



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Amended Policy Approval Date:
3.00	PURCHASING POLICY	12/06/2021

PURPOSE

The purpose of this policy is to establish uniform guidelines for the procurement of materials and services. The manual is intended to help the departments understand the system, duties, and responsibilities of those involved in the purchasing process and to provide a foundation for effective, consistent and complete consideration of all aspects of the procurement task.

It shall be the individual responsibility of each county employee involved in the procurement process to understand and adhere to the adopted purchasing policies, procedures and regulations of Taylor County and the State of Florida. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order.

This purpose of this policy is to also establish guidelines for sub-recipient procurement and to provide guidance for meeting the requirements under 2 CFR including 2 CFR part 200.322 for Procurement of Recovered Materials, including compliance with section 6002 of the Solid Waste Disposal Act, and Appendix II to 2 CFR part 200 for Contract Provisions for Non-Federal Entity Contracts under Federal Awards. This policy is intended to replace policy 3.01.01 The Responsibilities and Functions of the Purchasing Department and policy 3.01.05.01 Purchasing Levels of Authority.

SECTION 1

THE RESPONSIBILITIES AND FUNCTIONS OF THE PURCHASING DEPARTMENT

Purchasing is responsible for establishing and administering purchasing policies; initiating reports necessary to permit analysis of purchasing performance; and the analysis and comparison of prices paid for inventory materials. The purchasing Department provides purchasing assistance to all the departments under the Board of County Commissioners and aids assists any constitutional office that requests assistance in purchasing.

The primary objectives are:

- To procure supplies at the least expense to the County while insuring quality.
- To promote an understanding of sound purchasing policy and procedures throughout all the departments of the County.
- To determine the most efficient and economical means of securing an item or service without sacrificing desirable control and principle of sound purchasing practices.
- Encourage competition and endeavor to obtain as full and open competition as possible on purchases.
- Work with the departments to promote good will between the County and its suppliers.
- To exchange ideas and information with other public purchasing agencies.

The Purchasing department shall serve as the central purchasing unit of Taylor County and develop and administer operational procedures governing the internal functions of this area. Except as otherwise specifically provided in this policy, the Purchasing Department shall in accordance with regulations promulgated by the Board of County Commissioners: purchase or supervise the purchase of supplies, materials, or equipment, defined within the scope of this policy. This department is tasked to determine when it is more economically feasible to

purchase in bulk rather than on an individual basis. The purchasing department along with the County Administrator is responsible for administering the procurement of goods and services.

VENDORS

We strive to maintain strong enduring relationships with vendors of proven ability and desire to meet our needs. To accomplish this, our purchasing activities will be conducted so those vendors will value our business and make every effort to furnish our requirements on the basis of quality, service and price.

New sources of supply will be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.

A vendor may be removed from the County's bid list in the event that the vendor does not fulfill their obligation to the County. The Purchasing Department is responsible for monitoring vendor performance. Departments are to submit a Vendor Performance Evaluation Form (Exhibit A) to the Purchasing office when problems are experienced. Purchasing will then investigate the problem. Removal from the County's bid list will be by joint concurrence of the County Administrator and the purchasing department after carefully reviewing all performance feedback from other departments.

A vendor may be reinstated on the County's bid list by petitioning the County Purchasing department. Re-entry into the system would be after the petitioning vendor has provided

sufficient evidence to satisfy the County Administrator that the problems previously encountered have been corrected.

SECTION 2

THE RESPONSIBILITIES OF DEPARTMENT HEADS

Use preplanning in order to have the goods available when needed without relying upon emergency purchasing procedures. Emergency purchases should be kept to an absolute minimum!

Provide the purchasing department with a clear set of specifications on all items, with an individual cost of \$500 or more, needed by their department.

Assist the purchasing department by suggesting the names of vendors that have access to the particular items being requested, especially technical items.

No department head has the authority to order purchases until they have received a purchase order.

Maintain with the purchasing department current authorization of any individual designated to sign requisitions in their absence.

Insure all personnel are aware and adhere to ALL purchasing procedures.

SECTION 3

THE REQUISITION

The primary role of the County's purchasing department is to meet valid needs for materials, goods, services, or equipment by providing the right products/services in the right quantity, at the right price, at the right time, and at the right place. To accomplish this, it is necessary for the various departments to inform purchasing of their requirements by the preparation of a requisition. The purchase requisition serves to inform the purchasing department of the needs of a specific user department and to correctly define the material or service requested. The requisition is not an order, merely the authorization for purchasing to begin the process for procuring the item(s) or service(s) in accordance with the established county policies and procedures.

The procedures that are set forth in the following parts of this manual have been established as a tool used by purchasing for the processing of all requisitions received. The purchasing process begins when a department initiates a requisition. It is necessary to establish certain facts so that the requisition can be properly processed for a purchase order.

COMPLETING THE REQUISITION FORM (EXHIBIT B)

The instructions that follow outlines the proper step by step method for completion of the requisition form:

- Requisition number will be determined by purchasing.
- Vendor: Identifying information about the vendor.

- Ship to: Department and street address for delivery of goods.
- Quantity: Indicate each item and the quantity desired by the unit of measure such as: each, doze, gross, carton, case, gallon, pound, etc. If you are order by carton or case, please indicate the carton or case count on the requisition.
- Item: List the vendor's part number.
- Detailed Description: Give a careful and precise description of the specifications of an item desired (i.e. size, dimensions, type, weight, construction of item and/or equipment, and other pertinent information. If applicable, please provide a manufacturer's brand name and model for the purse of establishing a standard of quality. Requisitions with insufficient information will be returned to the department.
- Unit: Cost per unit.
- Amount: Quantity times unit cost equals amount.
- Date: The date the requisition is submitted to purchasing.
- Authorized Signature: To be signed by the department head or authorized designee.
- Department: The four numbers issued by finance for the particular department, which the expenditure should be charged against.
- Account Code: 5-digit line item code.

