

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-001

Title: Purchasing Procedure Manual

Effective Date: March 25, 2008

Revised Date: September 3, 2008

The Purchasing Manual is designed to explain and facilitate understanding of the Purchasing code and the functions, policies, and procedures of the Office of Central Purchasing. Additionally, it will serve as a tool in personnel training.

I. Applicability:

Procedures contained herein are applicable to all County personnel involved in the requisitioning, receiving, transferring and replacement of supplies, materials, services and equipment.

II. Responsibility and Functions:

The Office of Central Purchasing is responsible for administering Walton County Purchasing Procedures as approved by the Board of County Commissioners; establishing and administering purchasing policies; dealing fairly with all potential sources of supply; obtaining goods and services in an efficient and businesslike manner; consolidating purchases of like or common items; obtaining fair prices for materials, equipment, supplies and services; and generally defining how to effect cost saving and coordinate purchasing and contracting procedures for Walton County.

The primary function of the Office of Central Purchasing is to purchase supplies, materials, equipment and services required by the County and to insure that maximum value is achieved for each dollar spent.

Specific responsibilities, duties, and functions include:

A. Policies and Procedures:

Develop purchasing objective, policies, programs and procedures for the purchase of and contracting for all materials, supplies, equipment and services.

B. Representation:

Act as Walton County's representative on matters pertaining to purchasing and contracts.

C. Specifications:

Purchasing will work with the using departments/division to prepare and assemble specifications and technical requirements which are subsequently included in Invitations to Bids, Requests for Proposals, Requests for Letters of Interest, and/or Requests for Qualification.

The Office of Central Purchasing shall assist the using departments/division in ascertaining the appropriate quality, quantity, and kind of materials requisitioned in order to serve the best interests of the County. If any questions arise contact the Office of Central Purchasing.

D. Standardization:

Work with other departments/division to establish standardization of materials, supplies and equipment where practicable within a competitive environment.

E. Vendor Relations:

Promote good will between Walton County and its suppliers. Encourage full and open competition. Assure fair and equitable business dealing with all vendors. All bidders shall be afforded equal opportunity to quote and compete in public bidding.

The County will avoid buying from suppliers who are not financially stable, do not have high ethical standards, and do not have a record of adhering to specifications, maintaining shipping promises, and giving full measure of service.

The County strives to maintain strong and enduring relationships with vendors of proven ability and those who desire to meet our needs. To accomplish this, our purchasing activities are conducted in such a manner that all vendors are treated equally, and awards are always based on specifications, quality, service and price.

The end user will be consulted on the selection of the best vendor; price shall not be the deciding factor.

In interviews with sales people, only employees of Office of Central Purchasing may commit the County to a preference for or purchase any product or service, or give any information regarding performance or price, which might in any way compromise the County.

All correspondence with suppliers is to be through the Office of Central Purchasing, except in special cases where the technical details involved make it advisable to delegate authority to others. In such cases, the Office of Central Purchasing must receive copies of all correspondence.

Acceptance of gifts at any time, other than advertising novelties of nominal value, in excess of \$100 is PROHIBITED under the guidelines of the National Institute of Governmental Purchasing and Section 112.3148, Florida Statutes. Also see Personnel Policy & Procedures 6.2 Gratuities.

Acceptance of elaborate entertainment is also prohibited. Employees must not become obligated to any supplier and shall not conduct any County transaction from which they may personally benefit. No employee of the County shall obligate the County whereby said employee may derive income or benefits other than those provided as remuneration from the County for his/her employment.

F. Purchasing Analysis:

Keep informed of current developments in the field of purchasing, including but not limited to prices, market conditions and new products. Secure for the County the benefits of research conducted in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations, and private businesses and organizations.

III. Procedures:

The following guidelines shall govern the procurement of goods and services for the County.

All requests for goods and/or services and all purchases will be made through and by the Office of Central Purchasing unless otherwise exempted by the Board of County Commissioners. In some instances, authority to request prices may be delegated to others. For budget purposes only, personnel may contact vendors to obtain information. Vendors must be told that the requested department is only requesting prices for budgetary purposes.

Like purchases may be combined for bidding and quantity discount pricing.

It is the intent of the Purchasing Department that no contract, purchase, or group of requisitions shall be subdivided to avoid bid and quotation requirements.

It is incorrect for a County officer or employee to order the purchase of any materials, supplies, equipment, and contractual services, or make any contract other than through the Purchasing Agent without prior written authority or as specifically delegated herein. Failure to follow this procedure can lead to disciplinary action.

In cases of emergency purchase or circumstances, and only in such cases, an exception to the above policy may be made under the conditions set by the Board of County Commissioners.

IV. Deviations:

Deviations from the procedures prescribed herein shall not be made without prior approval of the Board of County Commissioners.

V. Suggestions:

Suggestions for improved methods and new ideas concerning these procedures are encouraged and welcomed.

VI. Amendments:

The terms of this Policy and Procedures Manual may be amended by a resolution duly adopted by the Board of County Commissioners.