



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
2010-07	Purchasing Levels of Authority	04/05/10

PURPOSE

The purpose of this policy is to provide guidelines pursuant to Section 112.313, Florida Statutes, pertaining to standards of conduct for public officers, employees of agencies, and local government attorneys expressly apply to the Taylor County Purchasing Policy.

REFERENCE

Specific statutory provisions pertaining to purchasing and contracting include but are not limited to: Section 112.313 (standards of conduct), Section 180.24 (bids on construction contracts), Section 218.70, et. Seq. (the Florida Prompt Payment act), Section 225.20 (local bid law), Section 287.055 (consultants' competitive negotiation act), Section 336.44 (county roadwork).

POLICY

The policy amends the sections of the Purchasing Manual "Approval Process for All Purchase Orders" and "Bid Process" to read:

The Purchasing Department is the only department authorized to issue purchase orders. For purchases of single items less than \$500 no quotation is required. Department Heads or designees will sign requisitions for these purchases. Purchase orders with a per unit cost between \$500 and \$1,500 are issued upon authorization of the Department Head and require three quotations, which may come via telephone, fax or email. Purchase orders with a per unit cost between \$1,500 to \$25,000 will be authorized by the Department Head and the County Administrator. Three written quotes are required if available. If three quotes are not available the "No quotes" must still be documented in writing including a copy of the email or fax requesting the quote.

NOTE: Regardless of the number of individual items purchased or exemptions in the purchasing manual any purchase order cumulatively totaling \$15,000 or more must be personally approved by the County Administrator.

For purchases over \$25,000 the Competitive Formal Bidding Procedures apply (County Administrator and Board Approval needed). Certain purchases may be exempted from the bid process as defined in the Purchasing Manual (such as vehicles bought under state contract, etc.).

NOTE: The requesting Department shall pay particular attention to contract/services agreements which have the potential to exceed the \$50,000 limit over the life of the contract. The local vendor preference policy remains in effect.

RESPONSIBLE DEPARTMENT

Office of the County Administrator

Sunset Date: 3/1/2019