



COLUMBIA COUNTY
FEDERALLY FUNDED
PURCHASING MANUAL

& INCLUDING
SALE OR TRANSFER OF COUNTY-OWNED PERSONAL PROPERTY
&
LEASES OF COUNTY-OWNED REAL PROPERTY

EXHIBIT A
TO RESOLUTION

ADOPTED:

SECTION 1- INTRODUCTION

10 Purpose of the Purchasing Manual

The purpose of the Purchasing Manual is twofold. First, it serves as the official reference document on Purchasing questions and issues. Second, it serves as the approved source of instruction on Purchasing policies and procedures for procurement of goods and services and disposing of property. The manual's intended readers are anticipated to be, but not limited to, all Departments, and employees under Columbia County.

20 Scope of the Purchasing Manual

The scope of this manual shall encompass all normal operating purchasing policies and procedures for goods and services of outside contractors and includes purchases of real estate as well as the sale or transfer of County personal property. Leases of County-owned real property are provided for in this Manual, however, sale or transfer of County-owned real estate is provided in the County Code Chapter 2, Article V, Division 2. All contracts for employees of the County shall follow the requirements within the County Personnel Rules and Regulations and are only valid if 1) in writing; 2) approved by the County Attorney; and 3) approved by vote of the Board of County Commissioners, as affirmed by the County Clerk, and signed by the Commission Chair, or the Administrator or approved designee under appropriate circumstances. This Manual has been developed within the guidelines of the Florida Statutes and customized for the efficiency and effectiveness of Columbia County. Any situation not covered by this manual must be presented to the Administrative Services Director, County Administrator, or the Board of County Commissioners for approval.

30 Distribution of the Purchasing Manual

This manual and all future amendments will be distributed to all Departments and employees operating under the Columbia County, who would be involved in the purchasing process. It can also be distributed to other organizations upon request. It is the responsibility of the Department Head to keep an up-to-date copy available to all employees who use the County Purchasing System. It will be the responsibility of the Administrative Services Director and /or the Accounts Payable Department to distribute copies of this manual and all future amendments to the appropriate parties.

40 Recommendations for the Purchasing Manual

County employees are encouraged to make recommendations on sections of the manual which, due to changing conditions, may require revision. Also, they are encouraged to make recommendations on new subjects not presently included in the manual. Any such recommendations should be submitted through appropriate organizational channels to the Administrative Services Director for review and consideration. The Administrative Services Director shall be responsible for presenting any proposed revisions to this manual to the County Administrator who, at his/her discretion, shall propose revisions to the Board of County Commissioners. Only the Board of County Commissioners and Administrator may authorize revisions to this manual.

50 How To Use This Purchasing Manual

50.1. Structural Features

The manual is divided into several sections with generic, easy to understand titles designed to

quickly guide the user to the relevant material.

50.2. Organizational Features

The content of this manual has been organized into logical groups. For example, all general policies have been consolidated into the POLICIES section; and all bids and Request for Proposal (RFP) procedures have been consolidated into one section.

60 Reservation of right to reject any and all bids, proposal etc.

Nothing in this Manual reduces or invalidates the County's right to accept or reject any or all bids or proposals or any parts thereof, and to award, if an award is made, to the most responsible bidder whose bid and qualifications indicate that the award will be in the best interest of Columbia County.

70 Applicable Laws, Higher Authority Regulations or Rules

Compliance with The Columbia County resolutions and ordinances, Florida Statutes, the Florida Administrative Code, Federal Procurement Regulations, Uniform Commercial Code, etc., when and where applicable, and complying with the strictest of the rules that pertain, is made a specific requirement of all procedures and/or methodologies covered in this manual even though they may not be stated specifically.

SECTION 2 - POLICIES

10 Authority

This manual has been approved and adopted by Columbia County Board of Board of County Commissioners who have authorized the policies and procedures contained herein for official use of County business. This manual supersedes all previously existing purchasing manuals, policies and procedures. Only the Board of County Commissioners and Administrator shall have the authority to change the policies and procedures in this manual.

20 Revisions

This manual shall serve as a permanent, up-to-date guide to County purchasing policies and procedures. Therefore, as necessary, appropriate revisions may be made to this manual at the discretion of the County Board of County Commissioners and Administrator. The Administrative Services Director shall be responsible for the accurate maintenance of the manual and distribution of approved revisions.

30 Promulgation

30.10 Operational Administration

Under the general guidance of the County Administrator, The Administrative Services Director or designee and the Administrative Services Director shall carry out and enforce the policies and procedures set forth in this manual.

30.20 Violations

A violation of any of the policies and procedures in this manual shall be grounds for disciplinary action.

40 Role of County Staff

40.10 General

In general, the role of the County Controller is to serve as the Accountant, Auditor and Treasurer of the County.

40.20 Purchasing - Specific

In the purchasing process, the Administrative Services Director and County Administrator is responsible for:

- (1) pre-auditing all payment requisitions prior to disbursement to ensure legality, accuracy, and compliance with appropriate policies and procedures;
- (2) rejecting any payment requisitions for purchasing transactions in violation of the policies and procedures outlined in this manual or Florida Statutes;
- (3) disbursing funds for purchasing transactions which are legal and proper, and in compliance with all appropriate policies and procedures;
- (4) recording all disbursements in the County's accounting records; and
- (5) monitoring the accounts payable system and mailing of all invoices.
- (6) Is responsible for approving all goods and services:
 - (a) that are in excess of the Department Head's purchase authority.
 - (b) that conform to the specifications provided by the Department;
 - (c) at the lowest reasonable cost or best value, or the highest revenue, as appropriate;
 - (d) that are available within the time requested by the Department, or as soon as possible; and
 - (e) that conform to the procedures of a professional and ethical purchasing process.

NOTE: Nothing in this sub-section shall preclude a Department from researching sources and obtaining pricing for inclusion on the requisition for submission.

40.30 Inventory - Specific

In the Inventory Control process, the Administrative Services Director or designee is responsible for:

- (1) pre-auditing all procedures to ensure legality, accuracy, and compliance with appropriate policies and procedures;
- (2) maintaining and recording records on the property data base; and
- (3) overseeing the annual physical inventory.

50 Role of All Other Departments

50.10 General

The role of operating Departments in the purchasing process is to utilize the services of the Administrative Services Department for those purchases that are in excess of the Department Head's purchase authority, and to work cooperatively to see that necessary goods and services are procured to most efficiently serve the public of Columbia County.

50.20 Specific

- (1) Departments are responsible for:
 - (a) identifying, as soon as possible, and sufficiently in advance, their needs for goods and services in their county operations and activities;
 - (b) notifying the Administrative Services Department of all purchasing needs, utilizing the proper forms and procedures, as described in this manual
 - (c) accurate coding of all financial codes, including fund, Division/Department, program, object, sub-fund, project and cost center;
 - (d) clear and precise specifications for each item or service being ordered;
 - (e) determining that sufficient funds are available in their authorized budgets to pay for each item or service that they order; and
 - (f) inspecting all items or services as delivered and notifying Accounts Payable of the receipt in order to authorize payment to the vendor.

- (2) Departments are also responsible for the adherence to proper procedures and the proper authorization of all purchase transactions initiated by their personnel.

60 General Purchasing Policies

60.10 All Purchases, Procurement, and Acquisitions

- (1) All official requests for purchases, procurement, and acquisitions of materials, goods, equipment, and services, that are in excess of the Department Head's purchase authority, whether at a cost to the County or not, shall be performed by the Accounts Payable and Administrative Services Departments.

- (2) All requests for prices for the purpose of initiating the purchase of goods and services shall be made by the Accounts Payable and Administrative Services Departments unless otherwise authorized herein. Inquiries made for the purpose of budget preparation and services information may be made by individual Departments.

- (3) No member of the staff of the Administrative Services Department, their family, or Board of County Commissioner and Administrator or their family, shall receive any benefit or profit from any contract or purchase made by the County unless the benefit is available to all County employees or families.
- (4) Individual acceptance of gratuities with a value in excess of \$50.00 is prohibited. Employees must not become obligated to any supplier and shall not conclude any County transaction from which they may personally benefit directly or indirectly.
- (5) Columbia County strives to maintain strong and enduring relationships with vendors of proven ability. To accomplish this, purchasing activities will be conducted so that vendors will value County business and make an effort to meet our requirements on the basis of quality, service and price.
- (6) The County will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises and giving a full measure of service. New sources of supply are necessary to ensure availability of materials and competitive prices. (COMMENT 3)
- (7) All vendors, who have asked to be on our vendors list, and/or who have continued their relationship with the County by responding to requests for pricing, shall be afforded equal opportunities to furnish price quotations and are entitled to compete on equal terms.
- (8) The County Administrator shall act as the County Representative on all matters pertaining to purchasing unless otherwise stated in this manual.
- (9) The Administrative Services Director or designee shall not knowingly issue a purchase order when there is evidence of a conflict of interest. In instances when a conflict may exist, but its existence is not clearly established, the Administrative Services Director or designee shall refer the matter to the County Administrator or County Attorney for resolution.
- (10) All formal contracts and formal agreements shall be reviewed and approved by the Department Head, the Administrative Services Director, the County Administrator, the County Attorney, and the Board of Board of County Commissioners and Administrator prior to execution.
- (11) Certifications to vendors, such as Federal Tax Number and State Vendor documentation, etc. must be confirmed by the Administrative Services Director or designee. All vendors must be verified they are not on the State of Florida's suspended/ convicted vendor list.
- (12) Where feasible the County will encourage bidders to use, acquisition, purchase of American made materials, products and services. COMMENT (1)
- (13) The County shall not use time and materials contracts. COMMENT (4)
- (14) The County shall conduct a cost analysis on request for qualifications, proposals and bids for the apparent low bidder to document costs as allowable (2CFR 200.403) and reasonable (2CFR 200.404). (COMMENT 5)
- (15) The County shall include Davis Bacon wage rates and instructions as well as Section three certification forms and instructions in all construction bids that trigger these requirements. (COMMENT 6)

