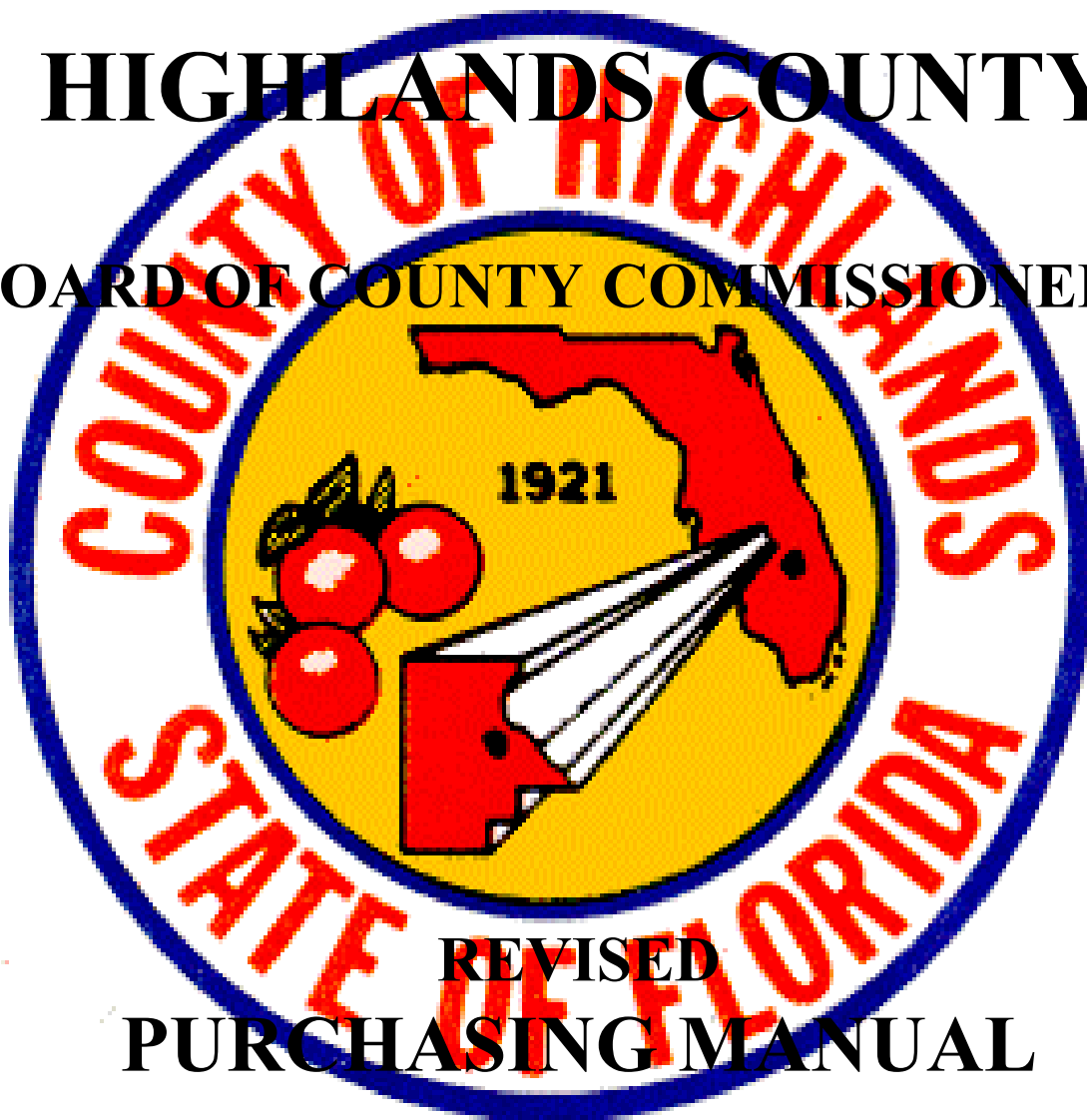


HIGHLANDS COUNTY

BOARD OF COUNTY COMMISSIONERS



REVISED
PURCHASING MANUAL

APPROVED BY THE BOARD

8/13/02

SECTION 1 - INTRODUCTION

10 The Value of Centralized Purchasing

The value of centralized purchasing has long been recognized in both government and private industry. The purpose of a centralized purchasing operation is to provide a single purchasing service from which all other departments could benefit. The advantages of centralized purchasing are: a) avoidance of purchasing effort redundancy in various departments; b) achievement of economies through quantity purchases and standardization of frequently purchased commodities and services; c) achievement of synergies through specification libraries and vendor relationships; and d) facilitation of budget monitoring and financial control.

20 Purpose of the Purchasing Manual

The purpose of the Purchasing Manual is two fold. First, it serves as the official reference document on Purchasing questions and issues. Second, it serves as the approved source of instruction on Purchasing policies and procedures for procurement of commodities and services and disposing of property. The manual's intended readers are anticipated to be, but not limited to, all Divisions, Departments, and employees under the Board of County Commissioners. Please note that the graphics, illustrations, and shaded box narratives included herein are to be used as quick references and interpretive aids only - not as statements of policy or official procedure.

30 Scope of the Purchasing Manual

The scope of this manual shall encompass all normal operating purchasing policies and procedures including purchasing transactions as well as the disposition of property. It has been developed within the guidelines of the Florida Statutes and customized for the efficiency and effectiveness of Highlands County. Any situation not covered by this manual, must be presented to the General Services/Purchasing Director, County Administrator, or possibly the Board of County Commissioners for approval.

40 Distribution of the Purchasing Manual

This manual and all future amendments will be distributed to all County Divisions, Departments and employees, operating under the Board of County Commissioners, who would be involved in the purchasing process. It can also be distributed to other organizations upon request. It is the responsibility of the Department or Division Head to keep an up-to-date copy available to all employees who use the County Purchasing System. It will be the responsibility of the Purchasing Department to distribute copies of this manual and all future amendments to the appropriate parties.

50 Recommendations for the Purchasing Manual

County employees are encouraged to make recommendations on sections of the manual which, due to changing conditions, may require revision. Also, they are encouraged to make recommendations

on new subjects not presently included in the manual. Any such recommendations should be submitted through appropriate organizational channels to the General Services/Purchasing Director for review and consideration. The General Services/Purchasing Director, shall be responsible for presenting any proposed revisions to this manual to the County Administrator who, at his/her discretion, shall propose revisions to the Board of County Commissioners (BCC). Only the Board of County Commissioners may authorize revisions to this manual.

60 How To Use This Purchasing Manual

The Purchasing Manual has been redesigned to be “user friendly.” Specifically incorporated into this version are new structural, organizational, interpretive, and reference features. To use this manual most effectively, the user should familiarize him/herself with the following features. A copy of this manual may be viewed on the County’s “Group” Network.

60.1. Structural Features

The manual is divided into several sections with generic, easy to understand titles designed to quickly guide the user to the relevant material. Thumb tabs are included for each major section as well as frequently used sections.

60.2. Organizational Features

The content of this manual has been organized into logical groups. For example, all general policies have been consolidated into the POLICIES section; and all bids and Request for Proposal (RFP) procedures have been consolidated into one section.

60.3. Reference Features

The procedures have also been enhanced with references to other related sections. The references are denoted by this shaded block symbol at the end of each section or paragraph.



70 Applicable Laws, Higher Authority Regulations or Rules

Compliance with Highlands County Ordinances, Florida Statutes, the Florida Administrative Code, Federal Procurement Regulations, Uniform Commercial Code, etc., when and where applicable, and complying with the strictest of the rules that pertain, is made a specific requirement of all procedures and/or methodologies covered in this manual even though they may not be stated specifically.

SECTION 2 - POLICIES

10 Authority

This manual has been approved and adopted by the Highlands County Board of County Commissioners who have authorized the policies and procedures contained herein for official use of County business. This manual supercedes all previously existing purchasing manuals, policies and procedures. Only the Board of County Commissioners shall have the authority to change the policies and procedures in this manual.

20 Revisions

This manual shall serve as a permanent, up-to-date guide to County purchasing policies and procedures. Therefore, as necessary, appropriate revisions may be made to this manual at the discretion of the Board of County Commissioners. The Purchasing Department shall be responsible for the accurate maintenance of the manual and distribution of approved revisions. Each Department and Division Head shall be responsible for keeping an up-to-date copy of the Purchasing Manual in every office using the County Purchasing System.

30 Promulgation

30.10 Executive Administration

The purchasing policies and procedures shall be administered under a matrix management configuration of dual authority by the County Administrator and the Clerk's Office. The role of each is described in the following paragraphs.

30.20 Operational Administration

Under the general guidance of the County Administrator, the General Services/Purchasing Director serving as the Purchasing Agent and the Purchasing Department shall carry out and enforce the policies and procedures set forth in this manual.

30.30 Enforcement and Pre-Audit

Pursuant to the Florida Statutes, the responsibility for pre-audit is shared by the Board of County Commissioners and the Clerk's Office.

30.40 Violations

A violation of any of the policies and procedures in this manual shall be grounds for disciplinary action.

40 Role of the Purchasing Department

40.10 General

The role of the Purchasing Department in the purchasing process is to serve all the County Administrator's Departments, and in some cases the Constitutional Offices, on purchasing matters.

40.20 Specific - The General Services / Purchasing Department:

(1) Is responsible for locating and ordering all goods and services:

- (a) that are in excess of the Department Head's purchase authority (i.e., their Purchase Card authority level);
- (b) that conform to the specifications provided by the Division or Department;
- (c) at the lowest reasonable cost or best value, or the highest revenue, as appropriate;
- (d) that are available within the time requested by the Division or Department, or as soon as possible; and
- (e) that conform to the procedures of a professional and ethical purchasing process.

NOTE: Nothing in this sub-section shall preclude a Department from researching sources and obtaining pricing for inclusion on the requisition for submission to General Services / Purchasing.

(2) Is also responsible for insuring proper authorization and recording of all purchase transactions by its personnel.

(3) Shall assist the operating Divisions and Departments in preparing and revising the specifications for needed purchases.

(4) Shall maintain an up to date list of potential vendors to be utilized by the requesting department or the Purchasing Department to seek prices to procure goods or services.

(5) Is responsible for facilitating the disposition of all property except recycled products.

(6) As the designated representative of the Board, has shared responsibilities with the Clerk's Office for the pre-audit of requisitions to ensure compliance with this manual and Florida Statutes.

(7) In conjunction with the Clerk's Office is responsible for the review and periodic auditing of the Purchasing Card(s) and/or the Voyager Fuel Card(s) issued to the Departments under the Board of County Commissioners.

50 Role of the Clerk's Office

50.10 General

In general, the role of the Clerk's Office to the Board is to serve as the Accountant, Auditor and Treasurer to the Board of County Commissioners.

50.20 Purchasing - Specific

In the purchasing process, the Clerk's Office is responsible for:

- (1) pre-auditing all payment requisitions prior to disbursement to ensure legality, accuracy, and compliance with appropriate policies and procedures;
- (2) rejecting any payment requisitions for purchasing transactions in violation of the policies and procedures outlined in this manual or Florida Statutes;
- (3) disbursing funds for purchasing transactions which are legal and proper, and in compliance with all appropriate policies and procedures;
- (4) recording all disbursements in the County's accounting records; and

(5) monitoring the accounts receivable system for the Board of County Commissioners and mailing of all invoices.

50.30 Inventory - Specific

In the Inventory Control process, the Clerk's Office is responsible for:

- (1) pre-auditing all procedures to ensure legality, accuracy, and compliance with appropriate policies and procedures;
- (2) maintaining and recording records on the property data base; and
- (3) overseeing the annual physical inventory of all warehouses.

60 Role of All Other Departments

60.10 General

The role of operating Divisions and Departments in the purchasing process is to utilize the services of the Purchasing Department for those purchases that are in excess of the Department Head's purchase authority, and to work cooperatively to see that necessary goods and services are procured to most efficiently serve the public of Highlands County.

60.20 Specific

(1) Operating Divisions and Departments are responsible for:

- (a) identifying, as soon as possible, and sufficiently in advance, their needs for goods and services in their County operations and activities;
- (b) notifying the Purchasing Department of all purchasing needs, utilizing the proper forms and procedures, as described in this manual;
- (c) accurate coding of all financial codes, including fund, Division/Department, program, object, sub-fund, project and cost center;
- (d) clear and precise specifications for each item or service being ordered;
- (e) determining that sufficient funds are available in their authorized budgets to pay for each item or service that they order; and
- (f) inspecting all items or services as delivered, and notifying purchasing of the receipt in order to authorize payment to the vendor.