ITEMS WITH THE INCORRECT DEPARTMENT/ACCOUNT CODE WILL BE RETURNED TO THE DEPARTMENT.

The steps that follow present in general terms, the procedures for routing the requisitions, and are presented to create awareness and understanding to all involved in the acquisition process:

- The user department completes the requisition as outlined in the previous section.
- Purchasing will prepare new vendor forms when the desired vendor is not already in the system. Departments may be asked to assist with providing vendor information such as w-9.
- Requisitions, and if applicable, additional information are forwarded to purchasing.
- Requisitions are then processed in accordance with guidelines set forth in this manual and subsequent amendments.

EMERGENCY PURCHASES

The department head or designee may make or authorize others to make emergency purchases without competitive bidding when there exists a threat to public health, welfare, or safety. This shall be considered to also mean those situation where the operation of a department would be seriously impaired if immediate action was not taken. The following procedures shall govern:

- The department head or designee shall prepare requisition and then specify in writing on the requisition the details of the emergency and additionally complete the Emergency Certification Form (Exhibit C).
- When an emergency occurs during non-business hours and a delay would be detrimental to Taylor County, with the approval of the County Administrator, the department head or designee shall initiate an emergency purchase. Purchasing shall be furnished with proper documentation on the next workday. The purchase order will then be prepared by purchasing.

Note: Poor planning does **not** constitute an emergency situation.

CAPITAL OUTLAY PURCHASES

Each budget year, the Board approves proposed capital outlay purchases for all departments. All items charged to a capital outlay account will be in excess of an amount established by the Board of County Commissioners and have a life expectancy of more than one year.

SOLE SOURCE PURCHASES

The purchasing procedure will allow for the exemption of sole source purchases from the competitive bidding when it is clearly determined to be impractical to procure through the competitive bidding process.

Some examples of generally accepted Sole Source guidelines are as follows:

- Proprietary Item/Service
- Parts/Equipment not interchangeable with similar parts from another manufacturer (compatibility).
- Only known item that will meet the specialized needs of the department of perform the intended functions.
- Parts/Equipment are required as part of an ongoing standardization process.

All Sole Source requests must be explained fully on the requisition and a Sole Source Certification Form (Exhibit D) must be completed. The purchasing department is responsible to verify sole source guidelines are followed.

YEAR END PURCHASES

The purpose of this section is to establish cut off dates and procedures for submittal and processing both year-end purchase requisitions for the current fiscal year and start-up purchase requisitions for the upcoming fiscal year.

This procedure is necessary to allow for the purchase, receipt, and payment of goods and services before September 30 of each fiscal year. This will assist Finance and Accounting in the timely preparation of the annual financial statements.

The procedure applies to all departments reporting to the Board of County Commissioners, and other agencies that have budgets authorized by the Board of County Commissioners.

Schedule for Submitting Requisitions

On an annual basis, the following time schedule will be followed:

September 1st: Cutoff date for receipt of requisitions in which normal ordering time is more than 3 weeks. Purchases that cannot be received and billed prior to September 30 may result in charges being incurred in the new fiscal budget year.

October 1: Processing of all requisitions for new fiscal year begins.

SECTION 4

THE PURCHASE ORDER

The department must check the availability of funds, prior to submitting a requisition. If the line item has insufficient funds, the Board of County Commissioners must approve a budget transfer prior to the purchase order being issued. In order for necessary purchase orders to be issued, the Board may choose to allow the Finance Director to temporarily approve normal transfers between Board meetings. The purchase order is the vendor's authorization to ship supplies, materials, equipment or to perform services specified therein. It constitutes a contract between the County and the vendor, and as such, it is a legal document and may not be changed by anyone other than the purchasing department or a duly authorized representative. The County Administrator, purchasing department or assigned designee is the only persons authorized to sign the purchase order.

PURCHASE ORDER EXEMPT ITEMS/SERVICES

An approved purchase order must be obtained in advance of obligation of any County funds.

Exceptions to this rule are:

- Salaries by position, which were included in the agency’s annual budget.
- Travel expenses incurred in the course of official duties for a county employee.
- Routine overhead costs, permits, insurance and registration such as; natural gas, electricity, water, phone, and recurring garage collection.
- Hospital bills.
- Social Services indigent care.
- Medical services.
- Newspaper advertisements.
- Lime rock.
- Asphalt millings.
- Fuel.

When advance payment is required, the department is to note “prepayment” on the receiver or complete the Request for Vendor Payment Form (Exhibit E) and send to Finance and Accounting.

BLANKET ORDERS

A blanket purchase order is a purchase order with a maximum dollar limit. Each department head will be responsible for monitoring their individual blanket purchase order to insure that purchases are made within the guidelines and dollar limits set forth. Individual blanket purchase orders will be issued per department and per line account number.

The primary purpose of the purchase order is to state the agreement between the County and vendor. In addition, it authorizes deliver of the purchased material. Copies of the purchase order serves the purpose of notifying and advising all other affected departments of the details of the transaction. The purchase order is an essential document and control in the County's Financial System. A copy of the purchase order also serves as an accounting document for posting charges against the proper budget classification account. These charges, identified as "encumbrances," are utilized in the County's accounting system to ensure against over-expenditures. Also, the encumbrances serve to retain sufficient balances in reserve to pay for all purchase orders that have been issued, regardless of whether the invoice has been received or not.

