

**Ordinance 2009- 09**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, REPEALING ORDINANCE NO. 81-8, AS AMENDED BY ORDINANCE NO. 98-26, ORDINANCE NO. 2000-36, ORDINANCE NO. 2004-15, ORDINANCE NO. 2005-42, ORDINANCE NO. 2005-76, ORDINANCE NO. 2006-66, ORDINANCE NO. 2006-69, ORDINANCE NO. 2009-01, ORDINANCE NO. 2009-02 AND RESOLUTION NO. 2007-166; AND RE-ESTABLISHING A PURCHASING POLICY FOR THE UNINCORPORATED AREAS OF NASSAU COUNTY, FLORIDA; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Nassau County Board of County Commissioners desires a uniform set of rules governing the County's purchases of goods and services;

**WHEREAS**, the County currently has a purchasing policy, which governs the County's purchases of goods and services, but the current policy causes unnecessary delay in the procurement process and contains ambiguous language causing problems with its implementation; and

**WHEREAS**, the County desires to repeal the existing policy and re-establish its Purchasing Policy as set forth in Exhibit "A" hereto and by reference incorporated and made a part hereof.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA:**

**1.** The Nassau County Board of County Commissioners hereby repeals Ordinance No. 81-8, as amended by Ordinance No. 98-26, Ordinance No. 2000-36, Ordinance No. 2004-15, Ordinance No. 2005-42, Ordinance

No. 2005-76, Ordinance No. 2006-66, Ordinance No. 2006-69, Ordinance No. 2009-01, Ordinance No. 2009-02 And Resolution No. 2007-166.

2. The Nassau County Board of County Commissioner hereby re-establishes its policy related to the purchase of goods and services by adopting the Purchasing Policy set forth in Exhibit "A" attached hereto and by reference incorporated and made a part hereof.

3. **Severability.** If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions or this Ordinance.

4. **Effective Date.** This Ordinance shall become effective upon filing with the Department of State.

**DONE AND ENACTED THIS** 13th **DAY OF**

April, 2009.

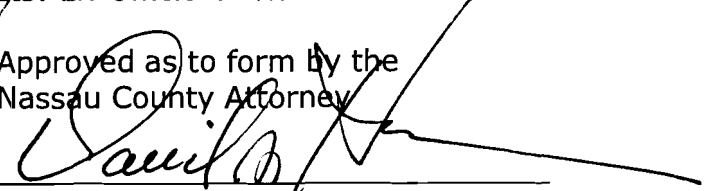
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
BARRY V. HOLLOWAY  
Its: Chairman

ATTEST AS TO CHAIRMAN'S  
SIGNATURE:

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney

  
DAVID A. HALLMAN

*Nassau County  
Board of County Commissioners*



*Purchasing Policy  
April 2009*

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## Section 1-Introduction

This policy, set by the Board of County Commissioners of Nassau County (hereinafter referred to as "Board"), governs all purchases of goods and services made by the Board. This policy will serve to repeal and replace Ordinances No. 98-26, No. 2000-36, No. 2004-15, No. 2005-42, No. 2005-76, No. 2006-66, No. 2006-69, No. 2009-01, No. 2009-02 and Resolution No.2007-166. The procedures, requirements, and restrictions outlined herein shall supersede and take precedence over all other said procedures.

### 1.1 Purpose

- a. The purpose of this purchasing policy is to provide a systematic approach to the process of buying required goods and services in proper quantities and qualities, from the right sources at the right times, and at fair prices.
- b. The Board will enforce purchasing laws, rules, and regulations as stated in the policy to protect the best interest of the citizens of Nassau County and maximize the use of citizens' tax dollars.
- c. The policy will provide guidance and direction to all employees involved in the purchasing process.

### 1.2 Objectives

- a. To purchase goods and services at the lowest price, consistent with quality, performance, and delivery requirements from capable suppliers meeting the County's needs.
- b. To assure adherence to all purchasing laws, regulations, and procedures.
- c. To ensure that goods and equipment are in the hands of the using Department s when and where they need them.
- d. To deal fairly and equitably with all Vendors wishing to do business with Nassau County.
- e. To maximize competition for all purchases.