- (16) All procurements shall comply with the Section 508 accessibility to electronic information by posting to the website, posting in the local paper, posting on ONVIA, emailing the City's MBE list. (COMMENT 7)
- (17) The County shall protect bidder's personally identifiable information, proprietary and confidential information and/or financial statements by allowing them to be provided in sealed envelopes with the bids and reviewing them during the selection process, then returning the materials in the envelopes to the bidders. Such information shall not be entered into the public record. (COMMENT 8)
- (18) There shall be a cone of silence over procurements where prospective bidders shall only contact the single point of contact in purchasing listed in the bid instructions. (COMMENT 9)
- (19) The County Commission shall approve all notices of award. Negotiations shall begin with the top ranked firm and if no satisfactory contract can be arrived at, the County will pass the number one ranked firm and negotiate with the second ranked firm, and so on until a satisfactory and compliant contract can be negotiated. (COMMENT 10)
- (20) For all evaluations using score, price shall be an evaluation criteria, yet not with more than 30 points so as not to turn a RFP/RFQ into a bid process, except for those procurements that must follow CCNA. (COMMENT 11)

70 Purchasing Controls

70.10 Various purchasing controls are utilized by the County Administrator to oversee various purchasing transactions. These controls are as follows:

- (1) Requisition Procedure (Section 3.150);
- (2) Informal and Formal Quotations, Bids, Proposals and Qualifications (Section 3.50 & 3.60);
- (3) Vendor Selection Processes (Section 3.60);
- (4) Signature Authorities (Section 3.150.20(1));
- (5) Purchase Orders (Section 3.160);
- (6) Payment Procedures (Section 3.180 through 3.210);

80 Bid and Payment and Performance Bonds and Insurance (COMMENT 2)

80.10 A Bid Bond is required for all construction bids that are expected to exceed \$100,000.00.

80.20 Payment and Performance Bond - Construction

- (1) A Payment and Performance Bond is NOT required for construction of \$200,000.00 or less pursuant to Section 255.05, Florida Statutes.
- (2) For each construction project awarded without a Payment and Performance Bond the conditions of Appendix 13 shall be included in the specifications and the resulting contract.

80.30 Performance Bond - Non-Construction

- (1) In all cases where equipment is purchased with a guaranteed buy-back, a Performance Bond in the amount of the guarantee shall be required. Delivery of the bond shall be with the equipment.
- (2) Any other requirements for a Performance Bond will be determined by the County

Administrator on a case-by-case basis.

80.40 Insurance

- (1) Insurance certificates shall be required of all vendors contracted with, or who have been issued a Purchase Order, and who will be on County property or who will be acting for the County in the provision of service(s) or the delivery of commodities.
- (2) Certificates shall be received by The Administrative Services Director or designee, who will make a copy and forward it to the County Human Resources/ Risk Manager and shall file the original in the vendor's file located in the Accounts Payable Office.
- (3) Vendors that do not have the required levels of insurance, but have insurance, may have the required level waived by the County Administrator if they possess an otherwise acceptable level of insurance.

90 Formal Contracts (Other than a Purchase Order)

A formal contract, in addition to a Purchase Order, shall be required for:

90.10 Construction - When the contract exceeds \$50,000.00 or 180 days and Progress Payments will be made.

90.20 Professional Services:

- (1) When the price exceeds \$50,000.00, or
- (2) The deliverable is not specifically defined, or
- (3) Progress Payments are to be made, or
- (4) When the services extend in excess of 120 days.

SECTION 3 - PROCUREMENT PROCEDURES

10 Procurement Categories

10.10 Classification of Procedures for the procurement of goods and services are divided into six categories as follows:

- (1) Commodities and Services at No Cost (subsection 20)
- (2) Internal Purchases; (subsection 30)
- (3) Purchases of \$ 0.01 To \$50.00- Petty Cash (subsection 40)
- (4) Purchases of \$ 0.01 To \$999.99 - Purchasing Card (subsection 45)
- (5) Purchases of \$0.01 To \$35,000.00-Quotations (subsection 50)
 - (a) \$0.01 to \$1,000.00) - Good Purchasing Practices (subsection 50.10)
 - (b) \$1,000.01 to \$5,000.00- Verbal Quotations (subsection 50.20)

(c) \$5,000.01 to \$35,000.00- Written Quotations (subsection 50.30)

(6) Purchases (Over \$35,000.01) - Formal Competitive Process (subsection 60)

- (a) An Invitation To Bid (ITB) (subsection 60.20)
- (b) A Request For Qualifications (RFQ) - Professional Services (subsection 60.30)
- (c) A Request For Proposal (RFP) - Design-Build Services (subsection 60.40)
- (d) A request for Proposal (RFP) - All other products and Services
- (e) A request for Qualifications (RFQ) - Specific Services (sub. 60.60)

10.20 Cost analysis

For all purchases over \$35,000, a cost analysis shall be completed to verify allowable cost (2CFR.200.403) and reasonableness (2CFR.200.404). (COMMENT 5)

10.30 Special Procedures

- (1) Purchase of Real Property (*See, subsection 70*)

20 **Commodities and Services at No Cost**

20.10 Purpose

The purpose of this procedure is for the procurement of commodities, services, sponsorships, and endorsements, etc. at no cost to the County which may or may not involve commissions or revenue to the County as a result of the commodities or services. Examples are: Vending Machines; Public Use Copiers; etc.

20.20 Procedure

Once the requirement has been identified and specified by a Department, the Administrative Services Department will, at its discretion, procure the goods and services by a means in the best interest of the County. The means will normally consist of competitive quotes, bids, proposals, etc. in accordance with the Purchasing procedures as outlined in other sections of this manual.

30 **Internal Purchases**

30.10 Purpose

The purpose of this procedure is for purchases made internally within the County as follows:

30.20 Inventory Orders

- (1) Procedure

This procedure will be used to obtain supplies which are stocked in the Public Works warehouse. Examples of these supplies are: meters, pipe fittings, tires and other items needed for the sewer and water plants. A properly completed requisition will be submitted by the Public Works Department.

This inventory is maintained by the Inventory Control Clerk and the Public Works Administrative Assistant.

40 Purchases (\$0.01 To \$50.00) - "Petty Cash"

40.10 Purpose

Departments should plan sufficiently to utilize the purchase order process whenever possible. However, as an expedient and when an item or service is small in cost (up to \$50.00) Departments are authorized to direct an employee to use the Petty Cash procedure to make these minor purchases with the vendor that is able to provide the best buy for the County.

40.20 Procedure

- (1) Prior to making a petty cash purchase, the employee should confirm the legitimacy of the type of purchase with the Department Head.
- (2) After making a legitimate purchase, the employee should bring the proof of purchase to the authorized County Cashier or designee as soon as possible after the purchase to receive reimbursement.
- (3) For petty cash purchases, competitive prices are not required.
- (4) When purchasing goods or services, the Employee is responsible to obtain a dated proof of purchase.
- (5) For urgent or emergency purchases, the County Administrator can approve utilization of Petty Cash for purchases in excess of \$50.00 at his/her discretion.
- (6) Sales tax should not be paid by the County. The County tax exempt number and proof of the exemption should be used to avoid paying sales tax. The proof of exemption may be obtained by contacting the Finance Dept.

40.30 Disallowance

The County Administrator shall have the authority to disallow any reimbursement of any purchases not made in accordance with the above procedures.

45 Purchasing Cards

45.10 Purpose

Departments should plan sufficiently to utilize the Purchasing Card process whenever possible. The card is specifically intended for all purchases up to the limits established for the individual, keeping in mind that these purchases shall be made with the vendor that is able to provide the best buy for the County.

SEE EXHIBIT A PURCHASING CARD POLICY

50 Purchases (\$0.01 to \$35,000.00) - "Quotations"

50.10 Purchases (\$0.01 To \$999.99) - "Good Purchasing Practices"

(1) Procedure

Purchases of commodities and services in *this* expenditure range must be made by the requesting department submitting a properly completed Requisition to the Administrative Services Director or designee through the purchasing program. The purchase shall be made "Using Good Purchasing Practices", buying practices that ensure the County receives the best value for its money, i.e., known vendors that have the item in stock and/or have already proven their pricing is lower than their competitors.

50.20 Purchases (\$1,000 To \$2,500) - "Verbal Quotations"

(1) Procedure

Purchases of commodities and services within this expenditure range must be made by the requesting department by submitting a properly completed Requisition to the Administrative Services Director or designee. The Requisition must include sufficient description of the item(s) to enable solicitation of competitive prices or quotes. If documented quotations have not been submitted by the requesting department along with the Requisition, the Administrative Services Director or designee will return the request back to the department. Verbal or written prices and/or quotations will be obtained.

50.30 Purchases (\$2,500.01 to \$35,000) - "Written Quotations"

(1) Purpose

For purchases from \$5,000.01 to \$35,000.

(2) Procedure

Purchases of commodities and services within this expenditure range must be made by submitting a properly completed Requisition to the Administrative Services Director or designee. The Requisition must include sufficient description of the item(s) to enable solicitation of competitive quotes. **At least three (3) written quotations will be obtained** for all purchases in this category. Written quotations will be obtained by the requesting department. A Purchase Order will be issued by the Accounts Payable or Administrative Services Department.

