 3.1.4. Low bid award is required pursuant to Public Contract Code section 20121.

3.2. IFBs will be publicly advertised ~~and~~ and, when required, publicly opened ed at the time and place prescribed in the invitation.

3.3. Award is made to the lowest, responsive, and responsible bidder.

4. REQUEST FOR PROPOSAL (RFP)

4.1 RFPs are solicitation documents, which include a ~~scope of work~~ scope of work (SOW) and terms and conditions, used to secure proposals for services, ~~or~~ commodities or a combination not clearly defined in terms of exact specifications or manner of delivery of goods and/or services and where price is not the sole selection criteria and other

FORMAL SOLICITATION POLICY
 Invitation for Bid & Request for Proposal

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subjective factors.

4.1.1 The RFP must identify all evaluation ~~factors~~ criteria and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed.

4.1.2 RFPs will be publicly advertised.

5. RFP AWARD PROCESS

5.1. Contract award will be made to the responsive and responsible firm(s) offering the ~~most advantageous terms with price and other factors considered~~ best value.

5.1.1. Procurements up to ~~\$150,000~~ \$250,000 shall be awarded by the CEO/General Manager or his or her designee.

5.1.2. Procurements over ~~\$150,000~~ \$250,000 shall be awarded by the Board of Directors (~~BOD~~ Board).

~~5.2. RFP procurements, except for A&E, shall be awarded to the responsive and responsible firm offering the most advantageous pricing terms.~~

~~5.3.5.2.~~ If an award is to be made to other than the bidder offering the most advantageous pricing terms, except for Architectural Engineering (A&E) ~~A&E~~, a full justification memorandum should be prepared and put into the contract file.

~~5.4.5.3.~~ Award of A&E contracts shall be based on a qualifications-based procurement.

6. BONDING

A bid guarantee equivalent to ~~tenfive (105) %~~ percent of the bid price, consisting of a firm commitment, such as a bid bond or certified check for all construction contracts ~~valued at over \$25,000.~~

7. AWARD OF THE CONTRACT

Upon award of the contract unsuccessful bidders will be notified ~~in~~ via the on-line bidding system.

8. SOLICITATION BIDDERS LIST

A bidders list shall be maintained of eligible and qualified vendors who have expressed an interest in receiving solicitations.

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Invitation for Bid & Request for Proposal

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9. PRE-BID AND PRE-PROPOSAL CONFERENCE

Pre-bid and pre-proposal conferences may be ~~are~~ used in complex procurements as a means of briefing prospective bidders and proposers to explain specifications and requirements. The conference is chaired by the Procurement Department and is an open forum where potential respondents may address ambiguities in the solicitation documents. Notice of the conference shall be included in the solicitation at the time of issuance (addenda).

CONTRACT ADMINISTRATION POLICY

 Board Approval: July 2, 2025
1. POLICY OVERVIEW

- 1.1. This policy addresses contract administration, from execution to closeout. When a contract is awarded, the Procurement's Department's (Procurement) responsibilities change from solicitation to contract administration.
- 1.2. Accurate and consistent contract administration is vital to uphold the public trust and maximize the value of public funds.
- 1.3. Federal, State, and local funds are expended in a responsible manner through contract administration activities.
- 1.4. Contracts are subject to review and audits. A central file for contract activities shall be maintained by the Procurement Department.
- 1.5. Ensuring the contractor submits insurance certificates and endorsements; bonding documentation and all other contractually required documentation shall be the responsibility of Procurement.
- 1.6. Final contract closeout activities will be administered by Procurement prior to issuing final payment to the contractor.

2. AUTHORITY AND RESPONSIBILITY

- 2.1. The Director of Procurement is responsible for the legal, technical, and administrative sufficiency of contracts and shall seek legal, technical, and other advice in fulfilling these responsibilities.
- 2.2. The administration and monitoring of the contractor's performance shall be the responsibility of the Project Manager (PM). The ~~Project Manager~~PM shall notify Procurement of any prior to a non-performance issue becoming perpetual to remedy resolve through the contractual process.

