



ORDINANCE NO. 2000- 36

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, AMENDING ORDINANCE NO. 98-26, WHICH AMENDED ORDINANCE NO. 81-8, AS AMENDED, WHICH ADOPTED A PURCHASING POLICY FOR THE UNINCORPORATED AREAS OF NASSAU COUNTY; SPECIFICALLY AMENDING SECTION 4 (3)(b), PURCHASING RULES AND REGULATIONS, AUTHORIZING PURCHASES LESS THAN \$1,000 BY THE ROAD AND BRIDGE DEPARTMENT AND THE SOLID WASTE DEPARTMENT; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Board of County Commissioners of Nassau County, Florida, has established a purchasing policy for the unincorporated areas of Nassau County, Florida; and

**WHEREAS**, the Board of County Commissioners of Nassau County, has found it necessary to amend said policy in order to increase the purchasing power, without obtaining a purchase order, for purchases of less than \$1,000.00 by the Road and Bridge Department and the Solid Waste Department for parts necessary for the repair of equipment; and

**WHEREAS**, the Road and Bridge Department and the Solid Waste Department may make purchases at a cost up to \$1,000 for parts for the repair of equipment without following the procedures set forth in Section 4; and

**WHEREAS**, a receiving report must be filed with the Finance Department prior to payment of the invoice.

NOW, THEREFORE BE IT ORDAINED this 18<sup>th</sup> day of September, 2000, by the Board of County Commissioners of Nassau County, Florida, that Section 4 of Ordinance No. 98-26 shall be amended as follows:

**1. SECTION 4 - PURCHASING RULES AND REGULATIONS**

1. *Purchase Requisition* - Certain employees or officers, who are designated by the Board as its authorized representatives, shall have the authority to request purchases on the approved purchase requisition. **NO PURCHASE SHALL BE ALLOWED TO BE DIVIDED OR SUBDIVIDED IN ORDER TO CIRCUMVENT ANY SECTION OF THIS PURCHASING POLICY.** The requisitioner shall submit the purchase requisition to the Finance Department. Finance shall review the requisition for completeness and to ensure that the requisitioner has been authorized by the Board to make requisitions, that the appropriate fund account number has been assigned, that there are sufficient unencumbered amounts in the fund account to cover the purchase, and that the requested purchase meets the requirements of Section 4. All specifications for bids for goods or services greater than \$5,000 must be forwarded to the Clerk's office for review by the County Attorney and the Clerk as to form.

After review, the county department shall utilize the county's class item bid list to obtain a list of vendors for particular goods or services. The Department shall send a copy of the solicitation along with verification of mailing to the Clerk's Office.

2. *Purchase Orders* - If the conditions in Section 4(1) above are met and upon validation, the Finance Department shall notify the department of the issuance of the purchase order and shall distribute the Purchase Order to the vendor in a timely manner.

3. *Purchase Rules* -

a. Any purchase for \$200.00 or less, need not be made with the purchase requisition/purchase order as described in Sections 1 and 2. Each purchase for \$200.00 or less must, however, be signed for as being received by the department head or his authorized representative. A receiving report must be filed with the Finance Department prior to payment. For all purchases over \$200.00 a purchase order must be issued in accordance with Section 4(1) and (2). The invoice and receiving report

shall be forwarded to the Finance Department immediately upon receipt of the goods or services for payment. For purchases of \$200.00 or less (including all applicable freight or costs) the invoice and receiving report shall be immediately forwarded to the Finance Department upon receipt of the goods or services for payment. In all circumstances, the receiving report shall be signed and dated by the authorized individual indicating receipt, inspection and acceptance of the goods or services as specified on the purchase order. The Clerk of Circuit Court as Chief Financial Officer shall have the authority to lower the amounts in Subsection (3)(a) as to what he deems reasonable for any department that is found to abuse this section of the policy. The Clerk of Circuit Court as Chief Financial Officer shall conduct internal audits to determine if the purchasing policy is being adhered to by all departments as deemed necessary the Clerk.