(2) Operating Divisions and Departments are also responsible for the adherence to proper procedures and the proper authorization of all purchase transactions initiated by their personnel.

70 General Purchasing Policies

70.10 All Purchases, Procurement, and Acquisitions

(1) All official requests for purchases, procurement, and acquisitions of materials, goods, equipment, and services, that are in excess of the Department Head's purchase authority, whether at a cost to the County or not, shall be performed by the Purchasing Department.

All requests for prices for the purpose of initiating the purchase of goods and services shall be made by the Purchasing Department unless otherwise authorized herein. Inquiries made for the purpose of budget preparation and services information may be made by individual Departments.

(2) The Purchasing Department, if the receiver, shall ensure that the quality, quantity and type of materials requested and delivered conform to the specifications of the Department that has requested the materials.

(3) No member of the staff of the Purchasing Department, their family, or Board of County Commissioner's employee or their family, shall receive any benefit or profit from any contract or purchase made by Highlands County unless the benefit is available to all BCC employees or families and has been specifically approved by the BCC or where a corporate wide benefit is made available as a result, e.g., an "Employee Purchase Plan".

(4) Individual acceptance of gratuities with a value in excess of \$10.00, is prohibited. Employees must not become obligated to any supplier and shall not conclude any County transaction from which they may personally benefit directly or indirectly.

(5) The Purchasing Department strives to maintain strong and enduring relationships with vendors of proven ability. To accomplish this, purchasing activities will be conducted so that vendors will value County business and make an effort to meet our requirements on the basis of quality, service and price.

(6) The County will buy only from suppliers who have adequate financial strength, high ethical standards, and a record of adhering to specifications, maintaining shipping promises and giving a full measure of service. New sources of supply are necessary to ensure availability of materials and competitive prices.

(7) All vendors, who have asked to be on our vendors list, and/or who have continued their relationship with the County by responding to requests for pricing, shall be afforded equal opportunities to furnish price quotations and are entitled to compete on equal terms.

(8) The General Services/Purchasing Director shall act as the County Representative on all matters pertaining to purchasing unless otherwise stated in this manual. The General Services/Purchasing Director is authorized, in the case of formal bids and proposals, to: waive minor clerical errors; facilitate the correction of minor clerical errors; obtain clarification of questions on bids and proposals before a selection is made; and to withdraw bids and proposals that have not been awarded. In the General Services/ Purchasing Director's absence, the County Administrator or Assistant County Administrator will handle matters except for "Professional Services" procurement (Section 3, Subsection 60.30 & 60.40) where the Professional Services Acquisition Committee has been authorized by the Board of County Commissioners to act as the official representative.

(9) The General Services/Purchasing Director shall not knowingly issue a purchase order when there is evidence of a conflict of interest. In instances when a conflict may exist, but its existence is not clearly established, the General Services/Purchasing Director shall refer the matter to the Board Attorney for resolution.

(10) All formal contracts and formal agreements shall be reviewed and approved by the Department Head, the General Services/Purchasing Director, the Office of Management and Budget (OMB), the County Administrator, the Board Attorney, and the Board of County Commissioners prior to execution.

(11) Certifications to vendors, such as County Tax Number and County Governmental

Agency status, etc. may be confirmed by the General Services/Purchasing Department or the Clerk's Office.

70.20 Purchasing Recycled Goods & Materials

(1) When and where ever feasible, recycled goods and materials shall be purchased, such as copy paper, computer paper, envelopes and other commodities that may be available in the office supply line.

(2) Recycled products as described above, but not limited to those items, may be purchased when the additional cost of these commodities does not exceed ten percent of the cost of the non-recycled commodities.

80 Purchasing Controls

80.10 Various purchasing controls are utilized by the Purchasing and the Clerk's Office and other central management agencies to oversee various purchasing transactions. These controls are as follows:

- (1) Requisition Procedure (Section 3.150);
- (2) Informal and Formal Quotations, Bids, Proposals, and Qualifications (Section 3.50 & 3.60);
- (3) Vendor Selection Processes (Section 3.60);
- (4) Cost Centers, Account Numbers, and Project Numbers (See project procedures under 3.70);
- (5) Signature Authorities (Section 3.150.20(1));
- (6) Purchase Orders (Section 3.160);
- (7) Central Receiving (Section 3.170);
- (8) Payment Procedures (Section 3.180 through 3.210); and
- (9) Merchandise Return Procedures.

90 Bid and Payment and Performance Bonds and Insurance

90.10 A Bid Bond is required for all construction bids that are expected to exceed \$100,000.00.

90.20 Payment and Performance Bond - Construction

(1) A Payment and Performance Bond is NOT required for construction of \$200,000.00 or less pursuant to Section 255.05, Florida Statutes.

(2) For each construction project awarded without a Payment and Performance Bond the conditions of Appendix 13 shall be included in the specifications and the resulting contract.

90.30 Performance Bond - Non-Construction

(1) In all cases where equipment is purchased with a guaranteed buy-back, a Performance Bond in the amount of the guarantee shall be required. Delivery of the bond shall be with the

equipment.

(2) Any other requirements for a Performance Bond will be determined by the General Services/ Purchasing Director on a case by case basis.

90.40 Insurance

(1) Insurance certificates shall be required of all vendors contracted with, or who have been issued a Purchase Order, and who will be on County property or who will be acting for the County in the provision of service(s) or the delivery of commodities.

(2) Certificates shall be received by General Services / Purchasing, who will make a copy and forward it to the County Risk Manager, and shall file the original in the vendor's file located in the General Services / Purchasing Department.

(3) Vendors that do not have the required levels of insurance, but have insurance, may have the required level waived by the County Administrator or the Assistant County Administrator if they possess an otherwise acceptable level of insurance.

(4) Specific guidelines for Insurance and/or Indemnification are available from the County Risk Manager.

100 Formal Contracts (Other than a Purchase Order)

A formal contract, in addition to a Purchase Order, shall be required for:

100.10 Construction - When the contract exceeds \$150,000.00 or 180 days and Progress Payments will be made.

100.20 Professional Services:

(1) When the price exceeds \$75,000.00, or

(2) The deliverable is not specifically defined, or

(3) Progress Payments are to be made, or

(4) When the services extend in excess of 120 days.

SECTION 3 - PROCUREMENT PROCEDURES

10 Procurement Categories

10.10 Classification of Procedures for the procurement of commodities and services are divided into six categories as follows:

- (1) Commodities and Services at No Cost (subsection 20)
- (2) Internal Purchases; (subsection 30)
- (3) Outside Purchases of \$ 0.01 To \$25.00 - "Petty Cash" (subsection 40)
- (4) Outside Purchases of \$ 0.01 To \$749.99. - Purchasing Card ("P" Card)(Subsection 45 & Section 6)
- (5) Outside Purchases (\$0.01 To \$25,000.00) - "Quotations" (subsection 50)
 - (a) \$0.01 to \$749.99 - "Good Purchasing Practices" (subsection 50.10)
 - (b) \$750.00 to \$5,000.00 - "Verbal Quotations" (subsection 50.20)
 - (c) \$5,000.01 to \$25,000.00 - "Written Quotations" (subsection 50.30)
- (6) Outside Purchases (Over \$25,000.00) - "Formal Competitive Process" (subsection 60)
 - (a) "Invitation To Bid" (ITB) (subsection 60.20)
 - (b) "Request For Proposal" (RFP) - Professional Services (subsection 60.30)
 - (c) "Request For Proposal" (RFP) - Design-Build Services (subsection 60.40)
 - (d) "Request For Proposal" (RFP) - All Other Products and Services (subsection 60.50)
 - (e) "Invitation to Negotiate" (ITN) (subsection 60.55)
 - (f) "Request For Qualifications" (RFQ) - Specific Services (subsection 60.60)
- (7) "Request for Information" (RFI) - (Subsection 65)

10.20 Special Procedures for the procurement of real property are as follows:

- (1) Purchase of Real Property (subsection 70)
- (2) Lease or Lease Purchase of Property (subsection 80)

20 Commodities And Services at No Cost

20.10 Purpose

The purpose of this procedure is for the procurement of commodities, services, sponsorships, and endorsements, etc. at no cost to the County which may or may not involve commissions or revenue to the County as a result of the commodities or services. Examples are: Pay Phones; Vending Machines; Public Use Copiers; etc.

20.20 Procedure

Once the requirement has been identified and specified by a Department, the Purchasing Department will, at its discretion, procure the goods and services by a means in the best interest of the County. The means will normally consist of competitive quotes, bids, proposals, etc. in accordance with the Outside Purchasing procedures as outlined in other sections of this manual.

30 Internal Purchases

30.10 Purpose

The purpose of this procedure is for purchases made internally within the County as follows:

- (1) Interdepartmental Reimbursements (subsection 30.20); and
- (2) Warehouse Orders (subsection 30.30).

30.20 Interdepartmental Reimbursements Procedure

(1) Services

Chargeable services may be provided from time to time by one department to another. The Budget and Clerk's Offices may facilitate this transaction. Purchase order numbers are not required from one County Department to another, but the Department providing the requested services shall send in a "Request for Reimbursement" to the Clerk's Office (with a copy to the benefitting department) for the previous month's services.

REF: See sample in Appendix.

(2) Equipment (or other tangible personal property)

Equipment which is intended to be used as a trade-in for replacement equipment may alternatively be sold by one department to another. The Budget and Clerk's Offices may facilitate this transaction. The Purchase Order for the new equipment shall charge the Department receiving the used equipment for the amount that equals the trade-in value, and the Department receiving the new item will be charged the remainder. If, however, the equipment is surplus and not intended to be traded-in on new equipment, it shall not be sold internally but shall be "given" to the receiving Department. An Acquisition/Disposition Report is required in either case.

REF: See sample in Appendix.
See Section 5, Management and Disposal of County Property.

30.30 Warehouse Orders

(1) Procedure

The Warehouse Order procedure will be used to obtain supplies which are stocked in the warehouse. Examples of these supplies are: auto batteries; filters; tires; chemicals, etc. A properly completed Requisition will be submitted by the requesting department to the Warehouse. Warehouse staff will fill the requisition and the requesting department's cost center will be charged for the supplies accordingly. A Purchase Order will not be issued for this type of transaction.

REF: See sample in Appendix.

(2) Adding or Deleting Warehouse Items

(a) Department Heads may submit a “Change To Inventory” request form to add or delete items from warehouse stock. Justification for adding new stock items to the warehouse would include those items needed frequently or regularly on short notice and where those items have an inherently long delivery time. The General Services/Purchasing Department will make every reasonable accommodation for the new items.

(b) Department Heads are also responsible for submitting a “Change To Inventory” form promptly to the Purchasing Department for items that are no longer needed or do not meet the above justification.

REF: See sample in Appendix.

40 Outside Purchases (\$0.01 To \$25.00) - “Petty Cash”

40.10 Purpose

Departments should plan sufficiently to utilize the Purchase Order or Purchasing Card process whenever possible.

- | |
|---|
| <ul style="list-style-type: none">- Employee obtains proof of purchase (receipt)- Employee submits receipt to County Cashier- Cashier reimburses employee |
|---|

However, as an expedient and when an item or service is small in cost (up to \$25.00) Departments are authorized to direct non Purchasing Card holders to use the Petty Cash procedure to make these minor purchases with the vendor that is able to provide the best buy for the County.

40.20 Procedure

- (1) Prior to making a petty cash purchase, the employee should confirm the legitimacy of the type of purchase with an authorized Petty Cash Fund holder or the Clerk’s Office.
- (2) After making a legitimate purchase, the employee should bring the proof of purchase to the authorized County Cashier as soon as possible after the purchase to receive reimbursement.
- (3) For petty cash purchases, competitive prices are not required.
- (4) When purchasing goods or services, the Employee is responsible to obtain a dated proof of purchase.
- (5) For urgent or emergency purchases, the County Administrator, Assistant County Administrator, or General Services / Purchasing Director can approve utilization of Petty Cash for purchases in excess of \$25.00 at his/her discretion.
- (6) Sales tax should not be paid by the County. Whenever possible the County tax exempt number and proof of the exemption should be used to avoid paying sales tax. The proof of exemption may be obtained by contacting the Purchasing Dept. If the vendor will not exempt the sales tax the employee will be reimbursed for the taxes paid.

40.30 Disallowance

Department Directors and the Clerk’s Office shall have the authority to disallow any reimbursement of any purchases not made in accordance with the above procedures.

45 PURCHASING CARD (a.k.a. "P" CARD) (See also SECTION 6)

45.10 Purpose

Departments should plan sufficiently to utilize the Purchasing Card process whenever possible. The card is specifically intended for all purchases up to the limits established for the individual "P" Card holder, keeping in mind that these purchases shall be made with the vendor that is able to provide the best buy for the County.