THE RECEIVING REPORT

The receiving report, is a copy of the original purchase order. The ordering department will hold the copies in an open order file pending receipt of the materials, equipment, goods, services or construction. Upon delivery of the materials, equipment or goods, the designated employee will pull the appropriate receiving report, make an actual count of each item received and circle the count in the quantity column. Suitable inspection of delivered items will be made as a part of the count. Apparent discrepancies between the kind of goods ordered and received or evidence of damaged materials should be noted on the receiving report. Packing slips and delivery tickets should be attached to the receiving report and forwarded to Finance and Accounting. The completed receiving report must be signed and dated by the person who made the count. All receiving reports are to be sent to Finance and Accounting immediately. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoices to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

PARTIAL RECEIPT OF GOODS OR SERVICES

A photo copy of the receiving report must be neatly marked for quantities received, signed and dated by the person making the count, countersigned if necessary and immediately forwarded to Finance and Accounting. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoice to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

FINAL AFTER A PARTIAL

The original receiving report is marked for the amounts received in the final shipment, signed and dated by person making the count, and immediately forwarded to Finance and Accounting. Do not hold receiving reports awaiting invoices. All vendors are instructed to send all invoices directly to Finance and Accounting. Finance and Accounting will NOT forward original invoice to departments where an itemized purchase order exists. Finance and Accounting at its discretion may make specific exceptions to this rule where specific circumstances make it justifiable.

PAYMENTS

Payment of properly approved invoices, accompanied by proper evidence that the product has been accepted and received in good order in accordance with specifications, will be paid after approval by the Board of County Commissioners.

PURCHASING LEVELS OF AUTHORITY

The purchasing department is the only department authorized to issue purchase orders. For purchases of single items less than \$2,500 best purchasing practices should be used with purchase orders authorized by department heads. Purchase orders with a per unit cost of \$2,500-

\$34,999 will be authorized by the department head and County Administrator. Three written quotes are required if available. If three quotes are not available the “No quotes” must still be documented in writing including a copy of the email or fax requesting the quote. All requests for quotation should contain a written specification.

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

Certain purchases may be exempted from the purchasing and/or bid process as defined in the policy (such as vehicles bought under state contract etc.).

Note: The requesting department shall pay particular attention to the contract/services agreements which have the potential to exceed to \$50,000 limit over the life of the contract.

The local vendor preference ordinance remains in effect (Chapter 2 Article VI).

PAYMENT REQUESTS WHERE DIFFERENCES OCCUR BETWEEN INVOICES AND PURCHASE ORDER

The determination of differences between invoices and purchase orders is the responsibility of Finance and Accounting.

- The invoice shall be reviewed for propriety by Finance.
- The invoice shall be audited for correctness, proper signatures, and receiving report.
- If the invoice is appropriate it shall be paid.

CHANGES TO THE PURCHASE ORDER

Corrections amounting to 10% or more of the total purchase order amount are to be made via a formal change order. If a department feels there is a need to alter a purchase order or cancel a

purchase order they must submit their request to the purchasing department. Purchasing will notify Finance and Accounting. Finance and Accounting has final authority over account codes.

Note: A change order cannot be completed on a blanket purchase order. Also note, that a change order may be needed if the items received do not match the items on the purchase order.

PETTY CASH PROCEDURES

Petty cash funds are for making small purchases that cannot be made through the normal purchasing procedures. No single item expenditure from any petty cash fund shall exceed \$50.00 nor shall any total purchase from such fund exceed \$150.00 except when authorized by the Finance Director. Registration shall not be paid out of petty cash without prior approval of Finance and Accounting. Neither shall any amounts be expended from a petty cash fund for the purchase of equipment or payment of salaries. Expenditures from a petty cash fund shall be reimbursed as needed. Provided such expenditures:

- Are supported by itemized signed vouchers (vouchers are to be signed by the department head or a duly authorized designee). Cash and paid receipts must always equal the authorized fund balance amount. The check request form supported by receipts charged against the account shall be processed to obtain a check payable to the petty cash account.
- Qualify under the law as a legitimate public purpose.
- Are included within the approved annual budget of the agency.

A full accounting of all petty cash funds shall be made to Finance and Accounting in the course of periodic reviews of the accounts and records of the County Commission.

Petty Cash funds with bank accounts should be established in a name other than Taylor County, since these funds are not County deposits according to Chapters 280 and 136 Florida Statutes.

Petty Cash funds are a personal liability of the department head to whom the amount is advanced.

SECTION 5

BID PROCESS

This section defines the appropriate bid process utilized for purchasing materials, goods, services, construction or equipment of both specific dollar ranges or specific purchase types and the general procedures involved.

AUTHORITY/APPROVALS

Qualified bidders shall be determined based on the following criteria:

- Ability to deliver the product or perform the contract in a timely manner and consistent with county requirements.
- Experience and past performance.
- Acceptable warrant/guarantee of future maintenance and service.
- Possession of current licenses and certifications (when applicable).

GENERAL INFORMATION

PURCHASES OF SINGLE ITEMS LESS THAN \$500

No quotation required. The purchasing department may place such orders based upon their experience and knowledge of pricing factors. Periodically, prices will be checked to insure the best price is being received. The department head or designee will sign requisitions for these purchases.

PURCHASES OF SINGLE ITEM COSTS \$500 TO \$1,499.99

For single item purchases \$500 or more but less than \$1,500; at least three (3) quotations shall be obtained if purchases do not qualify under the below listed categories. Quotes may come via phone or fax.