2.3 DELEGATION OF AUTHORITY

~~The Director of Procurement delegates contract administration functions to other Procurement staff. The delegation must be in writing and specify the functions delegated.~~

PROJECT MANAGEMENT

The requesting Department Director will designate a ~~Project Manager~~PM to provide the Scope of Work (SOW), budget and oversee each project to ensure its objectives are met. In the negotiated contracts, the ~~Scope of Work~~SOW defines specific tasks, milestones, and review procedures, which vary depending on the ~~particular~~ project.

CONTRACT ADMINISTRATION POLICY

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2.4 Complex or construction-related projects exceeding ~~\$250,000~~150,000 and occurring over an extended ~~period of time~~period, may require Procurement staff to conduct a competitive solicitation for a third-party ~~eC~~onsultant/~~eC~~ontractor to function as Omnitrans' ~~Project Manager~~PM.

2.4.1 The PM will ensure ~~Consultant/Contractor will be required to document~~documentation of the amount of time and money spent on the work related to a particular project for ~~a the~~ period specified in the contract.

3. AMENDMENTS AND CHANGE ORDERS

3.1. Change Orders (COs) are, in effect, amendments to a contract and may be required periodically to adjust a contract amount or performance period due to unanticipated conditions. ~~Bilateral Change Orders~~COs are signed by the CEO/General Manager (GM) or his or her designee and the contractor when an agreed upon ~~change order~~CO can be negotiated. Unilateral ~~Change Orders~~COs are written orders, signed by the CEO/GM or his or her designee directing the contractor to make a change to the contract.

3.2. ~~Change Orders~~COs that are neither authorized by the Revisions/Change Orders clause nor within the general scope of the contract are considered a noncompetitive procurement and are subject to the same requirements as noted in Policy 2010, Section 2, "Emergency & Noncompetitive Procurements."

3.3. CEO/GM or his or her designee may authorize an expenditure for extra work either allowable through the Revisions/Change Orders Clause or within the general scope of the contract without the necessity of advertising for competitive bids up to the \$250,000, CEO threshold as follows.

~~3.3.1. Non public works/construction The CEO/GM has the authority to execute individual amendments/change orders up to \$25,000 or ten (10) percent of the original contract amount (whichever is greater).~~

~~3.3.2. Public Works/Construction The CEO/GM or his or her designee has the authority to execute individual changes orders up to the following limits:~~


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Original Contract Amount	Maximum Change Order Amount
Up to \$50,000	\$5,000 or up to the total contract amount of \$50,000
Over \$50,000 up to \$150,000	10% of the original contract amount or up to the total contract amount of \$150,000
Original Public Works Contract Amount	Maximum Change Order Amount
Up to \$45,000	\$5,000 or up to the total contract amount of \$45,000
Over \$45,000 up to \$175,000	10% of the original contract amount or up to the total contract amount of \$175,000

- 3.3.3.3.1. If the changes exceed the amounts ~~in 3.3 above~~ or the contingency amount originally authorized by the ~~BOD Board~~, the CEO/GM or his or her designee must seek approval from the ~~BOD Board~~.
- 3.4. ~~Procurement~~ The PM will verify funding availability for a change/amendment and determine if the proposed change is within the original ~~scope of work~~ SOW; if outside of scope a separate procurement process shall be followed: i.e. competitive or ii. sole source procurement.
- 3.5. The CEO/GM or his or her designee and ~~BOD Board~~ must approve cardinal changes. Cardinal changes, if authorized, may only be made by mutual agreement between Omnitrans and the contractor, and may not be made by a unilateral ~~Change Order~~ CO. If federally-funded said change must be processed as a Sole Source in accordance with Policy 2010 and Federal Transit Administration (FTA) Circular 4220.1F.
- 3.6. A cost/price analysis will be completed and documented prior to the issuance of any ~~change orders~~ COs or contract modifications whenever such orders or modifications are expected to result in changes to existing cost or price, unless price reasonableness can be established based on ~~the basis of~~ catalog or market price of a commercial product or on ~~the basis of~~ prices set by law or regulation.
- 3.7. To be binding, all contract amendments and ~~change orders~~ COs shall comply with applicable laws and regulations, be appropriately documented, and properly approved.