45.20 Procedure (Specific "P" Card procedures are contained in Section 6 - Purchasing Card)

- (1) Prior to making a purchase, the employee should consider the legitimacy of the purchase.
- (2) After making a legitimate purchase, the employee shall retain the transaction receipt for submittal as required in Section 6.
- (3) For "P" Card purchases, while competitive prices are not required, the user is expected to use buying practices that ensure the County receives the best value for its money.
- (6) Because the County's tax number appears on the "P" Card, sales tax shall not be paid. If the vendor will not exempt the sales tax the purchase shall NOT be made.

45.30 Disallowance

Any purchases that are ruled not to have been made in accordance with the above procedures and/or Section 6 - Purchasing Card, shall be disallowed and may require the user to reimburse the County for the purchase.

50 Outside Purchases (\$0.01 to \$25,000) - "Quotations"

50.10 Outside Purchases (\$00.01 To \$749.99) - "Good Purchasing Practices"

(1) Purpose

For outside purchases from \$0.01 to \$749.99

(2) Procedure

Purchases of commodities and services in this expenditure range, and not made by "P" Card, must be made by the requesting department submitting a properly completed Requisition to the General Services / Purchasing Department. The purchase shall be made "Using Good Purchasing Practices", buying practices that ensure the County receives the best value for its money, i.e., known vendors that have the item in stock and/or have already proven their pricing is lower than their competitors.

50.20 Outside Purchases (\$750.00 To \$5,000) - "Verbal Quotations"

(1) Purpose

For outside purchases from \$750.00 to \$5,000

- Quotes are required and if not obtained by the requestor shall be obtained by Purchasing.
- Purchase Order then issued

(2) Procedure

Purchases of commodities and services in this expenditure range must be made by the requesting department by submitting a properly completed Requisition to the General Services / Purchasing Department. The Requisition must include sufficient description of the item(s) to enable solicitation of competitive prices or quotes. If documented quotations have not been submitted by the requesting department along with the Requisition, the General Services / Purchasing Department will solicit them. Verbal or written prices and/or quotations will be obtained.

REF: See sample in Appendix.

50.30 Outside Purchases (\$5,000.01 to \$25,000) - "Written Quotations"

(1) Purpose

For outside purchases from \$5,000.01 to \$25,000.

- Written quotes are required and if not obtained by the requestor shall be obtained by Purchasing
- Purchase Order then issued

(2) Procedure

Purchases of commodities and services in this expenditure range must be made by submitting a properly completed Requisition to the General Services / Purchasing Department. The Requisition must include sufficient description of the item(s) to enable solicitation of competitive quotes. Written quotations will be obtained for all purchases in this category. Written quotations may be obtained by the requesting department or the Purchasing Department. A Purchase Order may then be issued by the Purchasing Dept.

REF: See sample in Appendix.

60 Outside Purchases (Over \$25,000) - Formal Competitive Process

60.10 Purpose

The purpose of the following procedures is to ensure price performance through a competitive procurement process. All purchases for commodities and services made at this expenditure level must be made via one of five formal processes. The only exceptions permitted are those authorized in other sections of this manual.

60.20 Outside Purchases Over \$25,000 - "Invitation To Bid" (ITB)(Sealed Bid)

(1) Purpose

For those cases where the requirement can be specified in detail.

(2) Procedure

(a) This procedure is a formal sealed bid process. Departments requiring this procedure shall submit to the General Services / Purchasing Department, a complete set of specifications in an electronic file detailing the goods or services required plus pre-bid conference, contracts, and bonds if appropriate.

(b) The General Services / Purchasing Department will review the contents of the ITB document submitted and complete the specifications by adding items such as the day, date, time and place for bid openings as well as the Board of County Commissioners insurance requirements and any other forms or notices required by the Board or Florida Statutes. The General Services / Purchasing Department will also prepare an "Invitation to Bid" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with a bid due date no less than 10 days from the second advertisement. The General Services / Purchasing Department will also select appropriate vendors from the "Bidders List" and notify them of the Invitation to Bid.

(c) When bids are received at the specified time, date and place, the bid opening will be held.

(d) Bids will be opened and read aloud by the General Services / Purchasing Department.

(e) After bid opening has been completed, the General Services / Purchasing Department and the requesting Department Head shall review all bids for compliance with the specifications and select a vendor for recommendation. Vendor selection will be based on the lowest, compliant, qualified bid unless specified otherwise in the Invitation To Bid.

NOTE: A tie bid will result in a process that uses a hierarchy of criteria to determine the winning vendor. The criteria will be:

(1) Drug Free Workplace.

- Advertise once per week for 2 successive weeks
- Bid opening min. 10 days after second ad
- Bid bond & Public Construction bond may be required for public construction projects; optional for others
- Pre-bid conference recommended for construction; optional for others
- Formal contract may be required for construction projects, optional for others
- Bids are evaluated by Department Head and Purchasing
- Selection based on lowest qualified bid

(2) Minority Business - Certified by the state of Florida or a political subdivision.

(3) Other specific considerations as may be included in the published specifications.

(4) Such other considerations that are identified by normal and sound business practices.

Nothing in this section reduces or invalidates the BCC right to accept or reject any or all bids or any parts thereof, and to award, if an award is made, to the most responsible bidder whose bid and qualifications indicate that the award will be in the best interest of Highlands County.

(f) The bids will be officially tabulated by the Purchasing Dept. indicating the recommended vendor.

(g) If there will not be a contract and/or a budget amendment - The tabulation will be submitted to the requesting Department Head for confirmation signature. The tabulation will then be approved by signature of the General Services/ Purchasing Director and submitted to the County Administrator for final approval signature. After the County Administrator has approved the vendor selection, the tabulation will be returned to the General Services / Purchasing Department. A copy of the tabulation will be sent to the requesting Department, the Clerk's Office and to all bidders, denoting the selection of the successful vendor.

(h) If there is a requirement for a formal contract and/or a budget amendment, then the Department Head will attach the contract and/or the budget amendment to the tabulation for submission and review by the following in the order indicated: the General Services/ Purchasing Director, OMB, and the County Administrator. The contract shall then be forwarded for review and approval by the Board Attorney prior to presentation to the Board. All formal contracts, other than Purchase Orders, must then be approved and executed by the Board of County Commissioners.

(i) The requesting Department shall then prepare a requisition and submit it to the General Services / Purchasing Department to facilitate the issue of a Purchase Order, noting the bid number and vendor on the requisition.

60.30 Outside Purchases Over \$25,000 - "Request For Proposal" (RFP) Professional Services (or "Request for Information" (RFI) if appropriate)

(1) Purpose

Because price differentials may only be a minor consideration compared to the quality of the professional's work, professional services are exempted from the County's competitive bidding policy. Instead, professional services will be acquired through competitive negotiations.

- County Administrator pre-approval required.
- Advertise once per week for 2 successive weeks.
- Proposal opening not less than 30 days after first ad.
- Bid bond & Performance & Payment bond may be required for all public construction projects; optional for others.
- Formal contract may be required for construction projects; optionally for others.
- Pre-proposal conference recommended.
- Minimum of 3 qualified proposals required for "type" #3; less for "type #1 & #2.
- Qualification ranking based on predetermined criteria.
- Professional Services Acquisition Committee performs ranking and negotiations.

(2) Definitions

A professional service is assistance obtained in support of County operations from an independent contractor in a professional field as defined by Florida Statute s.287.055.

(a) Professional fields, for purposes of this section, are regarded as the following "types of services:"

1. Legal Services - attorneys and legal professionals;
2. Accounting Services (not including Auditors); and
3. Architecture, professional engineering, landscape architecture, or a registered land surveying as defined by Florida Statute s287.055.
4. Audit Services

(3) Procedure For Services #1 Through #3

(a) To initiate a request for Professional Services, a memo defining the scope of work must be prepared by the requestor and submitted to the County Administrator.

(b) The County Administrator will approve or deny the pursuit of Professional Services.

(c) Upon approval, the requestor shall submit to the General Services / Purchasing Department a complete RFP describing the services required, bonds, contracts, pre-proposal conference, etc., in an electronic format.

(d) The General Services / Purchasing Department will review the contents of the RFP document submitted and complete the specifications by adding items such as the day, date, time and place for the RFP opening as well as the Board of County Commissioners insurance requirements and any other forms or notices required by the Board or Florida Statutes. The General Services / Purchasing Department will also prepare an "RFP" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks. The General Services / Purchasing Department will also select appropriate firms from the "Bidders List" and notify them of the RFP.

- (e) The due date will be not less than 30 days from the date of the first advertisement.
- (f) When proposals are received at the specified time, date and place, the RFP opening will be held.
- (g) After the RFP opening has been completed, the Professional Services Acquisition Committee shall proceed pursuant to Florida Statute s.287.055. However, for "type of service" #1 and #2, the Professional Services Acquisition Committee may proceed with ranking and negotiations at its discretion with less than three firms, and less than two firms if it deems this to be in the best interest of the County.
- (h) After a firm is selected, a contract shall be reviewed by the General Services/Purchasing Director and OMB, then submitted for consideration by the County Administrator. The contract shall then be reviewed by the Board Attorney prior to presentation to the Board. All contracts must then be approved and executed by the Board of County Commissioners.

(4) Procedure For #4. Audit Services

Audit Services shall be procured pursuant to Florida Statute s.11.45.

(5) Alternative

In the event the requestor should prefer formal identification of interested firms prior to pursuit of a formal RFP, a Request For Information (RFI) may be conducted. In this case the requestor shall submit to the General Services / Purchasing Department an RFI describing the services and capabilities desired. The General Services / Purchasing Department will review the contents of the ITB document submitted and complete the specifications by adding items such as the day, date, time and place for the RFI opening. The General Services / Purchasing Department will also prepare an "RFI" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks. The General Services / Purchasing Department will also select appropriate firms from the "Bidders List" and notify them of the RFI. The due date will be at the discretion of the General Services / Purchasing Department and the requestor. At the specified time, date and place, the RFI opening will be held. If appropriate, the responses will be opened and read aloud by the General Services / Purchasing Department. After the RFI opening has been completed, the General Services / Purchasing Department or requestor may schedule presentations by the respondents. Once these steps have been completed, pursuit of the RFP may proceed as described herein. The eligible vendors for the RFP are NOT required to have participated in the RFI.

60.40 Outside Purchases Over \$25,000 - "Request For Proposal" (RFP) Design-Build Services

(1) Purpose

The purpose of this RFP is for a turn-key service to include both the design and construction of a public construction project by means of a single contract with a design-build firm in accordance with Florida Statute 287.055.

(2) Definitions:

(a) A "design-build firm" means a partnership, corporation, or other legal entity which:

1) is certified under Florida Statute s.489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or

2) is certified under Florida Statute s.471.023 to practice or to offer to practice engineering; certified under Florida Statute s.481.219 to practice or offer to practice architecture; or certified under Florida Statute s.481.319 to practice or offer to practice landscape architecture.

(b) A "design-build contract" means a single contract with a design-build firm for the design and construction of a public construction project.

(c) A "design criteria package" means concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information so as to permit design-build firms to prepare a bid or a response to the Board's request for proposal, or to permit the Board to enter into a negotiated design-build contract. The design criteria package shall specify such performance-based criteria for the public construction project, including but not limited to, the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and parking requirements, as may be applicable to the project.

(d) A "design criteria professional" means a firm who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under Chapter 471, Florida Statute to practice engineering and who is employed by or under contract to the Board for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.

- County Administrator pre-approval required.
- Advertise once per week for 2 successive weeks.
- Proposal opening not less than 30 days after first ad.
- Bid bond & Public Construction bond may be required for all public construction projects.
- Formal contract required for construction projects.
- Pre-proposal conference recommended.
- Minimum of 3 qualified proposals required.
- Qualification ranking based on predetermined criteria.
- Ad hoc committee performs ranking and negotiations.

(3) Procedure:

(a) To initiate a request for a design-build contract, a memo defining the scope of work must be prepared by the requestor and sent to the County Administrator.

(b) The County Administrator is authorized to approve the pursuit of a design-build contract once the scope of work has been defined.

(c) A design criteria package shall be prepared for the design and construction of each public construction project to be constructed pursuant to the design-build process. The design criteria package shall be prepared and sealed by a design criteria professional employed by or retained by the Board. If the Board elects to enter into a professional services contract for the preparation of the design criteria package, then the design criteria professional shall be selected and contracted in accordance with the requirements of Florida Statute s.287.055(4) and (5). A design criteria professional who has been selected to prepare the design criteria package shall not be eligible to render services under a design-build contract executed pursuant to the design criteria package. The design criteria professional shall be available for consultation regarding the following: evaluation of the responses or bids submitted by the design-build firms; supervision or approval of the detailed working drawings of the project; and evaluation of the compliance of the project construction with the design criteria package.