- Purchases at a price equal to or less than those prices on established County, State, Federal, the Florida Sheriff's Association, or other contract lists that have met the Florida procurement guidelines stated in Florida Statutes or are otherwise exempt from bidding.
- All supplies, materials, equipment, construction, or services purchased from another unit of government.
- Emergency purchases as provided in this manual.
- Sole Source purchases as provided in this manual.
- When the product is being procured directly from the manufacturer and/or standardization is determined necessary.
- Repairs shall be exempted.
- Purchases of used equipment, each such purchase shall be supported by one equipment appraisal report from the vendor.
- Library/Training Media and Materials – the purchase of library books, education and/or personnel tests, textbooks printed instructional materials, reference books, periodicals, databases, indexes, library media materials, e.g. audio and video cassettes, film strips, films, sound recordings, computer software, etc., and printed library cards.

Note: education and/or personnel tests, data bases, and computer software are exempted for all departments.

- Purchases of real property.

PURCHASES OF SINGLE ITEM COSTS \$1,500-\$34,999.99

Requests for a single item purchase within these limits will follow the same requirements as purchases of \$500 or more. In addition to those requirements, the requesting department shall include a justification for these purchases. The purchase requisition will be jointly reviewed and approved by the County Administrator and purchasing department prior to a purchase order being issued.

PROCUREMENT OF RECOVERED MATERIALS

In compliance with section 6002 of the Solid Waste Disposal Act and 2 CFR part 200.322, the County and its Contractors procure only items designated in EPA guidelines at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. The County and its Contractors will procure solid waste management services in a manner that maximizes energy and resource recovery and establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

FORMAL BIDS

Normal requests for a commodity or service, which is anticipated to exceed \$35,000 or more in cost, shall be subject to the formal competitive bidding. Purchases subject to formal competitive bidding shall be awarded by the Board of County Commissioners.

The local vendor preference ordinance remains in effect (Chapter 2 Article VI).

COMPETITIVE BIDDING PROCESS

The following competitive bidding process shall be accomplished as follows:

- Purchases of \$35,000 or greater shall require advertising for sealed bids provided they are not on established county, state, federal or other negotiated contract lists that have met the Florida procurement guidelines stated in the Florida Statutes or are otherwise exempt from bidding in compliance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Departments needing to bid purchases or services must first present a draft bid package to the board for approval to go out for bids. Written specifications shall be clear, definite, and conform to standard specifications and shall be as general as possible in order to insure a variety of bidders.
- The County Administrator or designee shall have the responsibility of establishing a bid committee composed of department heads, and other county personnel when preparing specifications and evaluation of bids. The bid committee shall be composed of no less than three (3) members with one member designated as chairperson. A pre-bid conference shall be held if it's in the best interest of the County. The committee chairman shall be responsible for arranging pre-bid conferences, exhibits or demonstrations by vendors interested in presenting their products. The County has the option to require mandatory attendance of bidders at pre-bid conferences. The County shall have the right to reject any bid where the bidder fails to attend a mandatory pre-bid conference.
- Bids and quotations shall be opened at a regular scheduled board meeting. The bid invitation will include the designated time and place of the bid opening.
- Bids and quotations received late shall be returned to the bidder unopened with a notation on the bid of the time received.
- No bid may be withdrawn prior to the Board action without written consent of the Clerk of Court.

- Recommendations to the Board for action shall be determined on the basis of the lowest and/or best responsible qualified bid which meets specifications with consideration being given to specific quality of the product, its conformity to the specifications, its suitability to county needs, the delivery terms and the service and past performance of the vendor. In the case of identical qualified bids, the recommendation shall be made for the local vendor, or if there is none, the vendor who has the longest consistent reliable service to the County or by casting lots. Any rejection or recommendation other than the low bid shall be accompanied by a written statement of the Bid Committee giving reasons and justification for such action.
- After bids and quotations have been opened and tabulated, they shall be made available to those persons present who wish to study and/or copy them. Original copies of bids and quotations shall not be removed from the custody of the Clerk's office.
- Any person or firm wishing to protest a recommendation of the bid committee must submit a written protest to the Clerk of Court within three (3) days after the bid committee's meeting. The protest must clearly state the grounds for such protest and include documentation to support the protest. The Chairperson of the Board convene a bid protest review committee consisting of three (3) persons, one of which shall be a County Commissioner to conduct an informal hearing concerning the protest. The bid protest review committee shall present a written report of its findings to the County Commissioners at the Commission meeting that will consider the bid award.
- Final action on any bid shall be the decision of the Board in open session.
- No employee of the Board or Board Official shall use bid prices or receive any other preferential treatment in the making of personal purchases.
- No employee or Board Official shall make purchases for personal use through a department or the County.

- Payment of properly approved invoices, accompanied by proper evidence that the product has been accepted and received in good order and in accordance with specifications, shall be paid after approval of the Board of County Commissioners.
- The Board may authorize the negotiation of the purchase of additional commodities and services with the bid recipient as long as these additional commodities and services are related to the original bid. The Board may authorize additional purchases under a bid quote provided the vendor is in agreement and the bid is under one (1) year old. The Board may authorize negotiating with the bid recipient to reduce the cost to the County by changes in the base bid specifications.

See Exhibit G for the General Bid Considerations Form and Public Entity Crimes Form, which shall be part of all bid packets.