### 1.3 Definitions

- a. Addenda:  
An addition or supplement to a document, issued by a County during the procurement process. This document modifies or interprets the bidding documents by additions, deletions, clarifications or corrections.
- b. Bid:  
a formal written and sealed offer of a price by a Vendor to the County to furnish specific goods and/or services in response to an Invitation to Bid.
- c. Board:  
the Board of County Commissioners of Nassau County, Florida; a political subdivision of the State of Florida.
- d. Change Order:  
a modification, deletion or addition to an executed Purchase Order or Contract by means of a formally executed document signed by all parties.
- e. Clerk:  
Clerk of the Circuit Court who serves as ex officio Clerk to the Board and Chief Financial Officer to the County.
- f. Construction:

- Building, alteration, repair, demolition, improving, reconstructing, or any other improvements to real property.
- g. Continuing Contract:
    - a Contract for Professional Services in which Construction costs do not exceed one million dollars (\$1,000,000), for study activity when the fee for such professional service does not exceed fifty thousand (\$50,000), or for work of a specified nature as outlined in the Contract required by the agency, with no time limitation except that the Contract must provide a termination clause in accordance with F.S. 287.055.
  - h. Contract:
    - a written agreement, regardless of its name, for the purchase or disposal of goods, services or Construction, containing specific terms between two or more entities.
  - i. Cooperative Contract Purchasing:
    - Procurement of goods and services from a Contract, which is made available to more than one governmental entity.
  - j. County Coordinator:
    - the individual who is designated by and is under Contract to the Board of County Commissioners to fill this position.
  - k. Department:
    - the appropriate member(s) of County staff requesting the purchase
  - l. Designee:
    - a duly authorized representative of a person or entity, including the Board or one of its employees.
  - m. Emergency Purchase:
    - Procurement that is made in response to a requirement for goods or services, when delay to comply with all governing rules, would cause an immediate danger to public health, safety, or welfare or other substantial loss to the County.
  - n. Invitation to Bid (ITB):
    - a written solicitation for Bids used for the purchase of goods or services valued at or greater than fifty thousand dollars (\$50,000).
  - o. Invoice:
    - an itemized list of goods shipped, specifying the price and quantity.
  - p. Necessary Repairs and Maintenance:
    - repairs and maintenance to machinery and equipment that is essential to the daily operations of the Department .
  - q. Piggybacking:
    - A Procurement method allowing for inter-government cooperative purchasing where a public purchaser enters into a Contract with a vendor pursuant to a competitive bidding process and the County subsequently Contracts with that Vendor based off the Contract and competitive bidding process utilized by the public purchaser.
  - r. Procurement:
    - the buying, purchasing, renting, leasing or otherwise acquiring of any goods, services or Construction for public purposes.
  - s. Professional Services:
    - any architectural, engineering, landscape architectural and registered land surveying services as defined and prescribed under Florida Statute 287.055.
  - t. Purchase Order:

an official County legal document used to encumber funds and authorize a purchase transaction with a Vendor, which delineates the responsibilities of both parties in the provision of and payment of goods and services required by the County.

- u. Purchase Requisition:  
see definition of "Requisition".
- v. Responsible Vendor:  
An offeror who has the capability in all respects to perform fully the requirements of a Contract or Purchase Order, and the integrity and reliability which will assure good faith performance.
- w. Quote/Quotation:  
written offer to the County by a Vendor for specific goods or services at a stated price.
- x. Receipt of Delivery:  
document, usually the Invoice, signed by the receiver verifying that goods were received and inspected.
- y. Request for Proposal (RFP):  
A competitive Procurement method that allows the reviewer to consider factors other than price, including but not limited to supplier qualifications; experience; project approach; innovation; creativity; or value-added service, when making the decision to award.
- z. Request for Quotation (RFQ):  
written request to solicit prices for specific goods or services.
- aa. Requisition:  
a written request to purchase goods or services.
- bb. Services:  
labor, time, and/or effort provided by professionals or contractors.
- cc. Single Source Purchase:  
when goods or services can be purchased from multiple sources, but, in order to meet certain functional or performance requirements, there is only one economically feasible source for the purchase.
- dd. Small Purchases:  
the Procurement of goods or services less than one thousand dollars (\$1,000) and not requiring a Purchase Order.
- ee. Sole Source Purchase:  
the goods or services can be legally purchased from only one source.
- ff. Task Order:  
Supplementary contractual and obligating document that usually includes task descriptions, and is used in continuing type contracts. Each Task Order shall set forth a specific scope of services, the amount of compensation and the required completion date. May also be referred to as Work Authorization.
- gg. Vendor:  
an actual or potential provider of goods or services.
- hh. Vendor List:  
a mailing list for Vendors to receive Bid opportunities based on class and items selected for the products or services which can be provided to Nassau County.
- ii. Work Authorization.  
See definition for Task Order.