60. Purchases - Formal Competitive Process

60.10 Purpose

The purpose of the following procedures is to ensure price performance through a competitive procurement process. All purchases for commodities and services made at an expenditure level exceeding the County Administrator's purchasing authority must be made **via one of the following formal processes**. The only exceptions permitted are those authorized in other sections of this manual.

60.20 Purchases of Specifically Definable Goods and Services Over \$35,0000.01-An Invitation To Bid (ITB) (Sealed Bid)

For those cases where the specific requirements can be described in reasonable detail. Examples: Construction jobs, equipment, vehicles, etc.

(1) Procedure

This procedure is a formal sealed bid process. Departments requiring this procedure shall submit to the Administrative Services Director or designee, a complete set of specifications in an electronic file detailing the goods or services required plus pre-bid conference, contracts, and bonds if appropriate.

(a) The Administrative Services Director or designee will review the contents of the 1TB document submitted and complete the specifications by adding items such as the day, date, time and place for bid openings as well as the County's insurance requirements and any other forms or notices required by the County or Florida Statutes. The Administrative Services Director or designee will also prepare an "Invitation to Bid" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with a bid due date no less than 10 days from the second advertisement. The Administrative Services Director or designee will also select appropriate vendors from the "Bidders List" and notify them of the Invitation to Bid.

(b) When bids are received at the specified time, date and place, the bid opening will be held.

(c) Bids will be opened and read aloud by the County, The County Administrator or the Department Head requesting the bid.

(d) After bid opening has been completed, the Department Head shall review all bids for compliance with the specifications and select a vendor for recommendation. Vendor selection will be based on the lowest, compliant, qualified bid unless specified otherwise in the Invitation To Bid.

NOTE: A tie bid will result in a process that uses a hierarchy of criteria to determine the winning vendor. The criteria will be:

- (1) Drug Free Workplace.
- (2) Minority Business - Certified by the State of Florida or a political subdivision.
- (3) Other specific considerations as may be included in the published specifications.
- (4) Such other considerations that are identified by normal and sound business practices.

(e) The bids will be officially tabulated by the Department Head and the County Administrator indicating the recommended vendor. If there will not be a contract and/or a budget amendment - The tabulation will be submitted to the requesting Department Head for confirmation signature. The tabulation will then be approved by signature of the Department Head and submitted to the County Administrator for final approval and approval of the Board of County Commissioners and Administrator. After the County Administrator and the Board of County Commissioners and Administrator have approved the vendor selection, the tabulation will be returned to the Administrative Services Director or designee. A copy of the tabulation will be sent to the requesting Department, and to all bidders, denoting the selection of the successful vendor.

(f) If there is a requirement for a formal contract and/or a budget amendment, then the Department Head will attach the contract to the tabulation for submission and review by the following in the order indicated: the Administrative Services Director and the County

Administrator. The contract shall then be forwarded for review and approval by the County Attorney prior to presentation to the Commission and Administrator. All formal contracts must then be approved and executed by the Commission and Administrator.

- (g) The requesting Department shall then prepare a requisition and submit it to the Administrative Services Director or designee to facilitate the issue of a Purchase Order, noting the bid number and vendor on the requisition.

NOTE: Any projects to construct or improve a public building, structure, or other public construction works must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost accounting principles to have total **construction project costs of more than \$200,000** according to the additional procedures found in §255.20 FS. For **electrical work**, local government must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost accounting principles to **have a cost of more than \$50,000** according to the additional procedures found in §255.20 FS. Furthermore, any construction projects that are projected to **cost more than \$200,000 or \$500,000 shall have special advertising requirements** according to §255.0525 FS.

60.30 **Request For Qualifications (RFO) Professional Services -- Purchases Over \$25,000.01**

(1) Purpose

Because price differentials may only be a minor consideration compared to the quality of the professional's work, professional services are exempt from the County's competitive bidding policy. Instead, professional services will be acquired through **competitive negotiations**.

(2) Definitions

CCNA Professional Services means professional services obtained from an independent contractor in a professional field as defined by the Florida Consultants' Competitive Negotiation Act (CCNA), Florida Statute §287.055, and can include selection of "continuing contract" professionals pursuant to the CCNA

Professional Services means professional services obtained by the County from professionals that are *not* covered by CCNA.

(3) CCNA Professional Services shall be procured in accordance with CCNA, §287.055 FS. All selections shall be conducted by the Board of County Commissioners or a designee board, that shall interview the professional, discuss and evaluate and score the qualifications, all within properly noticed Sunshine Act public meeting(s), using scoring sheets approved by the Board of County Commissioners and having the minimum elements required in CCNA.

(4) *Professional services* (non-CCNA) for purposes of this section are regarded as the following types of services:

- (a) Attorneys - Legal Services.
- (b) Professional Accounting Services (CPSs).

(5) Procedure.

- (a) To initiate a request for Professional Services, a request describing the scope of work is prepared by the requestor and submitted to the County Administrator.
- (b) The County Administrator will approve or deny the pursuit of Professional Services.
- (c) If a good faith estimate of the cost of the services exceeds the County Administrator's spending authority, upon County Administrator approval, the requestor shall submit to the Administrative Services Director or designee a complete RFQ describing the services required, bonds, contracts, pre-proposal conference, etc., in an electronic format. Procedures for procuring and contracting for professional architectural, engineering, landscape architectural, land surveying etc. service may follow the scoring and competitive negotiation procedures described in CCNA, or any process selected by the Board of County Commissioners.
- (d) The Administrative Services Director or designee will review the contents of the RFQ document submitted and complete the specifications by adding items such as the day, date, and place for the RFQ submittals as well as the County's insurance requirements and any other forms or notices required by the Board of County Commissioners or Florida Statutes.
- (e) A written contract for such services drafted by the County Attorney as a part of the RFQ package is preferred, but not required.
- (f) The due date will be not less than 30 days from the date of the first advertisement.
- (g) When proposals are received at the specified date and place, the RFQ review will begin.
- (h) After a firm is selected, a contract shall be reviewed by the Administrative Services Director, and then submitted for consideration by the County Administrator. The contract shall then be reviewed by the County Attorney, and then executed by the contractor prior to presentation to the Commission and Administrator. All contracts exceeding the County Administrator's authority must then be approved and executed by the Commission and Administrator. All contracts signed under County Administrator's authority shall be submitted to the Commission for informational purposes, however, failure to do so shall not be a basis for invalidation of the contract.

60.40 Purchases Over \$35,000.01- Request For Proposal (RFP) Design-Build Services

The Purpose of the RFP is for a turnkey service to include both the design and construction of a public construction project by means of a single contract with a design-build firm shall be conducted in accordance with the current version of Florida Statute §287.055 (CCNA).

60.50 Purchases Over \$35,000.01 - A Request For Proposal (RFP) All Other Products and Services

(1) Purpose:

The purpose of the RFP is for the procurement of all products and services or combinations thereof

not previously covered within, where in the sole discretion of the County, the goods and services cannot be defined in sufficient detail for a meaningful and fair Invitation to Bid.

(2) Procedure:

(a) This procedure is a formal sealed proposal process. Departments requiring this procedure shall submit to the Administrative Services Director or designee a complete set of specification detailing the products or services required, pre-bid conference, contract and bonds if appropriate.

(b) The Administrative Services Director or designee will review the contents of the ITB document submitted and complete the specifications by adding items such as the day, date, time and place for the RFP openings as well as the County's insurance requirements and any other forms or notices required by the County or Florida Statutes. The Administrative Services Director or designee will also prepare an "RFP" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with a submittal due date not less than 30 days from the first advertisement. The Requesting Department will select appropriate vendors from the "Bidders List" and notify them of the RFP.

(c) When proposals are received at the specified time, date and place, the RFP opening will be held.

(d) Proposals will be opened and read aloud by The Department Head or the County Administrator.

(e) After the RFP opening has been completed, the County Administrator and the requesting Department Head (plus any others at their discretion) shall select a vendor for recommendation based on the predetermined criteria.

(f) The bids will be officially tabulated by the Department Head indicating the recommended vendor. The tabulation will be submitted to the requesting Department Head for confirmation signature. The tabulation will then be approved by signature of the Administrative Services Director and submitted to the County Administrator for final approval signature.

(g) After the County Administrator has approved the vendor selection, the tabulation will be returned to the Purchasing Dept. A copy of the tabulation will be sent to the requesting Department, the Administrative Services Director or designee and to all bidders, denoting the selection of the successful vendor.

(h) If a contract is involved, it shall be reviewed by the Administrative Services Director and submitted for consideration by the County Administrator. The contract shall then be reviewed by the County Attorney prior to presentation to the Commission and Administrator. All contracts must then be approved and executed by the Commission and Administrator.

(i) The requesting Department shall then prepare a requisition and submit it to the Administrative Services Director or designee to issue a purchase order number, noting the RFP number and vendor on the requisition.

60.60 Purchases Over \$35,000.01- Request For Qualifications (RFQ) Professional Services

(1) Purpose

The purpose of this method of obtaining goods and services is intended for those situations where:

- a. Goods and services are expected to be required from time to time throughout the course of the year or other specific time frame (e.g., grant period);
- b. The County is unable to accurately define ahead of time the specific quantities of goods and services expected;
- c. The County is unable to compile detail specifications or detail specifications are not appropriate; and
- d. The services are not CCNA Professional Services or Professional Services as defined in Subsection 60.30 herein.

(2) Objective

The objective of this method shall be to establish a list of pre-qualified vendors for the duration of the expected requirement who can be solicited for competitive quotations from time to time as the need for requirements arise.