b. All purchases greater than \$200.00 but equal to or less than \$1,500.00 shall follow the purchase requisition/purchase order regulations as described in Section 4. Purchases of less than \$1,000.00 for the purchase of items necessary for the repair of equipment for the Road and Bridge Department and the Solid Waste Department only shall not be required to obtain a purchase order.

c. All purchases that are greater than \$1,500.00 but less than \$5,000.00 shall require the purchasing agent to obtain at least three informal bids or quotations. Evidence of these three informal bids or quotations must be submitted to the Finance department prior to the issuance of the Purchase Order. If three bids cannot be obtained, the agent must provide the Finance Department with a written explanation as to why three bids or quotations cannot be obtained. Finance shall attach the bids or quotations to the signed copy of the Purchase Order.

- d. For all purchases equal to or greater than \$5,000.00 but less than \$10,000.00, the Department shall attempt to obtain a minimum of five (5) sealed bids or quotations delivered to the Clerk's Office. All bids or purchases made under this category shall utilize the county's class item bid list. The vendor shall be given a minimum of seven (7) calendar days from the date of mailing to respond. The department head must certify to the Clerk's Office the date of mailing and the expected date of receipt of the bids or quotations. If less than five (5) responses are obtained, the Department Head should have a written explanation as to why five responses were not obtained.
- e. All purchases equal to or greater than \$10,000.00 but less than \$15,000.00 shall be made for the county's class item bid list. All vendors registered must be sent an invitation to bid by certified mail or another method to show proof of delivery for the requested goods or services. The department shall submit to the Clerk along

with a copy of the solicitation, a list of all vendors the solicitation was sent to and method of delivery and shall sign off verifying that the requests were sent.

f. All purchases equal to or greater than \$15,000.00 require formal and competitive bids. All purchases shall be advertised at least once in a newspaper of general or regional circulation and at least two weeks or fourteen (14) calendar days prior to the bid opening. In addition to advertising, department heads shall utilize the established class item bid list and send notice to all applicable vendors.

g. When only one bid is received for the purchase of an item or group of items, the Board shall review the bid in order to determine the reasons why, if any, only one bid was received. The Board may accept the only bid or it may request that a second call for bids be issued. If the only bid is accepted, then the reason why, if any, only one bid was received shall be included in the minutes of the Board. The Board reserves

the right to reject any and all bids and such reservation shall be indicated in all advertising and bid invitations.

4. *State Contract Purchases* - The three bid requirements may be waived if the purchase is procured under current state contract. If the goods or services can be made locally or within Nassau County boundaries at a rate less than State contract the department head may utilize the local vendor. The purchase requisition must reference the State Contract List, Contract Title, current contract number and contract expiration date. The purchasing agent shall be responsible for making sure that the best and most economical purchase is made. This procedure **may not** be utilized for any purchase greater than \$30,000.00.
5. *Sole Source Purchases* - If the required goods or services can only be procured from a sole source, the purchasing agent must provide a written explanation supporting the requisition of a sole source procurement. Such written explanation shall be submitted with the purchase requisition to the Finance Department. The Clerk as Chief Financial Officer can approve the purchase requisition if the



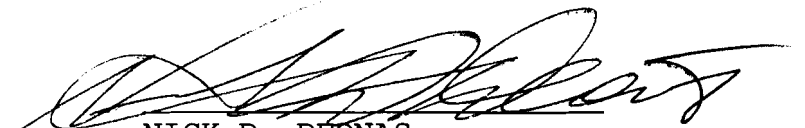
written explanation is sufficient in his opinion for purchases up to \$10,000.00. If the Clerk does not have sufficient explanation or the written explanation, in his opinion does not support the sole source procurement, the approval shall lie with the Board of County Commissioners. For purchases of \$10,000.00 and above, the Clerk must review and submit same to the Board of County Commissioners for final approval.

6. All solicitations must contain the statement that the prices obtained must be honored by the vendor for equal goods or services for any governmental entity or Constitutional Officer of the State of Florida for the remainder of the fiscal year.

**2. EFFECTIVE DATE**


This Ordinance shall become effective upon its being filed in the office of the Secretary of State.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA




NICK D. DEONAS  
Its: Chairman

ATTEST:

  
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J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney:

  
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MICHAEL S. MULLIN