## 1.4 Final Responsibility

The final responsibility for the carrying out of the provisions of this policy rests with the Nassau County Board of County Commissioners. The Board may designate employees and/or officers to administer the various facets of this policy.

## Section 2-Purchasing Overview

### 2.1 Purchasing Categories: Threshold Amounts for Competitive Purchases

- a. Small Purchases (Purchases less than \$1,000)
- b. Competitive Verbal Quotes: (Purchases at least \$1,000 but less than \$5,000)
- c. Competitive Written Quotes: (Purchases at least \$5,000 but less than \$50,000)
- d. Formal Competitive Bids: (Purchases equal to or greater than \$50,000)

### 2.2 Purchase Order Requirements

- a. All purchases one thousand dollars (\$1,000) or greater require a completed Requisition submitted to Finance for issuance of a Purchase Order unless:
  - 1. The purchase is pursuant to a Contract, Task Order, Work Authorization, or similar document, signed or approved by the Board or Board Designee ; or
  - 2. The purchase is for Road and Bridge, Solid Waste, Nassau Amelia Utilities, and Fire-Rescue repairs or maintenance to equipment that is necessary in daily operations and the purchase does not exceed two thousand five hundred dollars (\$2,500).
- b. The Invoice with appropriate signatures shall be forwarded to Finance immediately upon receipt of the goods or completion of service. Should a partial delivery occur, attach a copy of the Purchase Order to the Invoice with clear documentation of those items received and those that remain outstanding. When all goods and services for a Purchase Order have been received, the Department shall attach a copy of the Purchase Order to the Invoice and indicate that the Purchase Order is final and closed.

### 2.3 Role of the Contract Management Department

- a. General- The role of Contract Management is to serve as the central location of the Purchasing Department for the Board of County Commissioners.
- b. Specific-
  - 1. To prepare the solicitations for Procurement of goods and services including preparation of Bid documents, posting Bids, maintaining plan holder/distribution lists, serving as contact for Bid inquiries and issuances of addenda.
  - 2. To schedule and participate in the evaluation meetings, ranking, and award process.
  - 3. To participate in Contract negotiations and preparation of the Contract.
  - 4. To participate in processing Invoices issued pursuant to contracts in order to track and manage performance under the Contract.
  - 5. To participate in monitoring contracts for compliance and deliverables.
  - 6. To request periodic evaluations from user Department s and Vendors.
  - 7. To monitor Contracts approaching expiration, and advise user Department s and the Board of County Commissioners of approaching expirations.
  - 8. To send letters of interest for renewals to user Department s and Vendors.



9. To create Contract amendments, Addenda, Task Orders or Work Authorizations and renewal agreements as necessary.
10. To notify Vendors of non-renewals and/or terminations of Contracts.
11. To provide or recommend training on Procurement processes and policies; methods of tracking progress and compliance; and other relevant Procurement issues.

## 2.4 Role of Nassau County Departments

### a. General-

The role of Departments in the purchasing process is to work cooperatively with Vendors, the Contract Management Department, any other Departments of the Board, and the Clerk's Office to procure the necessary goods and services in the most efficient manner to serve the public of Nassau County.

### b. Specific-

1. Review and become familiar with this purchasing policy.
2. Identify, as soon as possible, and sufficiently in advance, the needs for goods and services in their operations and activities.
3. Respond to request from Contract Management for information on compliance, receipt of deliverables, invoicing issues, expiration or renewal deadlines, and other requests necessary to facilitate Contract Management's ability to fulfill its role as described above.
4. Use the proper forms and follow rules as described in this policy.
5. Accurately code all Requisitions and Invoices with the proper expenditure account.
6. Utilize resources available through Contract Management, including Vendor Lists and Demandstar to maximize competition among Bids for goods and services.
7. Determine that sufficient funds are available in their authorized budgets to pay for each item or service.
8. Inspect all goods and services received for accuracy and sign the Invoice as a Receipt of Delivery. Should a partial delivery occur, attach a copy of the Purchase Order to the Invoice with clear documentation of those items received and those that remain outstanding. There shall also be an appropriate approval signature authorizing payment to the Vendor on all Invoices.
9. Submit all Agenda Requests related to necessary purchases in accordance with the policy set forth by the County Coordinator, providing ample time for proposed Contracts to be drafted and/or reviewed by the County Attorney and Contract Management.
10. Provide any requested additional backup information in a timely manner.
11. Attend training on Procurement processes and policies as may be provided or recommended by Contract Management.