(d) A Certification and Selection Committee shall be established for each design-build contract. The Committee will be comprised of the County Administrator or Assistant County Administrator, the General Services/Purchasing Director, and a representative of the user department. Additional members may be agreed upon by the previously specified members. The designated Committee shall serve throughout the selection process until completed. The Design Criteria Professional may serve in an advisory capacity to the Committee.

(e) Any known design-build firms will be solicited by the Purchasing Department to submit qualifications. In addition, the Purchasing Department will advertise a description of the design-build project with instructions on how interested, qualified firms may apply for consideration. The advertisement will be run at least once per week in a newspaper of general circulation for two consecutive weeks with a submittal due date not less than 30 days from the first advertisement. The design criteria package as well as the qualification and selection criteria will be made available by the Purchasing Department to all interested parties.

(f) A minimum of three firms are required for the qualification process. The Certification and Selection Committee will determine the maximum number of firms to be interviewed. The firms will be interviewed by the Committee to determine the ability of each firm to provide services and commitment to meet time and budget requirements. Determination of ability will be based on a minimum of the following criteria:

1. relevance of products and services;
2. staff training and experience;
3. firm experience;
4. location;
5. volume of past contracts with the County;
6. financial capacity;

- 7. past performance of the firms including the partners and members thereof; and
- 8. current and projected workload.

(g) The Certification and Selection Committee will determine in the best interest of the County whether to use the Competitive Bidding or Competitive Negotiation approach for contract award.

(h) Competitive Bidding Approach. In the event a competitive bidding approach is selected, sealed bids will be solicited and due on a specified date and time from those qualified firms determined to be eligible by the Certification and Selection Committee. Sealed bids shall include proposed price and conceptual design in response to the Design Criteria Package. The Certification and Selection Committee shall review the design concept proposed by each firm and shall establish a relative weighting factor for each proposed building system component based on the following criteria:

<u>COMPONENT</u>	<u>WORST-BEST</u>
1. Structural System	0-7.5%
2. Exterior Skin Material	0-10%
3. Mechanical System Components	0-10%
4. Mechanical System Operational Characteristics & Operating costs	0-15%
5. Plumbing System Materials	0-5%
6. Interior Finish Materials	0-7.5%
7. Landscaping Provisions	0-5%
8. Interior Hardware & Fixtures	0-5%
9. Interior Door Units/Wall Systems	0-5%
10. Floor & Ceiling Systems	0-7.5%
11. Lighting Systems	0-7.5%
12. Roof	0-10%
13. Development Time	0-5%

The Certification and Selection Committee shall consult with the employed or retained design criteria professional concerning the evaluation of the responses or bids submitted by the design-build firms. The Certification and Selection Committee will then total the score given for each proposed component and divide that score into the proposed price. The qualified, responsive bidder whose adjusted price is lowest will be recommended to the Board for award of the contract.

(i) Competitive Negotiation Approach. In the event a competitive negotiation approach is selected, the Certification and Selection Committee shall select no less than three firms in order of preference from those firms deemed to be most qualified to perform the required services in accordance with paragraph (f) above. In making its determination, the Certification and Selection Committee shall interview no less than three firms to determine their relative ability to meet time and budget requirements and to identify and establish the relative merits of each firm's approach to managing and scheduling the project. The Certification and Selection Committee will then negotiate a contract for submittal to the Board for the Design-Build services

for the project at compensation determined to be fair, competitive, and reasonable. In making the determination, the Certification and Selection Committee shall analyze the cost of the design-build services required, giving full consideration to the scope and complexity of the project and shall consult with the employed or retained design criteria professional concerning the evaluation of the responses or bids submitted by the design-build firms. The compensation shall be on a guaranteed maximum price basis for all costs which shall include reimbursable costs plus fixed lump sum fees for design, project management, overhead, and profit. Should the Certification and Selection Committee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. The Certification and Selection Committee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Certification and Selection Committee shall then undertake negotiations with the third most qualified firm. Should the Certification and Selection Committee be unable to negotiate a satisfactory contract with any of the selected firms, additional firms shall be selected in accordance with this section until agreement is reached.

(j) After a firm is selected, a contract shall be drafted for consideration of the County Administrator. The contract shall then be reviewed by the Board Attorney prior to presentation to the Board. All contracts must then be approved and executed by the Board of County Commissioners.

(k) The Certification and Selection Committee shall from time to time consult with the employed or retained design criteria professional concerning the supervision and approval of the detailed working drawings of the project and for evaluation of the compliance of the project construction with the design criteria package by the design criteria professional.

(l) Emergency. In the event of an emergency, declared by the Board, see procedure in Section 3, Subsection 140 - "Emergency Purchases."

60.50 Outside Purchases Over \$25,000 - "Request For Proposal" (RFP) All Other Products and Services

(1) Purpose

The purpose of this RFP is for the procurement of all products and services, not previously covered, where the requirement cannot be defined in sufficient detail for an Invitation To Bid.

(2) Procedure

(a) This procedure is a formal sealed proposal process. Departments requiring this procedure shall submit to the Purchasing Department a complete set of specifications detailing the products or services required, pre-bid conference, contract, and bonds if appropriate.

(b) The Purchasing Department will review the contents of the ITB document submitted and complete the specifications by adding items such as the day, date, time and place for the RFP openings as well as the Board of County Commissioners insurance requirements and any other forms or notices required by the Board or Florida Statutes. The Purchasing Dept. will also prepare an "RFP" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with a submittal due date not less than 30 days from the first advertisement. The Purchasing Dept. will also select appropriate vendors from the "Bidders List" and notify them of the RFP.

(c) When proposals are received at the specified time, date and place, the RFP opening will be held.

(d) Proposals will be opened and read aloud by the Purchasing Dept.

(e) After the RFP opening has been completed, the Purchasing Dept. and the requesting Department Head (plus any others at their discretion) shall select a vendor for recommendation based on the predetermined criteria.

(f) The bids will be officially tabulated by the Purchasing Dept. indicating the recommended vendor. The tabulation will be submitted to the requesting Department Head for confirmation signature. The tabulation will then be approved by signature of the General Services/Purchasing Director and submitted to the County Administrator for final approval signature.

(g) After the County Administrator has approved the vendor selection, the tabulation will be returned to the Purchasing Dept. A copy of the tabulation will be sent to the requesting Department, the Clerk's Office and to all bidders, denoting the selection of the successful vendor.

(h) If a contract is involved, it shall be reviewed by the General Services / Purchasing

- Advertise once per week for 2 successive weeks.
- Proposal opening not less than 30 days after first ad.
- Bid bond & Public Construction bond may be required for public construction projects & optional for others.
- Formal contract may be required for construction projects; optional for others.
- Pre-proposal conference required for construction projects; recommended for others.
- Proposals include solution and cost.
- Selection based on predetermined criteria.
- Requesting department and Purchasing Dept. perform selection.

Director and the OMB, then submitted for consideration by the County Administrator. The contract shall then be reviewed by the Board Attorney prior to presentation to the Board. All contracts must then be approved and executed by the Board of County Commissioners.

(i) The requesting Department shall then prepare a requisition and submit it to the Purchasing Department to issue a purchase order number, noting the RFP number and vendor on the requisition.

60.55 Invitation to Negotiate (ITN) (Reserved)

May be submitted for approval by the Board at a future date

60.60 Outside Purchases Over \$25,000 - "Request For Qualifications" (RFQ) - Periodic Non-Professional Services

(1) Purpose

The purpose of this method of obtaining goods and services is intended for those situations where:

- (a) goods and services are expected to be required from time to time throughout the course of the year or other specific time frame (e.g. grant period);
- (b) the County is unable to accurately define ahead of time the specific quantities of goods and services expected;
- (c) the County is unable to compile detail specifications or detail specifications are not appropriate; and
- (d) the services are not "Professional Services" as defined in Section 3, Subsection 60.30 herein.

- Advertise once per week for 2 successive weeks.
- Proposal opening not less than 30 days after first ad.
- Bid bond & Performance bond may be required.
- Formal contract optional.
- Pre-proposal conference recommended.
- Proposals include qualifications only.
- Qualification based on predetermined criteria.
- Ad hoc committee performs evaluation and selection for approved vendor list.

(2) Objective

The objective of this method shall be to establish a list of pre-qualified vendors for the duration of the expected requirement who will be solicited for competitive quotations from time to time as the need for requirements arise.

(3) Types of Services

The services for which this procedure is intended shall include but not be limited to the following:

- (a) Medical Services - medicine, psychiatry, dental, hospital and other health fields;
- (b) Financial Services - bond counsel, rating and underwriting, financial advisor, and investment services;
- (c) Appraisal Services - real and personal property appraiser;
- (d) Consultants - planning, management, or scientific advisors; and
- (e) Construction Contractor services - General, Builder, or Residential.

NOTE: Although this section is designed for the services listed above, specific projects or other circumstances may dictate an alternative approach for these services such as an Invitation to Bid or RFP. Therefore, the General Services/Purchasing Director may, at his/her discretion, follow the Invitation to Bid or RFP procedure as outlined elsewhere within this Section for the above services when warranted.

(4) Procedure

- (a) Departments requiring this process shall submit to the Purchasing Department general specifications describing the goods or services required, the duration of the

expected requirement, the vendor qualification criteria, bonds, contracts, and pre-proposal conference, etc. The Purchasing Department will review the contents of the ITB document submitted and complete the specifications by adding items such as the day, date, time and place for qualification proposal openings as well as the Board of County Commissioners insurance requirements and any other forms or notices required by the Board or Florida Statutes.

(b) The Purchasing Department will prepare an "RFQ" advertisement to be published in a newspaper of general circulation once per week for two consecutive weeks with the due date not less than 30 days following the first advertisement. When the advertisements have been scheduled, the Purchasing Department will also select appropriate vendors from the "Bidders List" for the goods or services required. All appropriate vendors, in good standing, will be notified of the "RFQ."

(c) At the specified time, date and place, the Qualification proposals will be opened and read aloud by the General Services/Purchasing Director (or designee).

(d) After the proposal opening has been completed, the General Services/ Purchasing Director shall convene an ad hoc evaluation committee consisting of the General Services/Purchasing Director, the requesting Department Head, one member designated by the County Administrator, and any other members at the discretion of the committee or the County Administrator. The committee shall review and evaluate all qualification proposals to determine qualified vendors in accordance with the specifications.

(e) A tabulation of qualified vendors will be compiled by the Purchasing Department. A copy of the tabulation will be signed by the Department Head and General Services/Purchasing Director. The tabulation will then be sent to the County Administrator for final approval and signature.

(f) The Purchasing Department will then send copies of the tabulation to the requesting Department and to all proposers.

(g) If a formal contract is involved, it will be reviewed by the General Services/Purchasing Director and the OMB, then submitted for consideration by the County Administrator. The contract shall then be reviewed by the Board Attorney prior to presentation to the Board. All contracts must then be approved and executed by the Board of County Commissioners.

(h) As the need arises for the goods or services, the requesting Department shall prepare a requisition and submit it to the Purchasing Department. The Purchasing Department will solicit competitive quotations from the tabulated list of qualified vendors. When quotations are received, the Purchasing Department will select the lowest quotation and issue a Purchase Order.

65 Request for Information

65.10 A Request for Information (RFI), while not a procurement category, is an important tool used to increase knowledge about products or services and their availability and capability and is a formal method of gathering information about a commodity or service. It should be used when the requestor for the commodity or service is not knowledgeable regarding the current “state-of-the-art” in the area under consideration.

65.20 The General Services/Purchasing Department will issue a RFI based on the requesting Department:

- (1) providing a description of the commodity, service, or a narrative of the end goal that is desired by the Department;
- (2) providing any recommended specifications that may be available; and
- (3) identifying possible vendors.

65.20 Issuing the RFI

- (1) The General Services/Purchasing Department will advertise the RFI for at least two consecutive Sundays in a local newspaper;
- (2) Advertisement may also be made in professional or trade publications as determined by the General Services/Purchasing Director; and
- (3) Mail a copy of the RFI to all known applicable vendors.

65.30 The RFI responses will be due and opened not less than 30 days after the first public advertisement. If advertising in a professional or trade publication then the due date and opening shall be not less than 30 days after the publication officially is circulated.