(3) Types of Services

The services for which this procedure is intended shall include but not be limited to the following:

- (a) Medical Services - medicine, psychiatry, dental, hospital and other health fields;
- (b) Financial Services - bond counsel, rating and underwriting, financial advisor, and investment services;
- (c) Appraisal Services - real and personal property appraiser;
- (d) Consultants - planning, management, or scientific advisors; and

(4) Procedure

- (a) Departments requiring this process shall submit to the Administrative Services Director or designee specifications describing the goods or services required, the duration of the expected requirement, the vendor qualification criteria, bonds, contracts, and pre-proposal conference, etc. The Administrative Services Director or designee will review the contents of the request document submitted and complete the specifications with the Department Head.
- (b) The Administrative Services Director or designee will prepare an "RFQ" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with the due date not less than 30 days following the first advertisement. When the

advertisements have been scheduled, the Administrative Services Director or designee will also select appropriate vendors from the "Bidders List" for the goods or services required. All appropriate vendors, in good standing, will be notified of the "RFQ"

- (c) At the specified time, date and place, the Qualification proposals will be opened and read aloud by the County Administrator, and the Department Head.
- (d) After the proposal opening has been completed, the Administrative Services Director or designee may convene an ad hoc evaluation committee consisting of the requesting Department Head, The County Administrator, and any other members at the discretion of the committee. The committee shall review and evaluate all qualification proposals to determine qualified vendors in accordance with the specifications.
- (e) A tabulation of qualified vendors will be compiled by the Administrative Services Director or designee. The tabulation will then be sent to the County Administrator for final approval and signature.
- (f) The Administrative Services Director or designee will then send copies of the tabulation to the requesting Department and to all proposers.
- (g) If a formal contract is involved, it will be reviewed by the /County Attorney and then submitted for consideration by the Board of County Commissioners and Administrator.
- (h) As the need arises for the goods or services, the requesting Department shall prepare a requisition and submit it to the Administrative Services Director or designee. The Requesting Department will solicit competitive quotations from the tabulated list of qualified vendors. When quotations are received, the Administrative Services Director or designee will select the lowest quotation and issue a Purchase Order.

60.70 Local Preference In Bidding.

- (1) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Columbia County" business shall mean a business in which has a fixed office or distribution point located in and having a valid business tax receipt and a street address within the Columbia County for at least six months immediately prior to the issuance of the competitive bid, request for quotation, or request for proposal by the Columbia County, and has at least three (3) full-time employees or one principal officer at this location.

"Total purchase price" shall include the base bid and all alternatives or options to the base bid which are being awarded by the authorized purchasing authority of the County.

- (2) Preference to County and county businesses. In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures, the authorized purchasing authority of the County will give a preference to Columbia County businesses and Highlands County businesses in making such purchases or awarding such contracts based on the following:

Total Purchase Price	Columbia County Business
\$0.00-\$249,999.99	5%
\$250,000.00-\$999,999.99	4%
\$\$1,000,000.00-\$1,999,999.99	3%
\$2,000,000.00 and over	2%

(3) Exceptions to local preference.

(a) The procurement preference set forth in this section shall not apply to the following purchases or contracts:

1. Items exempt from competitive bidding pursuant to this Manual;
2. Contracts for professional services which is subject to the Consultant's Competitive Negotiation Act or subject to any competitive consultant's selection policy or procedure adopted by or utilized by Board of County Commissioners; and
3. Purchases which are funded, in whole or in part, by a government entity and the laws, regulations or policies governing such funding prohibit application of that preference.

(b) The local preference established in this section does not prohibit the Board of County Commissioners from giving any other preference permitted by law, in addition to local preference authorized under this section.

(c) The local preference established in this section does not prohibit or lessen the right of the Board of County Commissioners or County staff to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and to compare qualifications, character, responsibility and fitness of all persons and entities submitting quotations, bids or proposals.

(d) Preference in requests for proposals. In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five percent of the total score will be assigned for a local preference for either a Columbia County business or Highlands County business. Based upon analysis of the market pace for each project, staff shall make a determination for inclusion of a local preference in the criteria for consideration for each request for proposal.

(e) Certification. Any vendor claiming to be a local business as defined in this section shall deliver a written certification to the County. The certification shall certify that the business is a "Columbia County Business" or "Highlands County Business" as those terms are defined herein, shall provide all necessary information establishing that fact, and shall be signed under penalties of perjury. It is also the responsibility of any vendor claiming to be a local business as defined herein to include a copy of its certification in its bid or proposal. The purchasing department shall be required to verify the accuracy of any such certifications when determining

whether a vendor meets the definition of a local business.

70 Purchase of Real Property

70.10 Generally. No real property may be purchased or in any way acquired, even by gift, without the review of the County Attorney and the approval of the Board of County Commissioners.

70.20 Due Diligence Required. Agreements for acquisition shall provide for a sufficient due diligence period to obtain appraisal(s) (if required in this section or in the acquisition agreement), review the condition of the property (i.e. environmental assessments, surveys, site reviews and inspections), the condition of title, and the wisdom of the purchase, with a requirement that the Commission vote affirmatively to completing the acquisition prior to the expiration of the due diligence period, or failing such vote, the acquisition is rejected, and any deposit is returned. Such Commission approval shall be subject to appropriate title and all other necessary documents as required and approved by the County Attorney be received at a formal closing.

70.30 The purchase of real property at a purchase price of \$50,000 or more, but less than \$500,000. Prior to the final approval of acquisition by the Board of County Commissioners for the purchase of real property at a purchase price of \$50,000 or more, but less than \$500,000, the Commission shall be provided at least one appraisal performed by a certified appraiser. If the purchase price exceeds the appraisal; or exceeds the average of all appraisals received, an affirmative vote of the Commission must be received at a public hearing to approve the acquisition of the real property, and notice of the acquisition public hearing shall be separately posted in the same location as Board of County Commissioners meetings.

70.40 The purchase of real property with an estimated value of \$500,000 or more. The same procedures and requirements shall be provided as for acquisitions of property for prices between \$50,000 and \$500,000 as described in 70.30 above, except that two (2) appraisals shall be required, a supermajority vote must be made to approve the sale, and notice of the acquisition public hearing shall be advertised in a newspaper widely distributed within the County.

70.50 In the event that the staff chooses to protect any real estate appraisal from being obtained as a public record under chapter 119, Florida Statutes, the acquisition shall conform to the requirements of §166.045, Florida Statutes, and the procedures provided herein shall not apply to the extent they conflict with §166.045, Florida Statutes.

The purchase of land or buildings requires the assignment of a project number to properly account for all costs associated with the acquisition. All associated costs shall be included in the project such as but not limited to improvements to land; professional services as defined under Florida Statute §287.055; title searches; appraisals; and environmental assessments. The Finance Coordinator is responsible for assigning a project number and general ledger account.

80 Bidders List (Vendor Data Base)

80.10 Purpose

The Records Department will maintain a Bidders List (Vendor Data Base) to facilitate

solicitation of competitive quotations, bids, and proposals.

80.20 Procedure

- (1) The database will be updated routinely and include qualified vendors that have requested the opportunity to bid on County purchases.
- (2) The database will consist of various categories of vendors and firms as necessary for a comprehensive source of vendors.
 - (a) Periodically, the Records Department will purge the database. Only vendors in good standing will remain on the vendor database. If poor performance is demonstrated by a vendor, Department Heads may request the vendor be removed from the database by submitting a letter that includes sufficient substantiation to the Administrative Services Director or designee for comments and forwarding to the County Administrator for approval.

90 Specification Addendum

90.10 Purpose

The purpose of an addendum is to serve as the formal vehicle for notification to vendors of an addition or change to an ITB, RFP, or RFQ which has been advertised but not closed.

90.20 Procedure

- (1) The addendum shall describe any and all additions or changes to the specifications.
- (2) The addendum shall be prepared by the requesting department with the assistance of the Administrative Services Department.
- (3) The Requesting Department will be responsible for ensuring that all prospective bidders are notified of the addendum.
- (4) Notification will be by delivery in person, certified mail, receipted fax, receipted E-Mail, or any other method that provides proof of receipt.

NOTE: Additional means of notification are encouraged that will expedite the process such as phone, etc.

100 Annual Bids and Blanket Purchase Orders

100.10 Annual Bids

Annual bids will be solicited to obtain long term purchasing arrangements. Annual bids will be conducted according to the appropriate procedure based on the commodity or service requested and anticipated expense level.

100.20 Blanket Purchase Orders

Blanket Purchase Orders may be issued at the Administrative Services Director or designee's discretion and can be for cases such as: services for repair, electrical, insect control, etc. that may be

needed; or the expedient purchase of small quantity, low cost materials on an as needed basis from a local supplier, etc., throughout a time frame that may not exceed the FY.

110 Field Purchase Orders (FPO)

110.10 Purpose

Purchases \$1,000 or less can be made by a Field Purchase Order.

110.20 Procedure

The Department enters Field Purchase Orders and an automatically generated number can be reserved if the amount of purchase is not known, or the amount can be entered if it is known. The Department Head approves the purchase in the purchasing system. After the merchandise is acquired, the invoice number, amount and account number are entered. An FPO/Entry receiving report is generated. The Administrative Services Director or designee sets payment date and invoices the FPO.

120 Standardization of Equipment, Supplies, Etc.

120.10 Purpose

The purpose of standardization of equipment and supplies is to capitalize on purchasing economies and or other benefits such as maintenance efficiency, spare parts consolidation, and interchangeability, etc., when the same type of equipment and supplies are purchased consistently. Examples could be firefighting bunker gear and breathing apparatus, firefighting equipment, vehicles, etc., for interchangeability and cross use for all fire departments, or radio equipment, telephone equipment, etc. for interchangeability, cross use, and maintenance.