- c. Department heads are responsible for the adherence to policy and proper authorization of all purchase transactions initiated by their personnel.

## 2.5 Role of the Clerk's Office

### a. General-

The role of the Clerk's Office to the Board is to serve as the Accountant, Auditor, Custodian, Comptroller, and Chief Financial Officer to the Board of County Commissioners.

### b. Specific-

1. Pre-audit requisitions and Invoices prior to disbursement to ensure legality, accuracy, and compliance with statute and ordinances.
2. Issue Purchase Orders and encumber funds for approved purchases.
3. Return any requests that are incomplete or are inconsistent with the purchasing policy to the Office of Management and Budget.
4. Disburse funds for the purchase of goods and services.
5. Record all disbursements in the County's accounting records.

## Section 3-Competitive Purchasing Methods

A Contract or purchase cannot be divided or subdivided in order to circumvent the Competitive Purchasing Methods set forth herein.

### 3.1 Small Purchases (Purchases less than \$1,000)

- a. Purchase of goods and services when cost thereof is less than one thousand dollars (<\$1,000) does not require solicitation of quotes or require a Requisition or Purchase Order.
- b. Departments should always encourage competition and seek the best value for the County.
- c. A Designee of the Department shall inspect all items for accuracy and sign the Invoice as a Receipt of Delivery. The Invoice must also include the correct account number and an appropriate signature as approval of payment.

### 3.2 Competitive Verbal Quotations (Purchases at least \$1,000 but less than \$5,000)

- a. Departments shall encourage competition and seek the best value for the County by attempting to obtain at least three (3) verbal quotes for purchases less than five thousand dollars (\$5,000).
- b. Upon review of Quotations, the Department shall select the lowest responsible Vendor for the requested goods or services. If the Department selects a Vendor other than the lowest responsible Vendor, then the Department must provide a written explanation as to why the lowest Responsible Vendor was not selected, and shall obtain written approval of the County Coordinator prior to procuring the goods or services.

### 3.3 Competitive Written Quotes (Purchases at least \$5,000 but less than \$50,000)

- a. All purchases equal to or greater than five thousand dollars (\$5,000) and less than fifty thousand dollars (\$50,000) shall require three (3) written quotations.
- b. The Department must fill out a "Request for Quotation" form and fax, email, or mail to at least three (3) Vendors. All information provided to each Vendor must be identical to ensure fair competition.

- c. Upon review of Quotations, the Department shall select the lowest responsible Vendor for the requested goods or services. If the Department selects a Vendor other than the lowest responsible Vendor, then the Department must provide a written explanation as to why the lowest responsible Vendor was not selected, and shall obtain written approval of the County Coordinator prior to procuring the goods or services.
- d. If a Department cannot obtain three (3) quotations, the Department must provide a written explanation as to why three (3) quotations were not obtained. All supporting documentation must be attached to the Requisition.

### 3.4 Formal Competitive Bids (Purchases equal to or greater than \$50,000)

- a. All purchases equal to or greater than fifty thousand dollars (\$50,000) require formal and competitive Bids, Request for Proposal (RFP) or Request for Qualification (RFQ) as applicable.
- b. All purchases must be advertised at least once in a newspaper of general or regional circulation and at least two (2) weeks or fourteen (14) calendar days prior to the Bid opening.
- c. Any Construction project that is projected to cost more than two hundred thousand dollars (\$200,000) shall be publicly advertised in a newspaper of general circulation in the county where the project is located at least twenty-one (21) days prior to the established Bid opening and at least five (5) days prior to any scheduled pre Bid conference.
- d. Any Construction project that is projected to cost more than five hundred thousand dollars (\$500,000) shall be publicly advertised in a newspaper of general circulation in the county where the project is located at least thirty (30) days prior to the established Bid opening and at least five (5) days prior to any scheduled pre bid conference.
- e. Bids or proposals shall be received and opened at the location, date, and time established in the Bid or proposal advertisement.
- f. In addition to advertising, Department heads shall utilize the established Vendor List and send notice to other applicable vendors.
- g. If less than three (3) responses are obtained, Contract Management shall confirm that the request was made pursuant to the requirements of this policy.