65.40 A response or lack thereof to an RFI does not qualify or disqualify a vendor nor give future leverage to a vendor.

70 Purchase of Real Property

The purchase of real property shall be performed pursuant to Florida Statute 125.355. The purchase of land or buildings requires the assignment of a project number to properly account for all costs associated with the acquisition. All associated costs shall be included in the project such as but not limited to improvements to land; professional services as defined under Section 3.60.30(2); title searches; appraisals; and environmental assessments. The procedure for assigning a project number is contained in the Office of Management & Budget Operations Manual.

80 Lease or Lease Purchase of Property

The lease or lease purchase of property for public purposes shall be performed pursuant to Florida Statute 125.031 (See project procedure under Section 3.70).

90 Bidders' List (Vendor Data Base)

90.10 Purpose

The Purchasing Department will maintain a Bidders' List (Vendor Data Base) to facilitate solicitation of competitive quotations, bids, and proposals.

90.20 Procedure

- (1) The data base will be updated routinely and include qualified vendors that have requested the opportunity to bid on County purchases.
- (2) The data base will consist of various categories of vendors and firms as necessary for a comprehensive source of vendors.
- (3) Periodically, the Purchasing Department will purge the data base. Vendors who fail to respond to a mailing that included the statement "Check if this is a "NO BID" and return by mail or fax to 863-402-6735" on the Official Bid Form, may be purged from the data base.
- (4) Only vendors in good standing will remain on the vendor data base. If poor performance is demonstrated by a vendor, Department Heads may request the vendor be removed from the data base by submitting a letter that includes sufficient substantiation to the General Services/ Purchasing Director for comments and forwarding to the County Administrator for approval. Any vendor who meets the following criteria shall receive a written notification by certified mail when removed from the Bidders' List:
 - (a) They have a current contract in effect with the County;
 - (b) They have a current bid award in effect with the County;
 - (c) They have a current open Purchase Order with the County;
 - (d) The County makes routine or frequent purchases from the vendor; or
 - (e) They have been added to the Bidders' List during the last year.

100 Specification Addendum

100.10 Purpose

The purpose of an addendum is to serve as the formal vehicle for notification to vendors of an addition or change to a ITB, RFP, or RFQ which has been advertised but not closed.

100.20 Procedure

- (1) The addendum shall describe any and all additions or changes to the specifications.
 - (2) The addendum shall be prepared by the requesting department with the assistance of the Purchasing Department.
 - (3) The Purchasing Department will be responsible for ensuring that all prospective bidders are notified of the addendum.
 - (4) Notification will be by delivery in person, certified mail, receipted fax, receipted E-Mail, or any other method that provides proof of receipt.
- NOTE: Additional means of notification are encouraged that will expedite the process such as phone, etc.

110 Annual Bids and Blanket Purchase Orders

110.10 Annual Bids

Annual bids will be solicited to obtain long term purchasing arrangements. Annual bids will be conducted according to the appropriate procedure based on the commodity or service requested and anticipated expense level.

110.20 Blanket Purchase Orders

Blanket Purchase Orders may be issued at the General Services/Purchasing Director's discretion and can be for cases such as: services for repair, electrical, insect control, etc. that may be needed; or the expedient purchase of small quantity, low cost materials on an as needed basis from a local supplier, etc., throughout a time frame that may not exceed the FY.

120 Standardization of Equipment, Supplies, Etc.

120.10 Purpose

The purpose of standardization of equipment and supplies is to capitalize on purchasing economies and or other benefits such as maintenance efficiency, spare parts consolidation and interchangeability, etc., when the same type of equipment and supplies are purchased consistently. Examples could be fire fighting bunker gear and breathing apparatus, fire fighting equipment, vehicles, etc., for interchangeability and cross use for all fire departments; or radio equipment, telephone equipment, etc. for interchangeability, cross use, and maintenance.

120.20 Procedure

To obtain approval for standardization of supplies or equipment, the requesting department head must submit a memorandum to the General Services/Purchasing Director requesting the standardization and must include convincing justification. Justification could be based on issues such as, but not limited to, purchase economies, safety considerations, training, and/or maintenance economies. The General Services/Purchasing Director will either reject or concur with the request. If rejected, the normal procurement process will be followed. If the General Services/Purchasing Director concurs, he/she will submit a written request to the County Administrator for approval. If not approved, the normal procurement process will be followed. If approved, future purchases for the approved equipment or supplies will be purchased in accordance with the adopted standard specification. The standard specification(s) shall be used to obtain quotes or bids as appropriate.

130 Procurement Procedure Exemptions, Exceptions, and Waivers

130.10 Exemptions

Certain types of purchases and sources are exempt from the previously described formal competitive procurement procedures regardless of expense level. The exempted situations may be implemented by any Department Head within the funds of that Department with the approval of the General Services/Purchasing Director (who may at his/her discretion require quotations). Exemptions are as follows:

- (1) Intra/Inter Governmental purchase of goods and services;
- (2) The purchase of petroleum products.

- (3) Utilities, such as water, electric and monthly telephone service;
- (4) Vehicle and equipment repair and maintenance; heavy equipment repair, maintenance, and reconditioning; and building repairs and maintenance;
- (5) The purchase of services and commodities that require an open purchase order and/or blanket P.O. and are essential to the continuous operation of a Department's program within the scope of policy and procedures. An open or blanket purchase order will be issued at the discretion of the General Services/Purchasing Director;
- (6) Training or education services based on availability of expertise, or availability of the course or firm;
- (7) "Piggy Back" purchases off of other agencies' and organizations' bids, etc. that have been conducted in a manner consistent with the requirements of Florida Statutes and the Board adopted policies and procedures, e.g. the ITBs, and contracts of the State and/or other Counties, municipalities, public agencies, etc. The limitations, requirements, and exclusions of the contract, agreement, bid, etc., being piggy-backed on, shall be complied with (ex. \$25,000.00, or current, limit per purchase using a Florida SNAPS II agreement).
- (8) Vendor items (OEM items where no after-market replacement exists);
- (9) Sole source expenditures (Documentation required);
- (10) Urgent purchases (see Emergency Purchases, Subsection 140 below);
- (11) Leases and rentals of light equipment such as copiers, pumps, etc which may be obtained by quotations; and
- (12) The Highlands County SHIP Program is exempted solely for the down payment and closing cost expenditures.

130.15 Change Orders for Construction Projects

Deductive Change Order(s) that do not change the Board approved outcome and Additive Change Order(s) or Unit Modification(s) to any construction contract, that does not exceed the current Sealed Bid threshold as established by the Board, and that is/are within the project's budgeted amount, may be authorized and approved if submitted in writing to the County Administrator, Assistant County Administrator, or General Services / Purchasing Director, via the County Engineer. Neither a Project Manager nor a Co-manager may be the approving authority.

Change orders may not be divided into multiple change orders in order to circumvent the above requirements.

Types of Change Orders / Descriptions:

Emergency Change Orders are those changes which were not detectable prior to implementation of the work and require immediate attention in order to prevent costly delays and/or poise a threat to the public's safety and welfare. If the amount exceeds the bid threshold, currently \$25,000 dollars, the work would be performed to correct the problem with an update to the Board at their next scheduled meeting.

Unit Modifications are limited to those item(s) for which a unit price was included in the original bid and formal contract.

Value Change Orders are those changes specifically related to types of materials used, methods of construction and/or design, that will generate a project performance enhancement, cost advantage, or both, and were not detected prior to the implementation of the work, i.e. low energy windows instead of tinted glass.

Note: Increases or decreases in contract completion time resulting from approved change orders are to be documented and included as part of the change.

130.20 All Other Exceptions and Waivers

Except for Emergency Purchases outlined in Paragraph 140, below, only the Board of County Commissioners shall have the authority for any other waivers or exceptions to the policies and procedures in this manual.

140 Emergency Purchases

140.10 Purpose

While purchasing procedures involving competitive bidding are desirable for most purchases, when an emergency arises it is necessary to be able to expedite the process. For this reason, the Board has adopted an Emergency Purchasing Policy and Procedure to enable purchases to be made as necessary for the circumstances.

140.20 Level 1 Emergency

(1) Definition

A "Level 1" emergency is:

- (a) an unforeseen situation in which there is a breakdown in County service and there is an urgent need to restore such service in order to avoid serious and adverse consequences affecting the life, health, welfare, or property of the citizens of Highlands County; or
- (b) an unforeseen situation in which urgent measures need to be taken to avoid the possibility of risk or serious and adverse consequences affecting the life, health, welfare, property, or financial assets of Highlands County. Lack of planning should not be an acceptable reason for declaration of a "Level 1" Emergency.

(2) Procedure

- (a) In an emergency situation the County Administrator, Assistant County Administrator, or General Services/Purchasing Director may authorize an emergency purchase and waive any bid requirements.
- (b) If the emergency occurs during normal working hours, the Department must attempt to obtain appropriate authorization for the purchase through telephone or verbal communications by notifying the Purchasing Department and submitting a requisition form through regular procedures.
- (c) If the emergency occurs at night, weekends, or holidays, the Department Head may initiate independent action after attempting to contact the General Services/Purchasing Director, Assistant County Administrator or the County

Administrator.

1. On the first working day after an emergency purchase has been made, the Department must follow-up the purchase with the preparation and submission of a requisition form with a written explanation of the circumstances calling for the emergency actions.
2. The fact that the purchase was an emergency purchase should be highlighted on the requisition form in the "date needed" section.
3. Upon receipt of the requisition, the Purchasing Department will process it for a purchase order.

140.30 Level 2 Emergency

(1) Definition

A "Level 2" emergency is a situation where the Board has made a formal "Declaration of Emergency." In this case, the purchasing policies and procedures are waived for allowing purchases that are applicable to the declared emergency to be made as expediently as necessary.

(2) Procedure

The Board adopted ESF 7 policies and procedures will be followed.

REF:

Section 2 - Policies, Paragraph 10 Authority.

This Section, Paragraph 130 Procurement Procedure Exemptions, Exceptions, and Waivers.

150 Requisition Form

150.10 Purpose

The requisition form will serve as a Source Document for outside purchases, warehouse goods and work orders. In addition, the requisition form will be used to initiate a Purchase Order and interface with and update the County's financial system. The Purchase Order will also serve as the initial document in the chain of formal documentation of the purchasing process. Blank requisition forms may be obtained from the General Services/Purchasing Department.

150.20 Procedure

(1) Authorized Signature

A requisition form must be signed by an authorized requisitioner for the Department. Department Heads should designate one or more employees with authority to prepare Departmental requisitions. Department Heads must submit to the Purchasing Department a list of employees that are authorized to prepare and submit requisitions, identifying cost centers, dollar amounts, and other limitations that are applicable.

(2) Outside Purchases

- (a) Use separate requisition forms for each vendor.
- (b) Do not combine outside purchases and warehouse items on the same requisition.
- (c) Organize items by object code if codes are available and part of the description.
- (d) Requisitions must be completely filled in with all pertinent information to identify the item(s) or service(s) to be ordered in detail sufficient to obtain quotations from vendors. Incomplete requisitions will be returned to requisitioner for completion or correction.
- (e) Requisitioner shall review their Department's availability of funds prior to preparing and submitting requisitions to the Purchasing Department.
- (f) Whenever possible, a suggested vendor should be included in the vendor area of the requisition. If a contact person and telephone number is available, include that information on the requisition as well.
- (g) For fixed asset acquisitions, the Department must also prepare and submit an "Acquisition/Disposition Report(s)" form with their requisition to the Purchasing Department.

(3) Warehouse Purchases (see completed sample in appendix)

- (a) Do not combine outside purchases and warehouse items on the same requisition.
- (b) On warehouse requisitions, the stock number and description of the item(s) must be completely filled in. If item(s) are not available in the warehouse, the Purchasing Department will change the requisition to an outside vendor and proceed with a purchase.
- (c) Requisitioner shall review their Department's availability of funds prior to preparing and submitting requisitions to the Purchasing Department.

(4) Purchasing Department Review

(a) General

Prior to processing, the Purchasing Department will review, pre-audit, and return any requisitions that are:

- 1. Incomplete
- 2. Unsigned or Unauthorized
- 3. Signed and/or authorized by an unauthorized person
- 4. Involve a pre-purchase or other violation of County Policies or Procedures.

(b) Detail

- 1. The Purchasing Department will pre-audit the account codes on the requisition form, pursuant to Florida Statutes, for:
 - a. Proper Department cost center
 - b. Proper object code
 - c. Valid account combination
- 2. Changes made to account numbers shall not be made without first contacting the requesting Department.
- 3. The requisitioner and the O.M.B. Department will be contacted to resolve any problems or questions regarding account coding.
- 4. The Clerk's Office shall have the final say in the determination of the

proper account codes and any changes that are made will require the Clerk's Office to contact the affected Department Head.