120.20 Procedure

To obtain approval for standardization of supplies or equipment, the requesting department head must submit a memorandum to the Administrative Services Director or designee requesting the standardization and must include convincing justification. Justification could be based on issues such as, but not limited to, purchase economies, safety considerations, training, and/or maintenance economies. The Administrative Services Director or designee will either reject or concur with the request. If rejected, the normal procurement process will be followed. If the Administrative Services Director or designee concurs, he/she will submit a written request to the County Administrator for approval. If not approved, the normal procurement process will be followed. If approved, future purchases for the approved equipment or supplies will be purchased in accordance with the adopted standard specification. The standard specification(s) shall be used to obtain quotes or bids as appropriate.

130 Procurement Procedure Exemptions, Exceptions, and Waivers

130.10 Exemptions

Certain types of purchases and sources are exempt from the previously described formal competitive procurement procedures regardless of expense level. For purchases under \$20,000, the exempted situations may be implemented by any Department Head within the funds of that Department with the approval of the Administrative Services Director or designee (who may at his/her discretion require quotations), for purchases over \$35,000, approval must be received by the Board of County Commissioners. Exemptions are as follows:

- (1) Intra/Inter Governmental purchase of goods and services;
- (3) Utilities, such as water, electric and monthly telephone service;
- (4) Vehicle and equipment repair and maintenance; heavy equipment repair, maintenance, and reconditioning; and building repairs and maintenance;
- (5) The purchase of services and commodities that require an open purchase order and/or blanket P.O. and are essential to the continuous operation of a department's program within the scope of policy and procedures. An open or blanket purchase order will be issued at the discretion of the County Administrator.
- (6) "Piggy Back" purchases off of other agencies' mld organizations' bids, etc. that have been conducted in a manner consistent with the requirements of Florida Statutes and the County adopted policies and procedures, e.g. the ITB's, and contracts of the State and/or other Counties, municipalities, public agencies, etc. The limitations, requirements, and exclusions of the contract, agreement, bid, etc., being piggybacked on, shall be complied with (ex. \$1 0,000.00, or current, limit per purchase or approved by the Board of County Commissioners and Administrator).
- (7) Urgent purchases (see Emergency Purchases, Subsection 140 below); or upon approval of the Board of County Commissioners where it can be documented that conditions are such that due to the delay associated with going through the formal procurement process it is likely that the price received from any and all vendors will increase, or the delay will otherwise not be in the best interest of the County. In no event, however, shall emergency procurement be conducted in violation of state or federal laws.
- (8) Leases and rentals of light equipment such as copiers, pumps, etc., which may be obtained by quotations.
- (11) Purchases from another government agency or a nonprofit organization holding a designation or 501(c)(3) by the Internal Revenue Service.
- (12) Dues and memberships in trade or professional organizations; registration fees for trade or career fairs; fees and costs of job-related seminars and training.
- (13) Subscriptions, periodicals, newspapers, books, electronic information, media, maps, pamphlets and similar material in printed or electronic format.
- (14) Advertisements.

- (15) Health and social services including examination, assessment, diagnosis, treatment, prevention, case management, consultation or administration, and funeral- related services.
- (16) Educational or academic programs; educational or recreational field trip instructors, trainers, facilitators, professional advisors.
- (17) Legal services including retaining services of law firms or other outside counsel for any reason, expert witnesses, appraisal services, trial consultants or similar persons of firms deemed by the Board of County Commissioners as necessary to address the legal needs of the County.
- (18) Goods or services purchased from grants, gifts, bequests or donations to the extent of the application of this article would conflict with the requirements, conditions, or limitations attached to the grant, gift, bequest, or donation.
- (19) Products or services necessary to maintain existing warranties and licenses or to maintain compatibility with existing County systems.
- (20) Personnel services; recruitment services.
- (21) Standardization as provided in this Manual, whereby purchases are directed to one source because of standardization, even though other competitive sources may be available.
- (22) There is but one sole source from which to reasonably acquire those particular goods or services, and other similar goods and services are not reasonably similar enough to compete.
- (23) Works of Art for Public Display.
- (24) Services related to the acquisition, sale or transfer of real property.
- (25) Financial Instruments: professional services required for the issuance of County debt, debt service and County investments related thereto, including the selection of investment bankers for the County's Underwriting Pool. In addition, the RFP process for financial instruments may be waived by the Procurement Official in cases that are overly complex, as determined by the Chief Financial Planning Officer.
- (26) Entertainment services for County-sponsored events.
- (27) Services for management studies, executive analysis and related matters as directed by the County Administrator or his/her designee.

- (28) Where specified in detail by County Ordinance, including findings of fact as to how the waiver of other purchasing procedures is in the public interest.

130.15 Change Orders for Construction Projects

Deductive Change Order(s) that do not change the County approved outcome and Additive Change Order(s) or Unit Modification(s) to any construction contract, that does not exceed the current Sealed Bid threshold as established by the County, and that is/are within the project's budgeted amount, may be authorized and approved if submitted in writing to the County Administrator for approval by Board of County Commissioners. Neither a Project Manager nor a Co-manager may be the approving authority.

Change orders may not be divided into multiple change orders in order to circumvent the above requirements. Change orders may not exceed 10% of the original bid.

Types of Change Orders / Descriptions:

Emergency Change Orders are those changes which were not detectable prior to implementation of the work require immediate attention in order to prevent costly delays and/or pose a threat to the public's safety and welfare. If the amount exceeds the bid threshold, currently \$ 1 0,000 dollars, the work would be performed to correct the problem with an update to the Commission and Administrator at their next scheduled meeting.

Unit Modifications are limited to those item(s) for which a unit price was included in the original bid and formal contract.

Value Change Orders are those changes specifically related to types of materials used, methods of construction and/or design, that will generate a project performance enhancement, cost advantage, or both, and were not detected prior to the implementation of the work, i.e. low energy windows instead of tinted glass.

Note: Increases or decreases in contract completion time resulting from approved change orders are to be documented and included as part of the change.

130.15 All Other Exceptions and Waivers

Except for Emergency Purchases outlined in Paragraph 140, below, only the Commission and Administrator shall have the authority for any other waivers or exceptions to the policies and procedures in this manual.

140 **Emergency Purchases**

140.10 Purpose

While purchasing procedures involving competitive bidding are desirable for most purchases, when an emergency arises it is necessary to be able to expedite the process. For this reason, the County has adopted an Emergency Purchasing Policy and Procedure to enable purchases to be made as necessary for the circumstances. In no event, however, will procedures required under state or federal law be modified except as allowed under those laws.

140.20 Level 1 Emergency

(1) Definition

Level 1 emergency is:

(a) an unforeseen situation in which there is a breakdown in County service and there is an urgent need to restore such service in order to avoid serious and adverse consequences affecting the life, health, welfare, or property of the citizens of the County; or

(b) an unforeseen situation in which urgent measures need to be taken to avoid the possibility of risk or serious and adverse consequences affecting the life, health, welfare, property, or financial assets of the County. Lack of planning should not be an acceptable reason for declaration of a Level 1 Emergency.

(2) Procedure

(a) In an emergency situation the County Administrator, Department Head or the Board of County Commissioners or Administrator may authorize an emergency purchase and waive any bid requirements.

(b) If the emergency occurs during normal working hours, the Department must attempt to obtain appropriate authorization for the purchase through telephone or verbal communications by notifying the Purchasing Department and submitting a requisition form through regular procedures.

(c) If the emergency occurs at night, weekends, or holidays, the Department Head **must contact** the County Administrator.

1. On the first working day after an emergency purchase has been made, the Department must follow-up the purchase with the preparation and submission of a requisition form with a written explanation of the circumstances calling for the emergency actions.
2. The fact that the purchase was an emergency purchase should be highlighted on the requisition form.
3. Upon receipt of the requisition, Accounts Payable will process it for a purchase order.

140.30 Level 2 Emergency

(1) Definition

A Level 2 emergency is a situation where the County has made a formal Declaration of Emergency. In this case, the purchasing policies and procedures are waived for allowing purchases that are applicable to the declared emergency to be made as expeditiously as necessary.

(2) Procedure

The County Administrator and the Department Head and/or the Board of County Commissioners and Administrator will make the necessary decisions as to these purchases.

150 Requisitions

150.10 Purpose

The requisition will serve as a Source Document for purchases, warehouse goods and work orders. In addition, the requisition is used to initiate a Purchase Order and interface with and update the County's financial system. The Purchase Order will also serve as the initial document in the chain of formal documentation of the purchasing process.

150.20 Procedure

(1) Authorized Signature

A requisition must be prepared in the purchasing program by an authorized person for the Department. Department Heads should designate one or more employees with authority to prepare Departmental requisitions. Department Heads must submit to the Accounts Payable Department a list of employees that are authorized to prepare and submit requisitions, identifying cost centers, dollar amounts, and other limitations that are applicable.

(2) Purchases

- (a) Use separate requisitions for each vendor.
- (b) Do not combine regular purchases and inventory items on the same requisition.
- (c) Organize items by object code if codes are available and part of the description.
- (d) Requisitions must be completely filled in with all pertinent information to identify the item(s) or service(s) to be ordered in detail sufficient to obtain quotations from vendors. Incomplete requisitions will be returned to the requisitioner for completion or correction.
- (e) The requisitioner shall review their Department's availability of funds prior to preparing and submitting requisitions to Accounts Payable.

(2) Inventory Purchases

- (a) Do not combine outside purchases and warehouse inventory items on the same requisition.
- (b) On inventory requisitions, the stock number and description of the item(s) must be completely filled in.
- (c) The requisitioner shall review their Department's availability of funds prior to preparing and submitting requisitions to Accounts Payable.