EXEMPTIONS FROM THE BIDDING PROCESS

The following types of purchases shall be exempt from any bidding requirements as set forth in this Purchasing manual:

- All supplies, materials, equipment, or services purchases at a price established by state, federal, county or other contracts that have met the Florida procurement guidelines or at a price equal to or less than those prices.
- All supplies materials, equipment, construction, or services purchased from another unit of government.
- Emergency purchases as provided in this purchasing manual.
- Sole Source purchases as provided in this purchasing manual.
- When the product is being procured directly from the manufacturer and/or standardization is determined necessary.

- All repairs shall be exempted.
- All purchases of used equipment must be approved by the County Administrator. The County Administrator may request an equipment appraisal.
- Library/Training Media and Materials. The requirements for bids from two(2) or more sources are waived for the purchase of library books, education and/or personnel tests, textbooks, printed instructional materials, reference books, periodicals, databases, indexes, library media materials, e.g. audio and video cassettes, film strips, films sound recordings, computer software etc. and printed library cards.
- Social Services (e.g., burials and indigent patient services).
- Advertisements
- All purchases of real property having a value of fifty thousand dollars (\$50,000) or less; however, each purchase shall be supported by two (2) current, independent appraisal reports prepared by different MAI (Member of Appraiser's Institute) appraisers within eight (8) months of the proposed purchase.
- Services of a professional nature, including engineering, land surveying, architectural, and landscape architectural services controlled by Section 287.055, Florida Statutes; and medical and legal services.

BID BONDS

Each bid on a public construction project estimated to exceed \$100,000 in cost must be accompanied by a bid bond payable to Taylor County for five percent (5%) of the total amount of the bid. The bid bond may be in the form of a certified or cashier's check payable to Taylor County or a bond issued by a surety qualified to do business in the State of Florida. When the bids have been opened and compared, the County will return the bonds of all except two (2) lowest

responsible bidders. When a contract is executed by the lowest responsible bidder and the public construction bond required by Section 255.05, Florida Statutes, together with certificates evidencing proof of necessary insurance requirements shall be properly executed and furnished to Taylor County, then the bid bonds of the two (2) lowest bidders shall be returned. If the lowest responsible bidder does not enter into the contract required by the County within thirty (30) days after written notice of award of contract and furnish to the County the required public construction bond along with proof of insurance as required in the bid documents; the amount of the bid bond of the lowest responsible bidder shall be forfeited to the County and the County may proceed to enter into a contract with the second lowest responsible bidder.

PUBLIC CONSTRUCTION BOND

On each public construction project exceeding \$100,000 in cost, the successful bidder shall provide to the County within thirty (30) days after written notice of award a public construction bond in accordance with the provisions of Section 255.05, Florida Statutes, in the amount of one hundred per cent (100%) of the contract price issued by a corporate surety approved by the County and qualified to do business in the State of Florida.

ATTORNEYS-IN-FACT

Attorneys-in-fact who sign bid bonds or public construction bonds must file with each bond a certified and effective dated copy of their power of attorney.

INSURANCE REQUIREMENTS

All public construction projects shall require the contractor to secure all insurance requirements in the bid documents and specifically name the county as “additionally insured” on the certificate(s). Insurance requirements shall be set by the Board of County Commissioners and may vary

depending on the scope of work. However, they shall never be less than the minimum amounts prescribed by law.

IRREVOCABLE LETTER OF CREDIT

Upon approval of the County Administrator, a contractor may present an irrevocable letter of credit from a national or state chartered bank in lieu of any of the foregoing bonds for the same face value as required for the bond. The letter of credit shall be for a period of time not less than three months beyond the scheduled completion date.

PUBLIC ENTITY CRIMES STATEMENT

Where applicable, contractors and vendors shall be required to submit a Public Entity Crime Statement pursuant to F.S.287.133.

PUBLIC INSPECTION

All bid proposals, written quotations, and any associated documents shall be made available to the general public for inspection at any time following the bid opening date and time or deadline.

E-VERIFY

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Contractors and vendors shall be required to submit a copy of E-Verify certification, pursuant to F.S.448.095.

CONFLICT OF INTEREST

In compliance with F.S.200.318(c) (1), no employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Taylor County is resolute in providing a fair and equitable bidding process, and violations of the Conflict of Interest policy herein will result in progressive discipline up to and including termination.

FRAUDULENT MISCONDUCT AND ANTI-FRAUD AWARENESS

All purchasing and procurement goes through a minimum of a three step approval process.

All invoices and accounts payable goes through a minimum of a four step approval process.

All grant funding projects and purchases adhere to steps 1 and 2 as well as the policies and procedures of the funding agency, and the terms of executed grant contracts.

All property with a value of more than \$5,000 is inventory tagged, tracked, and electronically maintained by the Board of Commissioners. Inventory is taken at a minimum annually. All Department Heads are responsible for all equipment and capital items in their assigned departments, and these responsibilities are clearly outlined in the inventory/tangible personal property manuals.

Elected officials, employees, appointed advisory boards/committees, and anyone who has a business relationship with Taylor County must abide by County anti-fraud policies and procedures. As a means to ensure all possible measures are taken by the County to eliminate any type of contractor fraud, bid submission documents and contracts may contain and require execution of the documents as listed in the purchasing policy. Any elected official, employee, appointed advisory board or committee member, or anyone who does business for or with Taylor County, who suspects dishonest or fraudulent behavior or activity should notify the Taylor County Personnel Manager at 850-838-3500 ext. 113, or the County Administrator's office at 850-838-3500 ext. 106 immediately. The complainant may be required to sign a written statement if the complaint is valid and requires action. Employees may also remain anonymous when contacting the Personnel Manager and/or the County Administrator's office. All employees are protected from adverse actions resulting from reporting suspected fraud or associated misconduct as per Florida Statutes 112.3187-112.31895. Taylor County prohibits retaliation for the reporting of suspected fraudulent or dishonest activity.