4. PROGRESS PAYMENTS

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- 4.1. ~~Progress Payments.~~—Progress payments may be issued provided the following requirements are met:
 - 1) Considered to be in the best interest of Omnitrans or required in accordance with applicable law.
 - 2) Issued to the contractor for costs incurred in the performance of the contract.
 - 3) Adequate security is obtained, may include taking title, letter of credit or equivalent.
- 4.2. Formal Review of Progress Payments. Requests for progress payments shall be formally reviewed by PM with results documented and filed with each contract.

5. ADVANCED PAYMENT TO CONTRACTORS

- 5.1. Advance Payments are payments made to a contractor before ~~contractor~~the contractor incurs costs. The FTA prohibits the use of FTA-funds for Advance Payments (see FTA Circular ~~4220.1F~~).
- 5.2. If a vendor will accept payment for goods or services only in advance, Procurement will determine if another vendor offering a similar good or service will accept payment after delivery or if the original vendor will accept an alternative payment arrangement.
- 5.3. If an alternate vendor is not available, or if other payment terms are ~~unavailable~~, ~~Procurement~~unavailable, Procurement must proceed cautiously and prepare a detailed agreement specifying the delivery period and the terms for canceling the purchase order or contract to receive a prompt full refund.

6. LIQUIDATED DAMAGES

- 6.1. Liquidated damages may be used if there is a reasonable expectation ~~to suffer~~of suffering damages, and the extent or amount of such damages would be difficult or impossible to determine. Liquidated damages are not punitive but are to make Omnitrans whole.
- 6.2. Liquidated damages are an amount assessed against a Consultant/Contractor when it fails to complete delivery, installation, services, or the work as specified in a Contract within the Contract period of performance or schedule.
- 6.3. The contract file shall document the ~~derivation~~calculation of the rate of assessment and ensure it is reasonable, proper, and not arbitrary and be included in the solicitation.
- 6.4. Any liquidated damages recovered shall be credited to the project account involved ~~unless the FTA with prior written concurrence from the FTA permits otherwise.~~

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6.5. The resulting damages assessed against a Consultant/Contractor shall be deducted from any monies due, or which may thereafter become due, to the Consultant/Contractor under the Contract.

6.6. Force Majeure applies:

6.6.1. When it is beyond the control of Consultant/Contractor to provide the service, or requirements contained in the contract, as a result of causes such as acts of God, strikes, riots, pandemics, or from other similar causes, as more specifically set forth in the contract. ~~Liquidated Damages will be prorated according to the contract terms.~~

7. CONTRACT CLOSEOUT

A completed contract is one which is both physically and administratively complete. A contract shall not be closed if the contract is subject to a claim or dispute or is not signed off by the PM. ~~is under appeal or in litigation or if costs have been questioned and not yet resolved (such as overhead, direct and out of pocket expenses, back charges for performance, or extra work).~~

8. CONTRACT TERMINATION

8.1. Contracts must contain provisions enabling termination for convenience and default. These provisions shall specify the manner in which such termination will be affected and the basis for settlement.

~~7.1.~~8.2. The performance of work under a contract may be terminated in part or in whole.

8.9.CONTRACT CLAIMS AND DISPUTES

8.1.9.1. All contractor claims shall be promptly reviewed and evaluated.

8.2.9.2. Procurement is responsible for reviewing, evaluating, and determining the merit of contractor claims. Determinations of merit shall be reviewed by appropriate technical personnel and legal counsel.

8.3.9.3. ~~(~~Contractor claims for federally funded contracts will be processed in accordance with the FTA Circular ~~5010.1E~~.



