

RESOLUTION NO. 2007-166

**A RESOLUTION DESIGNATING THE CONTRACT MANAGEMENT  
DEPARTMENT AS THE COUNTY'S PURCHASING DEPARTMENT**

**WHEREAS**, pursuant to the County's Purchasing Policy, established pursuant to Ordinance No. 81-26, as amended, the final responsibility for carrying out the provisions of the policy rests with the Board of County Commissioners, who shall designate employees or officers to administer the various facets of the policy; and

**WHEREAS**, the Board of County Commissioners, in response to recent audit recommendations, has found it to be in the best interest to designate the county's Contract Management Department to be the county's central location for its Purchasing Department; and

**WHEREAS**, the Contract Management Department currently prepares the solicitations for the procurement of materials, goods and services, which includes the preparation of bid documents, posting bids, maintaining plan holder/distribution lists, serving as contact for the bid inquiries and the issuance of addenda, scheduling and participating in the evaluation meetings, ranking and award process, contract negotiations, preparation of the contract, and processing the invoices; and

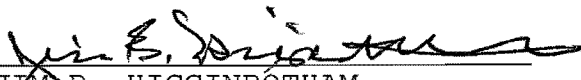
**WHEREAS**, the designation of the Contract Management Department as the central Purchasing Department would allow uniformity in the procurement process and would enhance and protect the integrity of the county's Purchasing Policy; and

**WHEREAS**, the Board of County Commissioners of Nassau County, Florida finds it to be in best interest of the citizens of Nassau County, Florida, that the Contract Management Department be designated as the county's Purchasing Department.

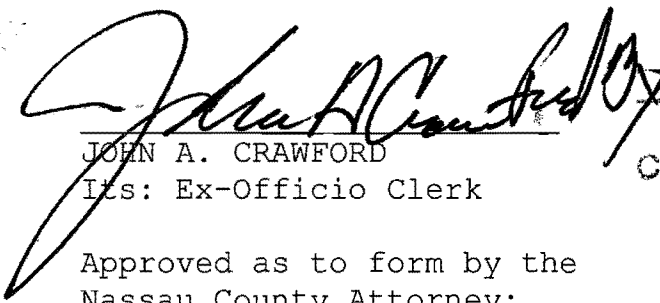
**NOW, THEREFORE, BE IT RESOLVED** this 10th day of September, 2007, by the Board of County Commissioners of Nassau County, Florida, as follows:

1. The Contract Management Department is hereby designated as the county's Purchasing Department.
2. The Contract Management Department shall adhere to all requirements set forth within the Purchasing Policy.

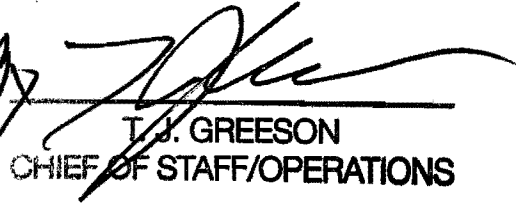
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
JIM B. HIGGINBOTHAM  
Its: Chairman

Attest as to Chairman's  
Signature:



JOHN A. CRAWFORD  
Its: Ex-Officio Clerk



T. J. GREESON  
CHIEF OF STAFF/OPERATIONS

Approved as to form by the  
Nassau County Attorney:



DAVID A. HALLMAN