The reporting individual should not contact the suspected individual(s) in an effort to determine the facts, discuss the complaint, or demand restitution. The reporting individual should not discuss the case, facts, suspicions, or allegations with anyone other than the Personnel Manager and/or County Administrator unless directed to do so by the County Administrator and/or the County's legal counsel. It shall also be a violation of this policy for any informant/complainant to make a baseless allegation of fraudulent activity that is made with malice or reckless disregard for truth that is intended to be disruptive or to cause harm to another individual. Any violation of this nature may result in disciplinary action up to and including termination of employment.

Taylor County will conduct an investigation of reported fraud, improprieties, or irregularities. In accordance with Florida Statutes, until such time as the final report has been made, suspected

frauds and the nature of the related audits/investigations shall remain confidential. Actions and sanctions which may be taken for fraudulent activity include:

1. Employees suspected of participating in fraudulent activity may be suspended without pay during the course of the investigation as determined by the Personnel Manager and the County Administrator's office.
2. Employees found to have participated in fraudulent activity will be subject to disciplinary action up to and including termination from employment, and possible criminal prosecution or civil action.
3. Employees found to have knowledge of fraudulent activity and who knowingly fail to report the activity will be subject to disciplinary action up to and including termination.
4. The relationship of individuals, firms, and entities doing business for or with Taylor County found to have participated in fraudulent activity as defined by this policy will be subject to review with the possible termination or modification of business for/or with the County and termination of all existing and pending contracts.
5. Appropriate law enforcement agencies, and agencies associated with the fraudulent activity such as, but not limited to, agencies that may have provided funding for projects, equipment or services which involved fraudulent activity may be subject to criminal or civil action if found to have participated in fraudulent activities while doing work for/or with Taylor County.

SECTION 6

FEDERAL AWARDS

NOTICE OF FEDERAL POLICY REQUIREMENTS

If any contract or purchase of services is being funded in whole or in part by assistance from any federal grant, the contract is subject to one or more applicable federal public policy requirements such as:

- Equal Employment Opportunity
- Affirmative Action
- Fair Labor Standards
- Energy Conservation
- Environmental Protection; and/or
- Other similar socio-economic programs

The County shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the County shall include in the contract provisions the requirement that the contractor give a similar notice to all its subcontractors.

CONTRACTS PROVISIONS FOR FEDERALLY FUNDED PROJECTS

In compliance with 2 CFR Part §200.318 through 200.327 to include all applicable provisions identified in Appendix II of 2 CFR 200 (200.327), The County will ensure that all procured contracts for services or purchase of property or equipment contain all of the appropriate provisions set forth by these Federal regulations by conducting the following:

- A. Review proposed technical specifications of the bid solicitation, prior to contract execution, to determine whether or not the bid solicitation will exceed the Federal simplified acquisition threshold of \$150,000;

- B. In the event the contract exceeds the Federal simplified acquisition threshold, the County will perform a cost/price analysis; make available upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition pursuant to F.S.200.324; and ensure that the contract language addresses administrative, contractual or legal remedies in instances where Contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate; will require a bid guarantee of five (5) percent of the bid price, will require a performance bond for 100% of the contract price, and will require a payment bond for 100 percent pursuant to F.S.200.325.
- C. For contracts in excess of \$10,000, the County will ensure that there is language that addresses termination for cause and for convenience by the County including the manner which it will be affected and the basis for settlement;
- D. All Federally funded contracts will include the proper certifications for EEO, Non-Discrimination, and Code of Conduct policies (i.e., conflicts of interest);
- E. All Federally funded contracts will include a certification clause that addresses the Davis Bacon Act and reporting requirements (when applicable);
- F. All Federally funded contracts will include a certification clause in compliance with Contract Work Hours and Safety Standards Act (when applicable);
- G. Any Federally funded contracts in excess of \$150,000 will include a certification clause that requires compliance with applicable standards, order and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Contract Act;
- H. A search will be conducted by the County in SAM.gov to ensure that the bidders are not debarred or suspended from participating in Federally funded projects, and are currently registered and licensed to perform the necessary work; and

- I. All Federally funded contracts will include certification for Byrd Anti-Lobbying Amendment compliance.
- J. All Federal contracts will include notification that the sub-recipient is responsible for the settlement of all contractual and administrative issues arising out of procurements under a Federal award pursuant to F.S.200.318 (k).
- K. All Federally funded contracts will include a preference for domestic procurements involving goods, products, and materials pursuant to F.S.200.322
- L. All Federally funded contracts will include certification of compliance with provisions related to procurement of recovered and recycled materials pursuant to F.S.200.232; and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

ECONOMY AND EFFICIENCY

In compliance with F.S.200.318 (e), the Taylor County Board of County Commissioners promotes cost-effective use of shared services across the Federal Government and may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. Taylor County accepts and reviews any value engineering opportunities as part of its construction contract process.

Taylor County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

Taylor County will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural engineering (A/E) services, geographic location may be selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

ASSIGNMENTS OF CONTRACTS

No agreement made pursuant to any sections of this policy shall be assigned or sublet as a whole or in part without the written consent of the County. Nor shall the contractor assign any moneys due or to become due to the contractor thereunder without the previous written consent of the County.

RIGHTS OF BOARD OF COUNTY COMMISSIONERS

Nothing in this policy shall be deemed to abrogate, annul, or limit the right of the Board, in the best interest of the County, to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for the public good.

