

TRI-CITY REGIONAL SANITARY DISTRICT

VENDOR RELATIONS POLICY

No Board Member or employee of the Tri-City Regional Sanitary District (the "District") shall accept gifts from any Board Member or any person, group, or entity doing, or desiring to do, business with the District if the gift, thing or benefit is of such character as to manifest a substantial and improper influence on the officer or employee with respect to the officer's or employee's duties.

Purchases from Board Members

No Board Member of the District shall supply to the District any equipment, material, supplies or services, unless pursuant to an award or contract awarded after public competitive bidding, except that the District may, without using public competitive bidding procedures, purchase supplies, materials and equipment not exceeding three hundred dollars in cost in any single transaction, and not to exceed a total of one thousand dollars annually, from a member of the governing body. This policy must be approved annually in order for this exception to apply. A.R.S. § 38-503(C)(2).

Purchases from Employees

No employee of the District shall supply to the District any equipment, material, supplies or services, unless pursuant to an award or contract awarded after public competitive bidding. This requirement applies regardless of the dollar amount of the purchase. Oral and written quotations do not satisfy competitive bidding requirements.

Training and Acknowledgement of Understanding

The District may require annual training to ensure the District conflict of interest policies are communicated and acknowledged as received and understood. Each Board Member and employee shall complete and sign the District's conflict of interest acknowledgement, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Filing of Disclosures

The District shall maintain for public inspection, and in a special file, all documents necessary to memorialize all disclosures of substantial interest made known pursuant to the statutory conflict-of-interest provisions that are the subject of this policy. A.R.S. § 38-509.