(4) Purchasing Department (Accounts Payable) Review

(a) General

Prior to processing, Accounts Payable will review, pre-audit, and return any requisitions that are:

1. Incomplete
2. Unsigned or Unauthorized
3. Signed and/or authorized by an unauthorized person
4. Involve a pre-purchase or other violation of County Policies or Procedures.

(b) Detail

1. Accounts Payable will pre-audit the account codes on the requisition form, pursuant to Florida Statutes, for:
 - a. Proper Department cost center
 - b. Proper object code
 - c. Valid account combination
2. Changes made to account numbers shall not be made without first contacting the requesting Department.
3. The requisitioner and the Administrative Services Director or designee will be contacted to resolve any problems or questions regarding account coding.
4. The County Administrator shall have the final say in the determination of the proper account codes and any changes that are made will require the County Administrator to contact the affected Department Head.

160 Purchase Orders

160.10 Purpose

The purpose of a Purchase Order is to officially and formally commit to a purchase from a vendor (business, firm, agency, supplier, etc.).

160.20 Procedure

- (1) After approval of the requisition, the selection of the vendor, and the award of the purchase, the Accounts Payable Department will complete and distribute the final version of the purchase order.
- (2) The **Requisitioning Department** will enter the details of the purchase order form on the "online" purchasing system, details to include appropriate information in the main body of the purchase order as to equipment number, project name (and number if assigned), Department title or name for which the purchase is made.
- (3) The encumbrance and assignment of a purchase order number will be done on the "online" purchasing system.
- (4) When approved, the encumbrance will be processed in the County's accounting records and charged against the account coding entered by the Department.

(5) If there are any invalid account coding problems, the Department Head will be contacted for resolution of the problem. The account number shall not be changed without first contacting the requesting Department. The County Administrator shall have the final say in the proper account coding and shall contact the requesting Department and advise of the correct coding.

(6) The Accounts Payable Department will print two purchase order documents on the "online" system.

(7) After printing the purchase order, the Accounts Payable Department will distribute the final version of the purchase order as follows:

- (a) Purchasing Copy - purchasing files.
- (b) Department Copy - returned to requesting Department.

(8) The County requires that if a vendor did not include the original invoices with the shipment, the invoice shall be mailed to the Ship-to address.

160.25 Exceptions:

To the issuance of a Purchase Order include Purchasing Card purchases and utility services, such as water, sewage, electric County, gasoline, landfill charges, annual contracts and telephone service.

160.30 Purchase Order Changes

If a department desires to change or cancel a purchase order after it has been encumbered, the Department must contact Accounts Payable or Administrative Services Department to:

- (1) Correct clerical or technical errors;
- (2) Correct account code(s), with certain exceptions. (Must be within budgeting guidelines);
- (3) Change or correct dollar amounts when approved prior to performance of work;
- (4) Change of vendor where no payments have been made (requires cancellation/reissue);
- (5) The Accounts Payable Department shall have the authority to accept or reject proposed changes as it may affect any outside vendor or purchasing transaction that has already been agreed to.

Any disputes will be referred to the County Administrator.

170 Receiving Orders

All orders will be received at the requesting departments. A Department shall receive ordered goods or services at the place and within a reasonable time, as indicated on the completed and encumbered purchase order.

170.10 Procedure

When an item or service is received, the receiver shall inspect the package and contents

and agree them with the Packing Slip.

(1) Note any damage items must be reported to the Accounts Payable Department and the receiving department will return the items.

(2) Confirm correct quantity and description and FILL IN QUANTITIES RECEIVED in the on-line receiving process (if there is a shortage or discrepancy in the goods received, contact the Accounts Payable Department the same day as the delivery, or as soon thereafter as possible).

180 Payment Authorization

180.10 Purpose

To initiate payment to a vendor for a received order or service.

180.20 Procedure

(1) The Department requisitioner authorizes payment by completing the receiving process and submitting all invoices to the Accounts Payable Department.

(a) Accept the partial shipment, hold the receiving report until the rest of the order is delivered and then submit it to the Accounts Payable Department.

(2) For fixed asset acquisitions, the Department must also prepare and submit an Acquisition/Disposition Report(s) form to the Accounts Payable Department and The Administrative Services Director or designee.

190 Issuance of Payment

190.10 Process

(1) Upon receipt of an invoice, the Accounts Payable Department will process it for payment in accordance with the appropriate procedure for processing invoices.

(2) All payments will be charged against the purchase order number encumbered for the order.

(3) When mailed invoices, credit memos, monthly statements, etc., are received by a Department, the Department shall promptly forward them to the Accounts Payable Department.

(4) The Accounts Payable Department will maintain all invoices on file for use in processing payments for orders.

(5) The Accounts Payable Department will process the checks.

(6) For a contract or bid, the contract or bid price is the firm payment limit.

200 Request For Payment Of An Invoice Without A Purchase Order

200.10 Purpose

The purpose of this procedure is to facilitate payment for goods or services purchased without first obtaining a Purchase Order.

200.20 Procedure

The procedure requires the department who made the purchase to submit the proper forms for approvals: by the Administrative Services Director or designee and/or the County Administrator as authorization for payment.

(1) Complete a "check request form" including the invoice.

(2) Submit the documents to the Administrative Services Director or designee.

REF: *See Appendix for sample.*

210 Payment Of An Invoice In Excess Of A Purchase Order

210.10 Purpose

The purpose of this procedure is to authorize payment of an invoice when a legitimate disparity exists between the Purchase Order and the invoice.

210.20 Procedure

Upon receipt of the invoice the Accounts Payable Department makes all adjustments such as credit allowances, credit for sales tax charged, freight charges, increase or decrease in price quoted. The system is set to allow spending of 15% over the Purchase Order amount without further approval. An invoice exceeding 15% over the Purchase Order amount requires a Change Order to the Purchase Order.

220 Vendor Protests

220.10 Right To Protest

Any actual or prospective bidder, individual making an offer, organization or contractor who is aggrieved in connection with the solicitation or award of a bid, RFP, or contract may lodge or file a protest.

220.20 Procedure

In the interest of trying to resolve protests as quickly as possible, the protestor should be encouraged to first express the protest to the Administrative Services Director or designee. If the protestor is dissatisfied with the response, he/she should proceed to express the protest to the County Administrator. If the protestor is dissatisfied with that response, he/she should proceed to express his/her protest to the Board of County Commissioners and Administrator.

In no case, however, will a protestor be discouraged from pursuing a protest by any reasonable means preferred by the protestor.

220.30 Stay of Procurement or Award During A Protest

If the nature of the protest could have an adverse effect on the award or procurement, the County Administrator may, at his/her discretion, defer the award or procurement, while taking into consideration the best interest of the County.

SECTION 4 - FISCAL YEAR-END PROCESSING

10 Inventory

In order to facilitate year-end processing, a physical inventory of warehouse stock is required. A date and time for conducting the physical inventory will be mutually agreed upon by all affected departments. The physical inventory will be conducted under the supervision of the Administrative Services Director or designee.

SECTION 5 - MANAGEMENT AND DISPOSAL OF COUNTY PROPERTY

10 Disposal of All County Property Except Recyclable Items

10.10 Purpose

The purpose of this subsection is to provide procedures for disposal of all County property, i.e. equipment, fixture, materials, fixed and movable assets, real estate, etc. by transfer, sale, trade-in, surplus, or discard. The disposal of all County property shall be in accordance with the applicable Florida Statutes and the procedures defined herein.

10.20 Procedure for Disposal of Tangible Personal Property

(1) Trade-In Of Tangible Personal Property

- (a) If a user Department requests that this category of property be used for trade-in on a purchase of new equipment, the user Department must first contact the Administrative Services Director or designee and give complete information pertaining to the property being traded and type of equipment being traded for.
- (b) The Department Head will determine whether a trade-in is appropriate, but the trade-in shall be at or reasonably near the fair market value or create other benefits in the acquisition of the new item such that there is a reasonable equivalence to fair market value in the overall deal.
- (c) The user Department will complete an Acquisition/Disposition Report and send it to the Accounts Payable Department and the Administrative Services Director or designee.
- (d) Once the property has been traded, the Administrative Services Director or designee for removal will remove the property from property control records as required.

(2) Surplus/Damaged/Non Usable - Tangible Personal Property

- (a) If a user Department determines this category of property to be surplus for their operation, not usable due to age or technology, or is damaged beyond economical repair, the Department shall submit an Acquisition/Disposition Report(s) for each item being so designated to the Administrative Services Director or designee.
- (b) The Administrative Services Director or designee will change the status in the asset records in the accounting program to record the transfer of the property to the identified storage location. All surplus items that have commercial value which have accumulated in storage over a period of time will be compiled into a list that

will be distributed to all Departments to determine if there are any items that they would like to have transferred to their respective Departments:

1. After selections have been made by the various Departments, the original list will be revised to reflect the remaining items in storage. If any selected items are classified as tangible personal property, a disposition form will be sent to the Finance Office.
2. A memo will then be sent to the County Administrator requesting permission to conduct a two-step disposal process: Step 1, the items will be offered for sale or lateral transfer to "other governmental agencies" or Non-Profit agencies; and then Step 2, the remaining items will be offered for sale at a public auction or online sales.
3. All items sold at "Public Auction" will be sold "AS IS", "WHERE IS". Receipts will be tallied in a report along with a list of the property sold which will be submitted to the Administrative Services Director or designee.
4. Any items not sold at Public Auction may be considered to have no commercial value and either be disposed of at the landfill, given away to a non-profit agency or returned to storage for the next auction at The Administrative Services Director or designee discretion. A list of all disposed items will be sent to the Administrative Services Director or designee.