REF: See Appendix: "Sample Requisition Form".

160 Purchase Orders

160.10 Purpose

The purpose of a Purchase Order is to officially and formally commit to a purchase from a vendor (business, firm, agency, supplier, etc.) The purchase order form will be prepared and generated by the Purchasing Department to ensure encumbrance of all purchasing transactions on the County's financial system.

160.20 Procedure

- (1) After receipt of the requisition form, the selection of the vendor, and the award of the purchase, the Purchasing Department will complete and distribute the final version of the purchase order.
- (2) The Purchasing Department will enter the details of the purchase order form on the "on line" purchasing system, details to include appropriate information in the main body of the purchase order as to equipment number, project name (and number if assigned), Department title or name for which the purchase is made.
- (3) The encumbrance and assignment of a purchase order number will be done on the "on line" purchasing system.
- (4) If proper, the encumbrance will be recorded in the County's accounting records and charged against the account coding entered by the Department.
- (5) If there are any invalid account coding problems, the OMB will be contacted for resolution of the problem. The account number shall not be changed without first contacting the requesting Department. The Clerk's Office shall have the final say in the proper account coding and shall contact the requesting Department and advise of the correct coding.
- (6) The Purchasing Department will print a five (5) part purchase order document on the "on line" system.
- (7) After completing the encumbrance step, the Purchasing Department will distribute the final version of the purchase order as follows:
 - (a) Original - mailed or sent by facsimile to vendor, or if a CONFIRMATION ONLY, may be destroyed if not required by the vendor;
 - (b) Purchasing Copy - purchasing files;
 - (c) Department Copy - returned to requesting Department;
 - (d) Finance Copy - forwarded to Clerk's Office; and
 - (e) Receiving Report - to be sent to the point of delivery, Central Receiving or the requesting Department, depending on where the merchandise, etc. will be delivered.
- (8) The County requires that if a vendor did not include the original invoices with the shipment, the invoice shall be mailed to the "Ship-to" address.

REF:

See Appendix for a completed sample.

160.25 Exceptions to the issuance of a Purchase Order include Purchasing Card purchases and utility services, such as water, sewage, electricity, and landline telephone service

160.30 Purchase Order Changes

If a Department desires to change or cancel a purchase order after it has been encumbered, the Department must contact Purchasing to:

- (1) Correct clerical or technical errors;
- (2) Correct account code(s), with certain exceptions. (Must be within budgeting guidelines);
- (3) Change or correct dollar amounts when approved prior to performance of work;
- (4) Change of vendor where no payments have been made (requires cancellation/reissue);
- (5) The Purchasing Department shall have the authority to accept or reject proposed changes as it may affect any outside vendor or purchasing transaction that has already been agreed to.

Any disputes will be referred to the County Administrator and Clerk's Office.

REF:

See Appendix for Samples.
Section 3, Paragraph 190.10

170 Receiving Orders

All orders will be received at Central Receiving unless authorized by the Purchasing Department. If authorized, a Department shall receive ordered goods or services at the place and within a reasonable time, as indicated on the completed and encumbered purchase order.

170.10 Procedure

The Receiving Report (yellow copy) of the purchase order will be sent to each point of delivery, (Central Receiving or requesting Department). All Receiving Reports should be placed in a "receiving file" by the Department pending delivery of the goods or services and should be reviewed weekly as to status of order. When an item or service is received, the receiver shall inspect the package and contents and use the Receiving Report to:

- (1) Note any damage to the packaging in the "COMMENTS" section on the bottom of the receiving report and on the "Bill of Lading;"
- (2) Confirm correct quantity and description and FILL IN QUANTITIES as per the receiving report, (if there is a shortage or discrepancy in the goods received, contact the Purchasing Department the same day as the delivery, or as soon thereafter as possible);
- (3) Note any discrepancies on the receiving report; and
- (4) Sign and return the receiving report with **ALL** delivery papers, to the Purchasing Department for processing by the next business day after delivery is complete. In no circumstances may a Department "hold" a receiving report while debating if they need, or even want, the product.

REF:

See Appendix for completed sample.
Section 3, Paragraph 180 Payment Authorization.

170.20 Order Delay Procedure

- (1) It is the responsibility of the requesting Department to inform the Purchasing Department (Warehouse Manager or Buyers) of any unreasonable delay in delivery.

(2) Upon contact from the requesting Department, the Purchasing Department will contact the vendor(s) regarding such delay. The Purchasing Department shall keep the requesting Department informed about the status of the order. Contact of vendors by individual Departments must be kept to a minimum so as not to create a communication problem between the vendor and the Purchasing Department.

(3) The General Services/Purchasing Director may designate, in writing, other authorized personnel (parts expediter or requesting Departments) to follow up on their purchases in cases of special need or critical delivery dates.

180 Payment Authorization

180.10 Purpose

To initiate payment to an outside vendor for a received order or service.

180.20 Procedure

(1) The Department will submit the yellow Receiving Report or a General Receiving Report for the order to the Purchasing Department.

(2) After receiving the completed receiving report for a completed order, the Department requisitioner will authorize payment by signing the receiving report, and submit it to the Purchasing Department. The Purchasing Department will receive in the item(s) or services on the purchasing system and then submit the receiving report to the Clerk's Office for payment.

(3) If the order was incomplete, and only a partial shipment was accepted, the Department has two (2) options:

(a) Accept the partial shipment, hold the receiving report until the rest of the order is delivered and then submit it to the Purchasing Department.

(b) Make copies of the receiving report and submit partial shipment receiving report to the Purchasing Department noting on the receiving report that this is a "PARTIAL SHIPMENT", and retain the original receiving report until the balance of the order is received. Upon receipt of the last shipment, the original copy of the receiving report should be marked "FINAL INVOICE", authorized for payment, and submitted to the Purchasing Department.

(4) For fixed asset acquisitions, the Department must also prepare and submit an "Acquisition/Disposition Report(s)" form to the Purchasing Department.

REF:

See Appendix for sample.

Section 5, Paragraph 20 Inventory Control.

Section 3, Paragraph 170, Receiving Orders.

190 Issuance of Payment

190.10 Process

(1) Upon receipt of a receiving report or payment request, the Clerk's Office will process it for payment in accordance with the appropriate procedure for processing invoices.

- (2) All payments will be charged against the purchase order number encumbered for the order.
- (3) The County requires that if a vendor did not include the original invoice with the shipment, the invoice shall be mailed to the "Ship-to" address.
- (4) When mailed invoices, credit memos, monthly statements, etc., are received by a Department, the Department shall promptly forward them to the Clerk's Office..
- (5) The Clerk's Office will maintain all invoices on file for use in processing payments for orders.
- (6) Payment checks for orders will be issued by the Clerk's Office.
- (7) When an invoice is received from a vendor in excess of the amount encumbered, the Clerk's Office will contact the Purchasing Department and the requesting Department to resolve the differences. See Section 3.200 and 3.210 for further instructions. After the differences have been resolved, the Clerk's Office will process the invoice for payment.
- (8) For a contract or bid, the contract or bid price is the firm payment limit.

200 Request For Payment Of An Invoice Without A Purchase Order

200.10 Purpose

The purpose of this procedure is to facilitate payment for goods or services purchased without first obtaining a Purchase Order.

200.20 Procedure

The procedure requires the department who made the purchase to submit the proper forms for a series of approvals including: Budget; Purchasing; and County Administrator (plus the Board of County Commissioners for expenditures over specified limits) as authorization to the Clerk's Office for payment.

- (1) Complete a "Request For Payment Without A Purchase Order" form including the invoice and a General Receiver form;
- (2) Submit the documents to the OMB as the first step in the approval process. The documents will continue through the Purchasing Dept. and County Administrator for approvals;
- (3) If all three authorities approve, the documents will continue automatically to the Clerk's Office. If not, additional justification or steps may be requested.

REF:

See Appendix for sample.

210 Request For Payment Of An Invoice In Excess Of A Purchase Order

210.10 Purpose

The purpose of this procedure is to authorize payment of an invoice when a legitimate disparity exists between the Purchase Order and the invoice. This procedure may only be used when the invoice exceeds the Purchase Order by no more than \$100.00. If the invoice exceeds the Purchase Order by more than \$100.00 then the Pay Without a Purchase Order procedures are used.

210.20 Procedure

The procedure requires the department who made the purchase to submit the proper forms for two approvals i.e. the Budget and Purchasing Departments for authorization to the Clerk's Office for payment.

- (1) Complete a "Request For Payment Of Invoice In Excess Of A Purchase Order" form including the invoice and a General Receiver form;
- (2) Submit the materials to the OMB as the first step in the approval process. The materials will continue through the Purchasing Department for approvals;
- (3) If both authorities approve, the materials will continue automatically to the Clerks Office. If not, additional justification or steps may be requested.

REF: See appendix for sample.

220 Vendor Protests

220.10 Right To Protest

Any actual or prospective bidder, individual making an offer, organization or contractor who is aggrieved in connection with the solicitation or award of a bid, RFP, or contract may lodge or file a protest.

220.20 Procedure

In the interest of trying to resolve protests as quickly as possible, the protestor should be encouraged to first express the protest to the General Services/Purchasing Director. If the protestor is dissatisfied with the response, he/she should proceed to express the protest to the County Administrator. If the protestor is dissatisfied with that response, he/she should proceed to express his/her protest to the Board of County Commissioners.

In no case, however, will a protestor be discouraged from pursuing a protest by any reasonable means preferred by the protestor.

220.30 Stay of Procurement or Award During A Protest

If the nature of the protest could have an adverse effect on the award or procurement, the County Administrator may, at his/her discretion, defer the award or procurement, while taking into consideration the best interest of the County.

SECTION 4 - FISCAL YEAR-END PROCESSING

10 Purchase Orders

In order to provide sufficient time to complete the volume of requests for Purchase Orders in the “pipe line” prior to year-end close out, no additional requisitions will be accepted by the Purchasing Department during the last ten calendar (10) days of the fiscal year, except for emergencies as defined in Section 3.140.

20 Inventory

In order to facilitate year-end processing, a physical inventory of warehouse stock is required. A date and time for conducting the physical inventory will be mutually agreed upon by all affected departments. The physical inventory will be conducted under the supervision of the Clerk’s Office.

SECTION 5 - MANAGEMENT AND DISPOSAL OF COUNTY PROPERTY

10 Disposal of All County Property Except Recyclable Items

10.10 Purpose

The purpose of this subsection is to provide procedures for disposal of all County property, i.e. equipment, furniture, materials, fixed and movable assets, real estate, etc. by transfer, sale, trade-in, surplus, or discard. The disposal of all County property shall be in accordance with the applicable Florida Statutes and the procedures defined herein.

10.20 Procedure for Disposal of Tangible Personal Property (Property as Defined by Florida Statute s.274.02)

(1) Trade-In Of Tangible Personal Property (pursuant to Florida Statute s.274.04 and the following procedure)

(a) If a user Department requests that this category of property be used for trade-in on a purchase of new equipment, the user Department must first contact the Purchasing Department and give complete information pertaining to the property being traded and type of equipment being traded for.

(b) The Purchasing Department will determine from the County Administrator whether a trade-in is appropriate. If the County Administrator approves a trade-in, the Purchasing Department will prepare a memo requesting permission from the Board to trade-in the existing property.

NOTE: If the budget issue item that was approved includes the information that an identified asset will be used as a trade-in the above steps (a) & (b) will be considered as approved and further processing is not required.

(c) Upon approval the Purchasing Department will notify the user Department of the decision. After the user Department has been notified, it will complete an "Acquisition/Disposition Report" and send it to the Purchasing Department.

(d) Once the property has been traded, the Purchasing Department will then forward the "Acquisition/Disposition Report" to the Clerk's Office for removal of the property from property control records as required.

(2) Surplus/Damaged/Non Usable - Tangible Personal Property

(a) If a user Department determines this category of property to be surplus for their operation, not usable due to age or technology, or is damaged beyond economical repair, the Department shall submit an "Acquisition/Disposition Report(s)" for each item being so designated to the Purchasing Department.

(b) The Purchasing Department will have the property picked up and stored until further disposition is decided as outlined below.

(c) The Purchasing Department will change the status in the asset records in the Finance program to record the transfer of the property to the identified storage location.