### 3.5 Award of Bid

- a. The Board shall award the purchase or Contract to the lowest and/or best value responsive bidder whose Bid meets the requirements and criteria set forth in the invitation for Bid. The award will be made to the bidder whose Bid and qualifications indicate that the award is in the best interest of Nassau County.
- b. When only one (1) 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 (1) 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 reasons why, if any, only one (1) Bid was received shall be included in the minutes of the Board.
- c. If no compliant Bid is received, the Board may request a second call for bids be issued or may authorize the County Coordinator or his Designee to purchase by negotiation.
- d. The Board reserves the right to reject any and all Bids. This shall be indicated in all advertising and Bid invitations.

## **Section 4-Alternative Purchasing Methods**

### **4.1 Cooperative Contract Purchases**

- a. The applicable competitive Procurement requirement set forth in Section 3 above is inapplicable if the purchase is procured utilizing cooperative purchasing Contracts. Cooperative Contract Purchasing from Contracts issued by the State of Florida, Florida Association of Counties, Florida Sheriff's Association, General Services Administration, and U.S. Communities Government Purchases Alliance Program is authorized when in the best interest of the public. Additionally, the Board may, in its sole discretion, recognize other cooperative contracts for procurement.
- b. The purchase Requisition must reference the Contract list, Contract title, current Contract number and Contract expiration date. Documentation from the Contract referencing the item being purchased and the price must be submitted with the Requisition.
- c. If the goods or services can be purchased within Nassau County boundaries at a rate less than the Cooperative contract price, the Department head may utilize the local Vendor.

### **4.2 Sole Source/Single Source Purchases**

- a. If the required goods or services can only be procured legally and reasonably from one Vendor, the Vendor may be determined a sole source.
- b. A Vendor may be determined a single source if the required goods or services can be purchased from multiple Vendors, but in order to meet certain functional or performance requirements, there is only one economically feasible source for the purchase. Examples include but are not limited to compatibility, quality, conformity, service support, and warranty.
- c. The Department head must complete the form titled, "Sole Source/Single Source Purchase Request." This form along with a letter from the Vendor stating that their business is a sole or single source provider of the specific goods or services must be submitted for Board, or Board Designee, for approval.

### **4.3 Piggybacking**

- a. The County may purchase goods or services from a Vendor, or Contract with a Vendor without following the procedures of the applicable Competitive Purchasing Method set forth herein when:
  - i. In the sole discretion of the Board or Board Designee, the Procurement of goods or services under the Piggybacking methods set forth herein serves the best interest of the public; and
  - ii. The Contract of the other governmental entity is, in the sole discretion of the Board or Board Designee, let pursuant to a competitive bidding process substantially similar to the applicable requirement provided herein.
- b. The Vendor shall submit to the Department a written offer for the goods and/or services sought pursuant to the other entity's Contract.
- c. Upon approval of the County Coordinator, the Department and Contract Management shall review the bidding process used by the other entity to ensure that it is substantially similar to the applicable Procurement requirement set forth herein. When applicable to determine compliance with the requirements of this section, the Department should also review the Invitation to Bid or Request for Proposal, the number of responses submitted, the selected Vendor's response, and the resulting Contract and/or purchase agreement.

- d. The proposed Contract between the County and Vendor shall be substantially similar to the Vendor's Contract with the other governmental entity to ensure the best interest of the public is met based on the sole discretion of the Board or Board Designee.

#### 4.4 Emergency Purchases

- a. A completed "Emergency Purchase" form certifying the conditions and circumstances requiring an Emergency Purchase must be submitted to the County Coordinator when a Department head determines that an immediate danger to public health, safety, or welfare or other substantial loss to the County requires emergency action. The County Coordinator shall be responsible for reviewing and making the determination if a purchase meets the definition of "Emergency Purchase" under this policy.
- b. In the event of an emergency, the Requisition shall be labeled "exceptional purchase request" and shall be approved by the County Coordinator for an amount less than fifty thousand dollars (\$50,000). The County Coordinator will advise the Board of the action taken at the next Board meeting.
- c. If the Emergency Purchase is equal to or exceeds fifty thousand dollars (\$50,000), the Coordinator shall submit the appropriate information to the Board for execution by the Chair. If no meeting is scheduled prior to the necessary purchase, the County Coordinator may contact the Chair who shall call a special meeting to address the emergency event.

#### 4.5 Annual Review of Alternative Purchasing Methods

The Office of Management and Budget and the Coordinator will annually review all purchases made under the provisions of this subsection to ensure the Alternative Purchasing Methods are not being abused.