10.30 Leases of County's Real Property

(1) Procedure

- (a) All leases shall be reviewed and approved by the County Attorney, County Administrator and Board of County Commissioners and Administrator prior to execution. Lease for periods in excess of five (5) years must be approved by Ordinance.

20 **Inventory Control**

20.10 General

The Administrative Services Director or designee shall have responsibility for administration of Inventory Control processes.

20.20 Specific

- (1) The Administrative Services Director or designee shall:
 - (a) conduct annual physical inventory inspections
 - (b) issue property tags

EXHIBIT A
PURCHASING CARD POLICY

PURPOSE

To establish those procedures under which departments will control the use of Purchase cards assigned to and utilized by Columbia County employees for purchasing non-restricted commodities and services on behalf of Columbia County. These procedures are intended to accomplish the following:

1. To ensure the procurement with Purchasing Cards is accomplished in accordance with the policy and procedures established by the Administrative Services Department.
2. To enhance productivity, significantly reduce paperwork, improve controls and overall cost associated with purchases.
3. To ensure appropriate internal controls are established within each department procuring with Purchasing Cards so they are used only for authorized purposes.
4. To have timely and meaningful management reports which detail and summarize periodic activities.
5. To ensure Columbia County bears no legal liability from inappropriate use of Purchasing Cards.
6. To provide a convenient method for purchases, consolidate payments, improve customer service, reduce transaction cost, streamline processes and capture spending information.
7. Prompt payment to vendors and provide hard data on purchase activity with vendors in order to achieve savings by negotiated discounts based upon the volume of business with the vendor.
8. The primary advantages of the Purchasing Card Program are the various ways that Columbia County and the Cardholder can establish limits and restrictions. These features allow Columbia County to tailor the program to fit its needs and to extend purchasing responsibility to many more individuals than in the current purchasing environment, while maintaining or even increasing accountability.

The success of Columbia County Purchasing Card Program relies on the cooperation and professionalism of all personnel associated with this initiative. The most important participant is the Cardholder. Finally, it is intended the procedures established herein are viewed as minimum standards for each department, who may wish to establish additional controls beyond those suggested by the procedures.

SCOPE

This procedure will be applicable to those departments who have selected employees to use Purchasing Cards to purchase goods, services, travel and training, or for specific expenditures incurred under conditions approved by this procedure, i.e.: emergencies. The decision of when a Purchasing Card is issued, to whom, and dollar limitations will be made by the County Administrator.

APPLICABILITY

This procedure applies to all departments of Columbia County.

BACKGROUND

A number of unique controls have been developed for this program that does not exist in a traditional credit card environment. These controls ensure each card can be used only for specific purposes and within specific dollar limits. In addition, each Cardholder requires certification on all purchases, with verification performed by their immediate supervisor before payment is made to the vendor.

LIMITS AND RESTRICTIONS

The following limits can be uniquely established:

1. Spending amount per day, billing cycle, and month. The Cardholder can only incur transactions totaling a predetermined dollar amount within any defined period.
2. Number of transactions per day, billing cycle and month. The Cardholder can only incur a predetermined number of transactions within a predefined period.
3. Single Purchase Amount. A limited dollar amount for any single transaction. Cardholders shall not split transactions to stay within their limits.
4. Merchant Category Codes (MCC). The MCC are assigned by Visa to a merchant, which identifies the primary type of goods, or service they provide. The MCC are designed to offer every combination possible, and restrictions are imposed at the point of sale if the blocked merchant requests authorization for the transaction.

BENEFITS

There are many benefits to using the Purchasing Card including:

1. Columbia County's Benefits:
 - Simplifies the purchasing process for the large number of low dollar purchases, freeing up time for large dollar purchases.
 - Lowers the overall transaction processing cost per purchase.
 - Accountability.
 - Provides management information electronically which is currently unavailable.

2. Cardholder Benefits:

Convenience of purchasing without an intensive Requisition/Purchase Order processing system.

Expedites the delivery of goods or services to the job site.

Expands the list of merchants from whom purchases can be made.

3. Merchant Benefits:

Expedited payment to the merchant within 48 hours.

Reduces paperwork

Lowers risk of nonpayment.

TRAINING

All Cardholders will complete training before they are issued a Purchasing Card.

- I. Participating in the Purchasing Card Program is a privilege being offered by Columbia County. If the County Administrator becomes aware of any inappropriate or late approval of transaction, Cardholder privileges may be canceled.
2. It is expected that the Purchasing Card Procedures and training program will assist you in making this program a success.

CARDHOLDER SPENDING LIMITS

1. The Delegation of Authority has been provided to each Cardholder sets the maximum dollar amount for each single transaction of \$500.00 for small non-stocked products and services or for travel and training. Each time a Cardholder makes a purchase with his/her Purchasing Card, this limit will be checked, and the authorization request will be declined should the amount exceed the limitation.
2. The County Administrator will establish different limits for each employee.
3. The following is an initial spending limit for departments, this is subject to change as deemed necessary by the County Administrator:

4. <u>EMPLOYEE</u>	<u>ACCOUNTS</u>	<u>AMOUNT</u>
• County Administrator	ALL	3,500
• Administrative Services Director	ALL	2,500
• Public Safety Director	ALL	2,500
• Utilities Manager	ALL	1,500
• Public Works Manager	ALL	1,500
• All Other Designated Employees	Travel, Fuel & Training	500

USE OF PURCHASING CARD

1. The Purchasing card is to be used for Columbia County purchases only. Cash Advances through bank tellers or automated teller machines are prohibited. The Purchasing Card will not be used for personal purchases. When traveling, if meal charges exceed the authorized subsistence rates as stated in Florida Statute Section I 12.061, the traveler will be required to reimburse The County for the difference in the amounts.
2. Cardholder Responsibility- The Purchasing Card that the Cardholder receives has his/her name embossed on it and the card shall not be lent to any other person.
3. Every Cardholder is responsible for the security of their Purchasing Card. All precautions shall be used to maintain confidentiality of the Cardholders' account number and expiration date of the Purchasing Card.
4. Conditions for Use - The total of a single purchase to be paid for using the card may comprise multiple items and cannot exceed the authorized single invoice limitation. Purchases will be denied if authorization single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.
5. When using the Purchase Card, Cardholders should:

Ensure the goods or services to be purchased are allowable.

Determine if the intended purchase is within Cardholder's Purchasing Card limits.

Advise the supplier/merchant that the purchase will be made using the Purchasing Card.

Inform the merchant that the purchase is tax-exempt. Review the receipt before leaving the store and if taxes were included, request a credit.

If using the Purchasing Card for travel, membership dues, conference, training or other transactions, which require prior approval, all appropriate forms must be completed and approved prior to making the purchase.

6. When placing telephone or mail orders or On-Line Purchasing Cardholders should:

Inform the merchant that the purchase is tax exempt. The tax-exempt identification number is printed on the back of the Purchasing Card.

Make sure the merchant understands that charges are not to be billed until the item(s) has been shipped. Florida law prohibits payment to a merchant prior to receipt of goods or services except in specific circumstances.

If an item is not currently in stock, and is back ordered, remind the merchant that the Purchasing Card cannot be billed until the back ordered item has been shipped.

Inform the merchant that any shipping or delivery fees must be included in the unit price.

7. Returning merchandise purchased with the card - The Cardholder is responsible for managing any returns/exchanges and ensuring that proper credit is received for returned merchandise.

Review the card statement to insure the account has been properly credited for return items.

DOCUMENTATION, RECONCILIATION AND PAYMENT PROCEDURES

1. Documentation- Any time a purchase is made that will be paid using the Purchasing Card; the Cardholder is to obtain a customer copy of the charge slip, which will become the accounting document. Insure all carbon copies are destroyed.
2. Missing Documentation -If for some reason the Cardholder does not have documentation of the transaction to send with the statement, he/she must attach an explanation with a reconciliation statement that includes a description of the item, date of purchase using the Missing Receipt Documentation Form Instances of frequent abuse of this provision will result in cancellation of the Cardholder's Purchasing Card.
3. Payment and Invoice Procedures - Purchases made by employees will be paid by the accounting department once the Cardholder's certification and the approving official's verification has been completed and the account number has been assigned for each transaction.

Receipts: The Purchasing Card receipt or vendor's sales receipt for purchases must be supplied. When purchases are conducted by telephone, request the vendor to forward the receipt to you. These receipts are to be stapled to the monthly statement. Failure to keep adequate receipts will lead to the loss of Purchasing Card privileges. If receipts are lost, attach a note indicating the item(s) purchased.

The Purchasing Card Issuer will provide one copy of the billing statement to the Cardholder and one copy to the accounting department at the end of a billing cycle. The copy of the statement will be mailed to the individual Cardholder. This statement will have a listing of all items processed in the previous 30 days.

The Cardholder is required to review the statement and to note any errors on the bill. The Cardholder signs the statement certifying items purchased and forwards to the supervisor within two workdays after it is received.

The departments' supervisor reviews the statements and where applicable, a "Statement of Dispute" is attached. Once reviewed, the statement is forwarded to the accounting department. The accounting department will fax all "Statement of Disputes" to the bank.

APPROVAL

Approval of all transaction that a Cardholder has made using the Purchasing Card will not be

totally defined in the procedures. Department Head and Supervisors are required to look at each purchase and the merchant who made the sale in order to determine if the items were for official use and if they were approved.

1. Purchase cards are restricted to \$500 per transaction, unless verbal approval is obtained from the County Administrator.
2. If for any reason the Department Head questions the purchase, it is his/her responsibility to resolve the issue with the Cardholder. If they cannot be satisfied the purchase was necessary and for official use, then the Cardholder must provide a credit voucher proving the items were returned for credit.
3. Should it be evident that an unauthorized purchase was knowingly made the County Administrator will determine what action will be taken.