(d) All surplus items that have commercial value which have accumulated in storage over a period of time will be compiled into a list that will be distributed to all

Departments of the Board and Elected Officials to determine if there are any items that they would like to have transferred to their respective Departments:

1. After selections have been made by the various Departments, the original list will be revised to reflect the remaining items in storage. If any selected items are classified as tangible personal property, a disposition form will be sent to the Clerk's Office.
2. A memo will then be sent to the County Administrator requesting permission from the Board to conduct a two step disposal process: Step 1, the items will be offered for sale or lateral transfer to "other governmental agencies" or Non-Profit agencies; and then Step 2, the remaining items will be offered for sale at a public auction.
3. After selections have been made by the "other governmental agencies" or Non-Profit agencies, and the item(s) removed, the Purchasing Department will submit a "Acquisition/Disposition Report(s)" to the Clerk's Office for property record transfer to the requesting governmental/non-profit agency.
4. The "surplus" list will be revised and the Purchasing Department will advertise in a newspaper of general circulation in the County not less than once per week for two (2) weeks for a "Public Auction" to be held. One of those notices shall be published not less than one week nor more than two weeks prior to the auction.
5. All items sold at "Public Auction" will be sold "AS IS", "WHERE IS". Receipts will be tallied in a report along with a list of the property sold which will be submitted to the Clerk's Office.
6. Any items not sold at Public Auction may be considered to have no commercial value and either be disposed of at the County Landfill, given away to a non-profit agency or returned to storage for the next auction at the General Services/ Purchasing Director's discretion. A list of all disposed items will be sent to the Clerk's Office.

(e) In the interest of efficient utilization of County storage facilities and avoidance of additional storage costs for surplus items of no practical value, the General Services/Purchasing Director may periodically, at his/her discretion, request from the Board, permission to discard the items that have been determined to have no value to the County and no commercial value, by disposal with least cost to the County, i.e., existing refuse service, non-profit organization, County Landfill, etc. Follow up action will include the submission of "Acquisition/Disposition Report(s)" to the Clerk's Office, to fully account for the disposal of the property.

REF: See Appendix for sample.

10.30 Sale or Lease of Real Property

(1) Procedure

- (a) The sale or lease of real property will be in compliance with Florida Statute 125.35.
- (b) The property will be presented to the County Administrator for permission to be

submitted to the Board of County Commissioners for consideration for sale or lease.

(c) Upon approval by the County Administrator, the initiating party or the County Administrator will present the property to the Board of County Commissioners for approval to sell or lease.

(d) Upon Board approval, the Purchasing Department will proceed with the sale or lease of the property.

(e) An Invitation to Bid will be advertised pursuant to Florida Statute 125.35.

(2) Alternate Procedure for Sale of Real Property:

(a) If the value of the property is \$5,000 or less, a private sale may be conducted at the discretion of the Board pursuant to the provisions of Florida Statute 125.35.

10.40 Disposal of All Other County Property (Other than Tangible Personal Property)

(1) Purpose

The purpose of this Subsection is for the disposal of all other surplus property (e.g. materials, equipment, furniture, tools, etc.) except as noted in preceding procedures.

(2) Procedure

(a) If a user Department determines that a usable property item(s) in this category is surplus for their operation, the Department shall submit a report of disposition to the Purchasing Department. All items turned in at one time may be listed on a single report.

(b) The Purchasing Department will have the item(s) picked up and stored until further disposition is decided.

(c) The provisions of 10.20 (2) (d) above, shall be followed.

(3) Exceptions

(a) In the interest of efficient utilization of County storage facilities and avoidance of additional storage costs for surplus items of no practical value, the General Services/Purchasing Director may, at his/her discretion, discard any surplus item(s) he/she determines to have no value to the County and no commercial value, by disposal at the County Landfill (using or not using Purchasing's refuse hauling contract) or by giving such items to a non-profit agency that has a recognized use for the item.

(b) For surplus property items with a value less than the value specified by Florida Statute s.274.02 that tend to have either a narrow class of potential buyers or very little economic return at a public auction, such as: used tires; used pallets; etc., the General Services/Purchasing Director may at his/her discretion sell, via competitive bids or quotations, those surplus items.

20 Disposal of Recyclable Items

20.10 Purpose

The purpose and scope of this policy is to further the intent of the recycling program in order to maximize the County's ability to obtain recycling credits, while complying with all County and State financial and record keeping requirements.

20.20 Procedure

(1) White goods, batteries, ferrous metals, or other metals including aluminum, shall be handled for sale in the following manner:

(a) Upon accumulations of a marketable amount of recyclable items, the Solid Waste Director or his/her designee shall have authority to negotiate by phone to sell said items at the highest price quoted. A written confirmation of the competitive quote shall be submitted to the Solid Waste Department within 72 hours as verification of bid submitted. A minimum of two (2) quotes shall be obtained per item if available. Documentation justifying less than two (2) quotes will be required upon authorization of sale.

(b) Due to the limited markets of our geographic area two (2) quotes may not be available for specialty recyclables such as paper, glass, and oil. These items will be handled based on volumes accumulated and the efficiency of the sale of these goods will be determined by the Solid Waste Director and/or the Recycling Coordinator.

(c) With the lack of markets available for plastic and polystyrene products and the trucking costs involved in transporting this low weight, high volume item, the availability of remuneration for these items may not be possible. In this case, the Solid Waste Director shall have the authority to dispose of the recyclable items in a manner that will be beneficial to obtain maximum recycling credits, thereby diverting items from the land filling process.

(2) In such cases as compensation is available, market conditions shall be evaluated periodically to insure maximum revenue yields to the County.

(3) Prices will include transportation of recyclables to end market. Consideration shall be given to overall costs involved in transporting recyclable goods for the purpose of sale.

(4) It shall be at the discretion of the Solid Waste Director to determine the best value and efficiency in the sale of the recyclable items for the benefit of the County's recycling program as a whole. Consideration shall be given to vendors based on but not limited to the following factors:

- (a) Revenue Generated
- (b) Cost of transportation to market
- (c) County's handling cost prior to sale
- (d) Volume required by vendor prior to acceptance of sale
- (e) Efficiency of vendor in removing items from County property
- (f) Ability of vendor to handle more than one item to reduce cost in handling

20.30 Insurance

(1) In accordance with Board policy, proof of liability insurance in an amount to be determined on a case by case basis by the General Services/Purchasing Director and the Risk Manager, will be required prior to authorization of sale of any item requiring stationary

equipment to be placed by the buy-back center on County property.

20.40 Notification

- (1) The Clerk's Office shall be notified of each sale and documentation shall be given providing the following information:
 - (a) Successful Bidder
 - (b) Item(s) to be sold
 - (c) Price per unit (lb., ton, ea, etc.)
- (2) At the completion of the removal and sale of the materials from County premises, the Solid Waste Department shall prepare and forward to the Clerk's Office a complete report noting the volume of materials, price per unit, and total revenue to be received from the sale. Complete records shall also be maintained in the Solid Waste Department.

30 Inventory Control

30.10 General

The Purchasing and Clerk's Offices shall have shared responsibility for administration of Inventory Control processes pursuant to Section 274.02 & .03, Florida Statutes, and the below procedure (Property shall be as defined in Section 274.02, Florida Statutes).

30.20 Specific

- (1) The Purchasing Department shall for all Board of County Commissioners' Departments:
 - (a) require that an Acquisition/Disposition report is completed for all new property;
 - (b) require that an Acquisition/Disposition report is completed for all changes in property including changes in custodian;
 - (c) conduct annual physical inventory inspections;
 - (d) issue property tags; and
 - (e) record allowed information on the property data base and forward the reports to the Clerk's Office.
- (2) The Clerk's Office shall for all Board of County Commissioners' Departments and for all Constitutional Offices' Agencies maintain and record all information on the property data base.

30.30 Procedure

- (1) The procedure for inventory control shall be as described in:

The State of Florida
Rules Of The Auditor General
Chapter 10.400
Local Government-Owned Tangible Personal Property

A copy of the most current version shall be maintained in the Appendix of the Purchasing Manual.

(2) An "Acquisition/Disposition Report" will be completed and submitted with the requisition for all new purchases included in this procedure. The responsibility for completing and submitting the report timely shall be the User Department who shall also serve as the "Custodian" of the property.

SECTION 6 - PURCHASING CARD

PURPOSE: To establish those procedures under which departments will control the use of Purchase Cards assigned to and utilized by Board of County Commissioners (BCC) employees for purchasing non restricted commodities and services on behalf of the BCC. These procedures are intended to accomplish the following:

1. To ensure that the procurement with Purchasing Cards is accomplished in accordance with the policy and procedures established within this and other Sections of this manual.
2. To enhance productivity, significantly reduce paperwork, improve controls, and overall cost associated with purchases.
3. To ensure appropriate internal controls are established within each department procuring with Purchasing Cards so that they are used only for authorized purposes.
4. To have timely and meaningful management reports which detail and summarize periodic activity.
5. To ensure that the BCC bears no legal liability from inappropriate use of Purchasing Cards.
6. To provide a convenient method for purchases, consolidate payments, improve customer service, reduce transaction cost, streamline processes, and capture spending information.
7. Ensure prompt payment to vendors.
8. Provide hard data on purchase activity with vendors in order to achieve savings by negotiated discounts based upon the volume of business with the vendor.
9. Specific advantages within the Purchasing Card Program itself include the various ways that limits and restrictions can be established that allow the tailoring of individual cards to fit the needs of the user. This will extend purchasing responsibility to more individuals than in the current purchasing environment, while maintaining or even increasing accountability.

The success of the BCC Purchasing Card Program relies on the cooperation and professionalism of all personnel associated with this initiative. The most important participant is the Cardholder. The individual user is the key element in making this program successful.

Finally, it is intended that the procedures established herein are viewed as minimum standards for each department, who may wish to establish additional controls beyond those suggested by the procedures.

SCOPE: This procedure will be applicable to those departments who have selected employees to use Purchasing Cards to purchase goods, services, travel and training, or for specific expenditures incurred under conditions approved by this procedure, i.e.: emergencies. The decision of when a Purchasing Card is issued, to whom, and the dollar limitations will be as requested by the Department Director and approved by the General Services/Purchasing Director and/or the Purchasing Card Program Administrator.

APPLICABILITY: This procedure applies to all departments of the BCC.

BACKGROUND: A number of unique controls have been developed for this program that do not

exist in a traditional credit card environment. These controls ensure that each card can be used only for specific purposes and within specific dollar limits.

In addition, certification of all purchases is required by each Cardholder, with verification performed by their immediate supervisor before payment is made to the vendor.

LIMITS AND RESTRICTIONS: The following limits can be uniquely established:

1. **Spending amount per day, billing cycle, and month.** The Cardholder can only incur transactions totaling a predetermined dollar amount within any defined period.
2. **Number of transactions per day, billing cycle and month.** The Cardholder can only incur a predetermined number of transactions within a predefined period.
3. **Single Purchase Amount.** A limited dollar amount for any single transaction. Cardholders **shall not** split transactions to stay within their limits.
4. **Merchant Category Codes (MCC).** The MCC are assigned by VISA to a merchant which identifies the primary type of goods or service they provide. The MCC are designed to offer every combination possible and restrictions are imposed at the point of sale if the blocked merchant requests authorization for the transaction.

BENEFITS: There are many benefits to using the Purchasing Card including:

1. **Board of County Commissioners Benefits:**
 - a. Simplifies the purchasing process for the large number of low dollar purchases, freeing up time for large dollar purchases.
 - b. Significantly reduces the overall transaction processing cost per purchase.
 - c. Increased accountability.
 - d. Provides management information electronically which is currently unavailable.
2. **Cardholder Benefits:**
 - a. Convenience of purchasing without an intensive Requisition/Purchase Order processing system.
 - b. Expedites the delivery of goods or services to the job site.
 - c. Expands the list of merchants from whom purchases can be made.
3. **Merchant Benefits:**
 - a. Expedites payment to the merchant within 48 hours.
 - b. Reduces merchant maintained "account" paperwork.
 - c. Lowers risk of nonpayment.

TRAINING: All Cardholders will complete training before they are issued a Purchasing Card.

1. Participating in the Purchasing Card Program is a privilege being offered by the BCC. If the Purchasing Card Program Administrator and/or the Clerk's Office becomes aware of any inappropriate or late approval of transactions, Cardholder privileges may be canceled.
2. It is expected that the Purchasing Card Procedures and training program will assist you in making this program a success.

1. **CARDHOLDER SPENDING LIMITS**

- 1.1 The Delegation of Authority that has been provided to each Cardholder will set the

maximum dollar amount for each single transaction up to a maximum of \$749.99 at the Director level for small non-stocked products and services or for travel and training. Each time a Cardholder makes a purchase with his/her Purchasing Card, this limit will be checked, and the authorization request will be declined should the amount exceed the limitation.