### **Section 5- Purchases Exempt from Competitive or Alternative Methods**

The following purchases are exempt from the competitive purchasing method or alternative purchasing methods set forth herein.

#### 5.1 Best interest of the public

The purchase of any goods or services, or combination thereof, which, in the sole discretion of the Board of County Commissioners, is in the best interest of the public to be procured by any means other than those provided for herein, so long as, in the sole discretion of the County Attorney, the Procurement does not violate any federal, state or other local law.

#### 5.2 Communication

Equipment, supplies, materials, or services, including Internet access service and newspaper ads that are used as modes of communication.

#### 5.3 Publications

Books, periodicals, printed materials, artwork, photographs, film, film strips, video tapes, disk or tape recordings, materials purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent with the State, a governmental agency, or a recognized educational institute.

#### 5.4 Real property

Purchase, lease, or rental of real property for less than twelve months and non-renewable.

#### 5.5 Lodging and transportation

Seminars, workshops, training, overnight lodging, transportation, dues, memberships.

#### 5.6 Nongovernmental purchases

Goods and Services purchased by a nongovernmental developer that contributes public facilities to the County regardless of whether the contribution is governed by ss. 163.3220-163.3243, Florida Statutes.

#### 5.7 Professional Services under Fla. Stat. 287.055

Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be consistent with the provisions of s. 287.055, Florida Statute, and shall not be limited or governed in anyway by this policy

#### 5.8 Other Professional Services

Acquisition of other Professional Services for lobbyist, legal services, medical services, financial services, planning or any other Professional Services not defined in s. 287.055, Florida Statutes.

#### 5.9 Annual Review of Purchases Exempt from Competitive or Alternative Methods

The Office of Management and Budget and the Coordinator will annually review all purchases made under the provisions of this subsection to ensure the Exemptions are not being abused.

### **Section 6- Contracts, Change Orders, Task Orders and Work Authorizations**

#### 6.1 Purpose

Contracts may be used for purchases pursuant to any of the methods provided for herein or for purchases pursuant to any exception provided for herein. A Contract is appropriate when engaging in Construction or when purchasing goods and/or services where a Purchase Order is not adequate to describe all the terms and conditions of the Agreement. The Contract establishes the legal working relationship between two parties. It shall specify any applicable terms including, but not limited to payment, performance, maintenance, guaranties, termination, etc. Change Orders, Task Orders and Work Authorizations are addenda to Contracts which authorize additional work or a modified scope of work.

#### 6.2 Signing Authority

- a. Contracts which are valued less than Fifty Thousand (\$50,000)
  1. Contracts which are valued less than Fifty Thousand (\$50,000) may be executed by the County Coordinator as Designee for the Board. In this event, the Department Head, Budget Officer, County Attorney, Contract Manager, and County Coordinator must sign the appropriate request, each affirming that they have reviewed the Contract and agree to the terms provided for therein.
  2. Change Orders, Task Orders or Work Authorizations may be executed by the County Coordinator as Designee for the Board as long as the amended Contract

value does not exceed Fifty Thousand Dollars (\$50,000). In this event, the Project Manager, Budget Officer, Contract Manager, and County Coordinator must sign the appropriate request, each affirming that they have reviewed the Contract and agree to the terms provided for therein. If there are any Contract language changes, the County Attorney must also approve.

3. In the event the Change Order, Task Order or Work Authorization will result in the value of the Contract exceeding Fifty Thousand Dollars (\$50,000), then the Change Order must be signed by the Board.
- b. Contracts which are valued at Fifty Thousand Dollars (\$50,000) or more
1. Contracts which are valued at Fifty Thousand Dollars (\$50,000) or more must be executed by the Board.
  2. Change Orders, Task Orders or Work Authorizations, up to ten percent (10%) of the original Contract cost or up to Fifty Thousand dollars (\$50,000) whichever is less, may be executed by the County Coordinator as Designee for the Board. In this event, the Project Manager, Budget Officer, Contract Manager, and County Coordinator must sign the appropriate request, each affirming that they have reviewed the Contract and agree to the terms provided for therein. If there are any Contract language changes, the County Attorney must also approve.
  3. Change Orders, Task Orders or Work Authorizations greater than ten percent (10%) of the original Contract cost must be approved by the Board.
- c. The County Coordinator and Contract Manager shall report monthly to the Board all Contracts, Amendments, Change Orders, Task Orders or Work Authorizations signed by the Coordinator as Board Designee, in order for that action to be recorded in the official minutes.