DISPUTES AND AUTHORIZED CHARGES

1. If a suspicious charge appears on a monthly statement, the Cardholder should first attempt to verify the charge with records of purchase. If the Cardholder does not agree with the charge posted on the statement, the Cardholder must notify the bank in writing, using the "Cardholder Dispute Form". The bank will research the disputed charge and make the necessary adjustments. Copies are sent to the Administrative Services Department.
2. Credit to Account - When the bank receives proper notification of a disputed charge, the charge amount will be removed from the total owed by The Columbia County and shown on the monthly statement as a "suspense" item. When the dispute is resolved, the charge will either be removed from the monthly statement or charged to the Cardholder's department if the charge was valid.
3. If items purchased with the Purchasing Card are found defective or the repair or services faulty, the Cardholder has the responsibility to return items to the merchant for replacement or to receive credit on the purchase. CASH REFUNDS WILL NOT BE PERMITTED. If the merchant refused to replace or correct the faulty item, then the purchase of this item will be considered to be in Dispute.
4. A disputed item must be noted on the Cardholder's statement.
5. It is essential that the time frames and documentation requirements established by the Purchasing Card Issuer be followed to protect the Cardholder's rights in dispute.

REQUEST FOR INITIAL, ADDITIONAL OR CHANGES TO PURCHASING CARD

1. Requests for a new Cardholder or changes to a current Cardholder will be done by submitting "Request for Purchasing Card" form. The form will be processed through the Administrative Services Director or designee who will forward the request to the Purchasing Card Issuer.
2. The County Administrator must approve all requests for Purchasing Cards.
3. When the Administrative Services Director or designee receives the Purchasing Card

from the Issuer, it will require the Cardholder to personally sign for his/her card and the Administrative Services Director or designee will notify the appropriate supervisor.

SEMI-ANNUAL INVENTORY OF PURCHASING CARDS

1. On a semi-annual basis, the Administrative Services Director or designee will provide a list of cards issued to employees for each department. The Administrative Services Director or designee will conduct a physical inventory of cards and prepare a report on the results of said inventory.

LOST OR STOLEN PURCHASING CARDS

1. Should an employee lose or has their Purchasing Card stolen, it is the responsibility of the Cardholder to immediately notify the Administrative Services Director or designee and the credit card issuer. The telephone number of the issuer will be provided when the card is issued to the Cardholder.
2. Failure to promptly notify the issuing bank of the theft, loss, or misplacement of the card could make Columbia County responsible for any fraudulent use of the card and result in loss of privileges for the Cardholder.
3. The Cardholder must call the bank immediately upon discovering the card has been lost or stolen.

TERMINATION

1. A Cardholder who terminates their employment must relinquish their Purchasing Card at the time of the separation from the County to their supervisor. The Administrative Services Director or designee will notify the bank and the Cardholder's card will be immediately deactivated. A Cardholder who fraudulently uses the Purchasing Card after separation from the County will be subject to legal action.
2. Purchasing Cards canceled for any reason must be destroyed by cutting it down the magnetic strip.

AUDITS

The Administrative Services Director or designee may conduct random audits for both card activity and receipt retention as well as statement review.

FEEDBACK

Your feedback regarding this program is important. Finance needs to know if you have any issues and we welcome suggestions for improvement.

NON- ALLOWABLE EXPENDITURES

- ▶ Entertainment
- ▶ Personal use
- ▶ Cash advance
- ▶ Alcoholic beverages
- ▶ Tobacco products
- ▶ Non-work or personal use items and services
- ▶ Services such as consultants or construction
- ▶ Telephone credit cards

GLOSSARY

ACCOUNTING SERVICES - (see Professional Services)

ACQUISITION DISPOSITION REPORT - a form used to formally notify the Finance Office of the purchase or change of ownership of Tangible Personal Property.

ADDENDUM - an addition or change in the already prepared specifications that an invitation to bid or quotation had already been mailed out for sealed bids.

ANNUAL BIDS - bids conducted once per year for goods and services to be purchased during the course of the year.

APPRAISAL SERVICES - real property appraisals.

ARCHITECTURAL SERVICES - (see Professional Services)

AUDIT SERVICES - (see Professional Services)

BID BOND - a bond obtained by a bidder to guarantee his bid.

BID OPENING - the formal process of opening sealed bids and proposals.

BIDDERS LIST - the list of vendors to receive requests for quotes, ITBs, RFPs, etc.

BLANKET PURCHASE ORDER - a purchase order issued with a general description of goods or services which can be used for several purchase transactions over a period of time.

CERTIFICATION AND SELECTION COMMITTEE - an ad hoc committee for the purpose of qualifying and negotiating a Design-Build Service.

COMMODITIES - any goods, materials, products, supplies, or equipment.

COMPETITIVE NEGOTIATIONS - negotiations with a Professional Services firm selected via the RFP process.

CONSULTANT SERVICES, PLANNING, MANAGEMENT, SCIENTIFIC- non-Professional Services consulting.

CONTRACT - (for purchasing purposes) - a formal, written agreement between the Columbia County and a specific vendor for a particular purchase or service. The Purchase Order is also a type of contract.

DESIGN CRITERIA - criteria required for a Design-Build RFP.

DESIGN-BUILD - a service wherein the design and construction of a building are all inclusive in one contract.

EMERGENCY - either one of two possible specific definitions of emergency conditions (Level I or Level 2) as further defined in Section 3.

ENGINEERING SERVICES, PROFESSIONAL - (see Professional Services)

EXEMPTIONS - certain types of purchases or sources for purchases which are exempt from the normal competitive procurement process.

FINANCIAL SERVICES - financial consulting and advice.

FORMAL COMPETITIVE PROCESS - the formal ITB or RFP process used to procure goods and services.

ITB - (see Invitation to Bid)

INTERNAL PURCHASES - purchases made between two departments, more commonly between a department and the County Warehouse.

INVITATION TO BID (ITB) - a formal invitation to submit a sealed bid for a specific item or service.

LANDSCAPE ARCHITECT SERVICES - (see Professional Services)

LEGAL SERVICES - (see Professional Services)

MEDICAL SERVICES - all medical related services such as: physicians, hospital, wellness program, consulting, insurance admin., etc.

PETTY CASH PURCHASE - a method used for the reimbursement of purchases by County staff of items or services whose cost is normally in the price range of \$0.01 to \$50.00.

PHYSICAL INVENTORY - the physical verification of inventory items.

PO - (see Purchase Order)

PRE-BID CONFERENCE - a meeting of all interested parties prior to the opening date of the formal "Sealed Bid" at which all questions and abnormalities concerning the project are discussed.

PRE-PROPOSAL CONFERENCE - (see Pre-Bid Conference)

PRICE ESTIMATE - a price given by a vendor for an item or service which is not necessarily a firm quote.

PROFESSIONAL SERVICES assistance obtained in support of County operations from an independent contractor in one of the following professional fields: (architectural, engineering, landscape architecture, and registered land surveying as defined by Florida Statute 287.055; and legal services; and audit and accounting services).

PUBLIC CONSTRUCTION BOND - a performance payment bond required for construction projects that are in excess of \$100,000.00.

PURCHASE ORDER - the formal document that officially and legally commits the County and encumbers funds to purchase an item or service.

PURCHASING CARD - a credit card, usually a Master Card or a Visa Card.

REAL PROPERTY - real estate.

RECEIVING REPORT - the copy of the Purchase Order, or General Receiving Report used to officially acknowledge receipt of goods or services as a prerequisite to payment for the goods or services.

REQUEST FOR PROPOSAL - issued for the procurement of goods or services. This method can be used to: (a) obtain goods and services when the compilation of detail specifications is not appropriate; or (b) obtain Professional Services as defined herein.

REQUEST FOR QUALIFICATIONS - issued for the purpose of qualifying vendors in anticipation of procurement of a) goods or services; or b) an RFP for professional services.

REQUISITION - a request for the purchase of items or services, not an authorization to purchase.

RFI - (see Request for Information)

RFP - (see Request for Proposal)

RFQ - (see Request for Qualifications)

SEALED BID - a formal bid submitted in a sealed envelope to be opened at a date and time specified in the Invitation To Bid.

SPECIFICATIONS - minimum and/or maximum guidelines or limitations required for items or services to be purchased.

STANDARDIZATION - establishment of a standard (type, design, style, or brand) of equipment or supplies.

SURVEYING SERVICES, LAND, REGISTERED - (see Professional Services)

TABULATION - a complete list of all sealed responses received for a single ITB, RFP or RFQ. (Includes all pertinent information such as vendor name, price, delivery time, options available, ranking and or exceptions made to the specifications.)

TANGIBLE PERSONAL PROPERTY - fixed and movable assets as defined by Florida Statute 274.

VENDOR DATA BASE- (see Bidders List)

VENDOR - an individual, company, or agency that either is available to sell goods or services to The Columbia County or has sold goods or services to The County in the past.

VERBAL QUOTATION - a verbally stated quotation of price by a vendor.

WAIVERS - (see Exemptions)

WRITTEN QUOTATION - a quotation of price stated in writing by a vendor.

YEAR END CUT OFF - the point in time near the end of the fiscal year at which requisitions may no longer be submitted to the Purchasing Department.



Exhibit B
Columbia County
Check Request

REQUESTED BY: _____ DATE: _____

VENDOR: _____ VENDOR# _____

DESCRIPTION:

ACCOUNT NO: ____ - ____ - ____ - ____ - ____ AMOUNT: \$ _____

DEPARTMENT HEAD: _____
DATE

AUTHORIZATION: _____
COUNTY ADMINISTRATOR DATE

ADMINISTRATIVE SERVICES DIRECTOR DATE