SECTION 7

WAREHOUSES

One primary function of the warehouse(s) is/are to maintain stock levels of materials and supplies common in use to one or more departments. The quantity purchased of such items is to insure maximum low cost. Materials may be direct shipped to the department location when possible.

STOCK LEVELS

Where stock levels are maintained, purchasing department or designee will perform physical handling of inventory including the receiving, issuing and stocking of shelves.

STORAGE OF MATERIALS

All materials of similar character shall be properly segregated and assigned permanent space and a definite location. Care will be taken to insure that materials are segregated by size, kind and grades for convenience in location when needed in taking inventory. When assigning materials to specific location in the storeroom, consideration must be given to the fact that there will be a greater number of withdrawals of some materials than others.

WAREHOUSE CATALOG

A warehouse stock catalog containing the descriptive listings of items, code numbers and estimated price will be published and maintained by the purchasing department.

WAREHOUSE REQUISITIONS

Departments drawing from the warehouse(s) will use standard warehouse requisition forms. This for must be completed with correct department account number, catalog number and description of materials needed. An authorized person receiving materials must sign the warehouse requisition.

MATERIALS RECEIVED AT WAREHOUSE(S)

The purchasing department or designee will be responsible for receiving and issuing all goods at the warehouse. The receiving of ordered items at the warehouse will be processed and verified in the same manner as any other purchase. Partial deliveries will be handled in the same manner as outlined in the purchasing procedures in this purchasing manual.

RECORD KEEPING

After receiving a shipment or partial shipment, the quantity of a given item should be entered into the inventory module, and added to the balance shown thereon. At the time of dispensing supplies, the reverse of the above applies. The quantity issued, along with the date, department and requisition number is entered and a new balance established.

ACCOUNTABILITY AND PERPETUAL INVENTORY CONTROL

The proper functioning of an inventory accounting system demands that all materials and supplies received, issued, and on hand be accounted for both in quantities and values, that the inventory be controlled by accounts in a general ledger, and that periodically the inventory records and accounts be verified by actual physical inventory. A systematic classification of titles of inventory items is absolutely essential to the proper accounting for the inventory.

Because of the large number of commodities that may be carried in stock, the classification shall provide for a definite grouping of like articles.

DETERMINATION OF MAXIMUM AND MINIMUM STOCK LEVELS

The maximum stock is the largest quantity permitted to be on hand at any one time. Generally, the amount of stock to be carried should be based on current needs, length of time necessary to replace stock, amount of storage space, and quantities at which favorable prices may be secured. At times when market conditions are favorable, increased “maximum” quantities may be justified. The “minimum” stock is the smallest quantity that should be in stores at any one time and should be the quantity needed for normal requirements during the time to replenish the supply. The amount of stock to be ordered at any one time would be the “maximum” less the amount on hand at the time of ordering.

SECTION 8

COUNTY PROCUREMENT RECORDS

All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the County in a contract file by the department head.

RETENTION OF PROCUREMENT RECORDS

All procurement records shall be retained and disposed of by the county in accordance with record retention guidelines and schedules established by the State of Florida.

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none

EXHIBIT A

VENDOR PERFORMANCE EVALUATION

VENDOR: _____ DEPARTMENT: _____

ADDRESS: _____ AGENCY CONTACT _____

CITY _____ STATE _____ ZIP CODE _____

P.O. # _____ AMOUNT: _____ P.O. DATE: _____

CONTACT: _____ COMMODITY/SERVICE: _____

NATURE OF COMPLAINT

<input type="radio"/> Late delivery	<input type="radio"/> Shipment made collect
<input type="radio"/> Unauthorized substitution	<input type="radio"/> Request to cancel due to bid error
<input type="radio"/> Poor Quality	<input type="radio"/> Failure to furnish price list/catalog
<input type="radio"/> Failure to respond to letter/call	<input type="radio"/> Failure to replace damaged goods
<input type="radio"/> Poor service	<input type="radio"/> Repair parts not available
<input type="radio"/> Incorrect invoices	<input type="radio"/> Failure to provide warranty
<input type="radio"/> Failure to meet specifications	<input type="radio"/> Shipment of used goods
<input type="radio"/> Failure to identify shipment	<input type="radio"/> Short weight or over shipment

DETAILS OF COMPLAINT: (attach second page if necessary)

Has complaint been resolved? ____yes ____no

Complainant's Signature: _____ Title: _____

Department: _____ Phone No. _____ Date: _____

ACTION TAKEN BY BUYER:

BUYER: _____ DATE: _____

EXHIBIT B

PURCHASE REQUISITION

EXHIBIT C
EMERGENCY CERTIFICATION FORM

DATE: _____

DEPARTMENT: _____

ACCOUNT CHARGED: _____

VENDOR: _____

ITEM

PURCHASED(S): _____

SIGNATURE: _____

EMERGENCY

CIRCUMSTANCES: _____

EXHIBIT D

SOLE SOURCE CERTIFICATION

VENDOR NAME: _____

COMMODITY (General Description): _____

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. Attach additional data or support documentation if necessary. (More than one entry will apply to most ole source products or services).

SOLE SOURCE CERTIFICATION:

- 1. ____ Parts/equipment can only be obtained from original manufacturer – not available through distributors. (Items 3, 4, 5, or 6 must also be completed).
- 2. ____ Only authorized area distributor of the original manufacturer. (Items 3, 4, 5 or 6 must also be completed)
- 3. ____ Item/service owned by a private individual or corporation under trademark or patent.
- 4. ____ Parts/equipment not interchangeable with similar parts of another manufacturer. (Explain below)
- 5. ____ This is the only known item/source that will meet the specialized needs of this department or perform the intended function. (Explain below)
- 6. ____ Parts/equipment are required from this vendor to provide standardization. (Explain below)
- 7. ____ None of the above apply. Explanation for sole source request is detailed below.