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CAPITAL ASSET MANAGEMENT POLICY

Board Approval: July 2, 2025

1. POLICY OVERVIEW

- 1.1. Omnitrans shall meet its responsibility to uphold the public trust by prioritizing funding to achieve or maintain capital assets (Assets) in a state of good repair; dispose of Assets in a timely and prudent manner; and maximize the value of public funds by keeping track of fixed assets and promptly disposing of Assets that are no longer needed in an efficient and cost-effective manner.
- 1.2. Asset control is under the general responsibility of the Finance Department.
- 1.3. Omnitrans' fiscal year budget identifies the Assets Projects- that have been authorized by the Board of Directors (BoardBOD) for procurement.
- 1.4. Asset control encompasses the following seven major categories:
 - 1.4.1. Land
 - 1.4.2. Buildings and Improvements
 - 1.4.3. Revenue Vehicles and Equipment
 - 1.4.4. Service Vehicles and Equipment
 - 1.4.5. Machinery and Shop ~~Shop and Garage~~ Equipment
 - 1.4.6. Furniture and Office Equipment
 - 1.4.7. Intellectual Property (including software)
- 1.5. An Asset shall be defined as a transit operating property or equipment owned by Omnitrans and having an expected life in service of more than one (1) year ~~or more~~ at the time of installation and a unit cost greater than \$52,000. Fixed assets also include an addition, improvement, modification, replacement, re-arrangement, reinstallation, renovation, or alterations to capital assets that materially increase the value of the assets (apart from ordinary repairs and maintenance). Assets are capitalized in accordance with Generally Accepted Accounting Principles (GAAP) issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- 1.6. Reportable acquisitions encompass Federal Transit Administration (FTA) reportable and FTA non-reportable controllable asset acquisition costs.
 - 1.6.1. Reportable acquisition costs are defined as the net invoice price cost of modifications, attachment accessories, or auxiliary apparatus necessary to make the equipment usable for the intended purpose.

CAPITAL ASSET MANAGEMENT POLICY

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1.6.2. Non-reportable costs are inspection, installation, transportation, taxed duty or protective in-transit insurance.

2. ASSET TAGS

2.1. All Assets shall be assigned and marked with a unique identification number (ID), ~~and/or via submission of an Asset Reporting Form to the Finance Department.~~

2.1.1 The Finance Department is responsible for maintaining Asset information and complying with post-award reporting requirements to FTA, including reports of significant events, Federal Financial Report, and Milestone Progress Reports.

2.2. The Finance Department shall be responsible for creating SAP Asset numbers for all ~~land and buildings and reporting on those and other~~ Assets in the ERP system.

3. ASSET RECORDS

3.1. The Finance Department shall gather the information necessary to maintain the Asset database.

4. ASSET OWNERSHIP

4.1. Assets acquired entirely with State and Local funds are the sole property of Omnitrans. Omnitrans is free to use and dispose of such Assets in accordance with the direction of the ~~Board~~BOD.

4.1.1. If, however, the Asset is included as revenue financing for a subsequent FTA grant, then it shall be treated as though FTA retained an interest in it.

4.2. Assets acquired with FTA or other Federal project (grant) funds, will be vested with Omnitrans subject to the conditions outlined in the current version of FTA Circular ~~5010.1E~~.

5. INVENTORY

5.1. An asset which has either reached the end of its useful life, or for which early replacement will result in vastly improved safety, reliability, efficiency, and/or productivity, may be retired from service and disposed of according to FTA Circular ~~5010.1E~~ for Capital Assets and Omnitrans policies for Controllable Assets.

5.2. Any assets may be retired or disposed of with the approval of the CEO/General Manager, and subsequently reported to the ~~BOD~~Board at the next regularly scheduled ~~BOD~~Board meeting.

5.3. FTA funded assets are governed by FTA in the FTA Circular ~~5010.1E~~.



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CAPITAL ASSET MANAGEMENT POLICY

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5.4. Complete records shall be maintained on the disposition of all excess and retired assets by the Finance Department.

5.5. Assets may be disposed of either through sale, trade, transfer, relocation, scrap, or when irreparable damages result in an insurance loss.

6. PHYSICAL INVENTORY

6.1. The Finance Department will conduct a physical inventory of all fixed assets at least once every two (2) years. The inventory will note the location and condition of all assets, and the results reconciled with records.

6.2. Any discrepancies will be investigated. In connection with this inventory, Omnitrans certifies the existence, current use, and continued need for the asset or real property for purposes specified in its approved FTA grants.