COMMENTS/EXPLANATION: (Use reverse side if necessary)

On the basis of the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity.

Signed: _____

Department: _____

Department Head Signature

Approved: _____

Date: _____

Purchasing Department

EXHIBIT E
CHECK REQUEST

TO: Finance and Accounting

FROM: _____

Department Name

Please prepare a check in payment to the below-named vendor for the purchase of goods or services which DO NOT require a purchase order, contract or travel authorization under the terms of the Taylor County Purchasing Manual.

VENDOR:

This check is to be (Choose One):

Name _____

Address _____

Address _____

	Mailed directly to vendor
	Picked up by my department
	Picked up by the Vendor

Responsibility Cost Code

<u>Invoice Number</u>	<u>Department</u>	<u>Account Number</u>	<u>Amount</u>

I hereby certify that this payment complies with paragraph 1 of this form that the Goods/Services have been received, and payment is authorized.

Date: _____ Department Head or Authorized Signature: _____

EXHIBIT F

REQUEST FOR ASSISTANCE

DEPT. NAME _____ **PO #** _____

DEPT. HEAD SIG. _____ **ACCOUNT #** _____

VENDOR # _____ **VENDOR NAME** _____

Please accept this as formal authorization to amend the above order as follows:

ASSISTANCE REQUESTED: (Mark the appropriate item, and explain/justify below):

- Cancellation Request
- Change Amount

	Amount	New PO Total
<input type="radio"/> Increase	\$ _____	\$ _____
<input type="radio"/> Decrease	\$ _____	\$ _____
- Change Description/Text
- Change Charge Code
 - Old Charge Code
 - New Charge Code
- Other – Explain Below

Justification/Explanation:

Authorized By: _____ Date: _____

Purchasing Department

INVITATION TO BID

The Taylor County Board of County Commissioners is soliciting bids for _____.

Sealed bids will be received by the Clerk of Courts, 1st Floor Courthouse or PO Box 620, Perry, Florida 32348, to arrive no later than _____, local time _____. Bids will be opened and read aloud at _____, local time, _____, in Taylor County Board of County Commissioners Board room, Old Post Office Complex, 201 E. Green Street, Perry, Florida.

Bid considerations/specifications **MUST** be obtained from the Clerk of Courts, 1st Floor Courthouse or PO Box 620, Perry, Florida 32348.

The Board reserves the right to accept and/or reject all bids and to award the bid in the best interest of the County.

Additional information may be obtained from:

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

GENERAL BID CONSIDERATIONS

1. Bids must be submitted by mail or in person to the Clerk of Courts, 1st Floor Courthouse, or PO Box 620, Perry, Florida 32348 to arrive no later than _____, local time _____. Bids received late shall be returned unopened.
2. Bids must be in a sealed envelope plainly marked “_____” on the outside.
3. Once opened, no bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
4. Bids must specifically state in their bids that it meets or exceeds the county’s specifications. If it does not meet specifications, the bid must clearly list those items that do not meet the specifications. The bidder shall furnish a complete set of specifications on their product or services, if required by the specifications.
5. Bidders must complete and furnish with their bid, the Florida Public Entity Crimes Statement as required by F.S. 287.133(3) (a).
6. All bids submitted, requiring General Liability and Workers’ Compensation Insurance, per the Bid Specifications, must include a certificate of Insurance showing Liability Insurance Coverage on the contractor, listing the County as additionally insured, or a sworn statement from an Insurance Agent, verifying that if the prospective bidder is awarded the bid, a Certificate of Insurance will be issued to the successful bidder within thirty (30) days of the acceptance of the bid, in the amount stated in the bid specifications. Also include the Declaration page from the Insurance Policy showing Workers’ Compensation Insurance on all employees working on the project. Any bidder, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised the bid will be given to the next lowest bidder, who meets all bid specifications.

(General Bid Considerations continued on next page)

GENERAL BID CONSIDERATIONS

(Continued)

7. All bids must include E-Verify Certification pursuant to F.S.448.095. The E-Verify Memorandum of Understanding may be used for certification.
8. Bids shall be opened and read aloud on _____ at _____ in the Taylor County Board Room, Old Post Office Complex, 201 E. Green Street, Perry, Florida.
9. The Taylor County Board of County Commissioners reserves the right to accept or reject any and/or all bids in the best interest of Taylor County.
10. It is the responsibility of the bidder to fully understand and follow all conditions and specifications.
11. Bid considerations/specifications **MUST** be obtained from the Clerk of the Circuit Court, PO Box 620 Perry, Florida 32348, (850)838-3506.
12. For additional information, contact:

BID CHECK-LIST

Check Items Included

With Bid: Total Bid _____

- _____ 1. Written Bid Quotation.
- _____ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Bid Considerations (**MUST BE INCLUDED WITH BID**).
- _____ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State. (**MUST BE INCLUDED WITH BID**).
- _____ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3) (a) (**AFFIDAVIT MUST BE INCLUDED WITH BID SPECIFICATIONS**).
- _____ 5. If a Bid Bond is required, **it must be submitted with the bid** in the amount of five percent (5%) of the bid amount.

If a performance Bond is required, the successful bidder must provide same prior to the County accepting the contract.
- _____ 6. E-Verify certification is required, (**MUST BE INCLUDED WITH BID**).

The Bid Check-List **must be included with the submitted bid.**