- 1.2 Purchasing Cards issued to the County Administrator, Assistant County Administrator, General Services/Purchasing Director and Purchasing Agents/Buyers may be authorized for a higher maximum amount per purchase.
- 1.3 The Purchasing Card Program Administrator with the advice and consent of the General Services/Purchasing Director, the County Administrator and/or the Assistant County Administrator may establish different limits for each employee as recommended by the employee's Director.

2. USE OF PURCHASING CARD

- 2.1 **THE PURCHASING CARD IS TO BE USED FOR BCC PURCHASES ONLY. CASH ADVANCES THROUGH BANK TELLERS OR AUTOMATED TELLER MACHINES ARE PROHIBITED.**
- 2.2 The Purchasing Card will not be used for personal purchases. When traveling, if meal charges, individually, exceed the authorized subsistence rates (currently \$3.00 for breakfast, \$6.00 for lunch, and \$12.00 for dinner), the traveler will be required to reimburse the County for the difference in the amounts.
- 2.3 CARDHOLDER RESPONSIBILITY - The Purchasing Card that the Cardholder receives has his/her name embossed on it and the card **shall not** be lent to any other person.
 - 2.3.1 Every Cardholder is responsible for the security of their Purchasing Card. All precautions shall be used to maintain confidentiality of the Cardholder's account number and expiration date of the Purchasing Card.
- 2.4 CONDITIONS FOR USE - The total of a single purchase to be paid for using the card may be comprised of multiple items but cannot exceed the authorized single invoice limitation. Purchases will be denied if any preset limits are exceeded. Payments for purchases **are not to be split in order to stay within the single purchase limit.**
- 2.5 When using the Purchase Card, Cardholders should:
 - 2.5.1 Ensure that the goods or services to be purchased are allowable.
 - 2.5.2 Determine if the intended purchase is within Cardholder's Purchasing Card limits.
 - 2.5.3 Advise the supplier/merchant that the purchase will be made using the VISA Purchasing Card.
 - 2.5.4 Inform the merchant that the purchase is tax-exempt. Review the receipt **before** leaving the store and if taxes were included, request a credit.
 - 2.5.5 If using the Purchasing Card for travel, membership dues, conference, training or other transactions that require prior approval, make sure all appropriate forms are completed and approved prior to making the purchase.
- 2.6 When placing telephone or mail orders, Cardholders should:
 - 2.6.1 If you place a telephone or mail order and sales tax was charged, contact the merchant and request that a credit be processed for the amount of the tax

- charged.
- 2.6.2 Purchases made in Florida and for use in Florida are exempt from Florida sales and use taxes. The BCC tax exempt identification number is printed on the Purchasing Card.
 - 2.6.2.1 As with all BCC purchases, the Cardholder must be diligent when dealing with the merchant regarding taxes.
 - 2.6.3 **Make sure the merchant understands that charges are not to be billed until the item(s) has been shipped.** Florida law prohibits payment to a merchant prior to receipt of goods or services except in specific circumstances.
 - 2.6.4 If an item(s) is not currently in stock, and is back ordered, remind the merchant that the Purchasing Card cannot be billed until the back ordered item(s) have been shipped.
 - 2.6.5 To ensure prompt delivery of items ordered by telephone or by mail, provide the merchant with the appropriate delivery information - do not use Post Office Box for "Ship To" address. Request that your name and "Ship To" address with room number (where applicable) are clearly marked on the outside of the package.
 - 2.6.6 Instruct the merchant to send the sales receipt directly to the Cardholder and not to send an invoice to the Clerk's Office, since the merchant will be paid by the merchant's financial institution.
 - 2.6.7 Tell the supplier/merchant that any shipping or delivery fees must be included in the unit price - FOB: Destination. (A delivery point in Highlands County.)
 - 2.7 Returning Merchandise Purchased with the Card - Cardholder is responsible for managing any returns/exchanges and ensuring that proper credit is received for returned merchandise.
 - 2.7.1 Contact the vendor and obtain instructions for return.
 - 2.7.2 Review your next card statement to ensure that your account is properly credited for the return.
 - 2.7.3 A pattern of returns and exchanges that indicate improper or inaccurate initial product selection shall be reviewed and may result in loss of privileges for the card holder.

3. DOCUMENTATION, RECONCILIATION AND PAYMENT PROCEDURES

- 3.1 Documentation - Any time a purchase is made that will be paid using the Purchasing Card, the Cardholder is to obtain a customer copy of the charge slip, which will become the accounting document. Make sure all carbons, if used, and any excess copies are destroyed.
- 3.2 Missing Documentation - If for some reason the Cardholder does not have documentation of the transaction to send with the statement, he/she must attach an explanation with a reconciliation statement that includes a description of the item, date of purchase, merchant's name and why there is no supporting documentation. Instances of frequent abuse, as determined by the Cardholder's Department Director, Purchasing Card Program Administrator and/or the Clerk's Office, of this provision will result in cancellation of the Cardholder's Purchasing Card.
- 3.3 Payment and Invoice Procedures - Purchases made by employees will be paid by the

Clerk's Accounts Payable/Receivable Division once the Cardholder's certification and the approving official's verification has been completed and the account number has been assigned for each transaction.

- 3.3.1 **Receipts:** The Purchasing Card receipt or vendor's sales receipt for purchases must be supplied. When purchases are conducted by telephone, you must fill out the Telephone Order Forms and request the vendor to forward the receipt to you. These receipts, and any Telephone Order Forms, are to be stapled to the monthly statement in the order that they appear on the statement. **Failure to keep adequate receipts will lead to the loss of Purchasing Card privileges.** If receipts are lost, attach a note indicating the item(s) purchased in accordance with section 3.2.
- 3.3.2 The Purchasing Card Issuer, Bank of America, will provide one copy of the billing statement to the Cardholder and one copy to Clerk's Accounts Payable/Receivable Division, at the end of a billing cycle. The copy of the statement will be mailed to the individual Cardholder. This statement will have a listing of all items processed within the billing cycle.
- 3.3.3 The Cardholder is required to review the statement and to note any errors on the bill. The receipts will then be stapled to the statement. The Cardholder signs the statement certifying items purchased and forwards to the department's director, via their immediate supervisor, within two (2) work days after it is received. Non compliance may mean denial of future use.
- 3.3.4 The department's director reviews the statements received from the Cardholder and where applicable, a "Statement of Dispute," is attached. Once review is completed, the department's director will forward to the Purchasing Card Program Administrator within two (2) days after receipt from Cardholder. The department's director will fax all "Statement of Disputes" to Bank of America.
- 3.3.5 **Travel:** The Purchasing Card Issuer will issue the "Statement" on a scheduled basis each month. It will be the responsibility of the Cardholder to provide his/her designated representative with the receipts for that month should travel or extended leave be scheduled at the time the statement is due and he/she will not be able to complete the statement. The designated representative will complete and make a copy of the statement for the absent employee, and shall forward the copy of the statement to the Purchasing Card Administrator with the rest of the Cardholder's statements. **The original Cardholder statement will be signed by the employee at the time he/she returns and submitted.**
- 3.3.6 The Purchasing Card Program Administrator will be responsible for reviewing completed statements from all Cardholders, verifying approval of purchases, resolving any questions on the purchases, and signing the cover letter that accompanies the statements and forwarding completed package with all attachments to the Clerk's Accounts Payable/Receivable Division within three (3) working days after receipt from the department directors. All statements should be furnished to Clerk's Accounts Payable/Receivable Division at the same time. Should the Purchasing Card Program Administrator not receive all of the statements, it will be his/her

responsibility to contact the appropriate department director and have the statements furnished at once. If, however, one or more statements are for some reason not received, the remaining statements shall not be held while that one or more are pending.

3.3.6.1 All attachments to the Statement must be stapled to the statement and be sent to the Clerk's Accounts Payable/ Receivable Division not later than the third working day after being received by the Card Administrator.

3.3.7 If a Cardholder had no purchase activity on his credit card for a particular billing cycle, no Statement will be generated for that Cardholder (unless adjustments for previously billed trans- actions are processed during that cycle).

4. TRANSACTION APPROVAL

4.1 Approval of the transactions that a Cardholder has made using their Purchasing Cards, will not be totally defined in this procedure. Department Directors, because of his/her knowledge of the job responsibilities of Cardholder, are required to look at each Cardholder's purchases, and at the merchant who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

4.1.1 If for any reason the Department Director questions the purchase(s), it is his/her responsibility to resolve the issue with the Cardholder. If they cannot be satisfied that the purchase was necessary and for Official Use, then the Cardholder must provide a Credit Voucher proving item(s) had been returned for credit.

4.2 The County Administrator will be responsible for resolving abuses by each Cardholder. Appropriate disciplinary action will be taken against any Cardholder who misuses their privileges of up to and including dismissal.

4.2.1 Should it be evident that an unauthorized purchase was knowingly made, the County Administrator will determine what action will be taken based on the facts presented by the Purchasing Card Program Administrator.

5. DISPUTES/UNAUTHORIZED CHARGES

5.1 If a suspicious charge appears on a monthly statement, the Cardholder should first attempt to verify the charge with records of purchase. If the Cardholder does not agree with the charge posted on the statement, the Cardholder must notify the bank in writing, using the "Cardholder Dispute Form". A copy of the "Cardholder Dispute Form" will be forwarded with the statement through the end-of-month processing cycle for the statement. The bank will research the disputed charge and make the necessary adjustments.

5.2 Credit to Account - When the bank receives proper notification of a disputed charge, the charge amount will be removed from the total owed by BCC and shown on the monthly statement as a "suspense" item. When the dispute is resolved, the charge will either be removed from the monthly statement (if the charge was improper) or charged to the Cardholder's department (if research shows the charge was valid).

5.3 If items purchased with the Purchasing Card are found defective or the repair or

services faulty, the Cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit on the purchase. (Returns that require shipping will be coordinated through the Warehouse Section of General Services / Purchasing.) CASH REFUNDS WILL NOT BE PERMITTED. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

- 5.4 A disputed item must be noted on the Cardholder's Statement. In addition, a "Cardholder's Statement of Questioned Item" form must be completed by the Cardholder with appropriate documentation attached, if necessary. This form will be forwarded with the statement through the end-of-month processing cycle for the statement.
- 5.5 Disputed items will be paid at the full amount. A credit will be received if dispute rules in favor of the County. When the dispute is resolved the result will be shown on the Cardholder's Statement.
- 5.6 It is essential that the time frames and documentation requirements established by the Purchasing Card Issuer be followed to protect the Cardholder's rights in dispute. Dispute policies and procedures issued by the Purchasing Card Issuer will be provided at the time Purchasing Cards are issued to Cardholder.

6. REQUEST FOR INITIAL, ADDITIONAL, OR CHANGES TO PURCHASING CARD

- 6.1 Requests for a new Cardholder or changes to a current Cardholder will be done by submitting "Request for Purchasing Card" form. The form will be processed by the affected Department Director, who will forward the request to the Purchasing Card Program Administrator.
- 6.2 All requests for Purchasing Cards must be approved by the Purchasing Card Program Administrator and/or the General Services/Purchasing Director.
- 6.3 The Purchasing Card Program Administrator's name must be provided to Clerk's Accounts Payable/Receivable Division and kept current.
- 6.4 When Purchasing Card Program Administrator receives the Purchasing Card from the credit card issuer, they shall print on the back of the card the following statement:
"SEE DRIVER'S LICENSE"

7. ANNUAL INVENTORY OF PURCHASING CARDS

On an annual basis, the Purchasing Card Program Administrator will provide a list of Purchasing Cards issued to employees for each department. The Purchasing Card Program Administrator will conduct a physical inventory of Purchasing Cards and prepare a report on the results of the physical inventory. Additionally, spot check inventories, of partial or whole departments, may be held at any time and without prior notification.

8. LOST OR STOLEN PURCHASING CARDS

- 8.1 Should an employee lose or have their Purchasing Card stolen, it is the responsibility of the Cardholder to immediately notify the credit card issuer, their Department Director, the Purchasing Card Program Administrator and the Clerk's Accounts Payable/Receivable Division of the loss. The telephone number of the credit card issuer will be provided when the Purchasing Card is issued to the Cardholder.
- 8.2 **To report a lost/stolen card:**

The cardholder must call Bank of America, Customer Service, at 800-538-8788 immediately upon discovering that the card has been lost or stolen. Help is available 24 hours a day. Also call the BCC Purchasing Card Administrator as early as possible on the first available business day during normal business hours at (863) 402-6526 or SunCom 718-6526.

- 8.3 Failure to promptly notify the issuing bank of the theft, loss, or misplacement of the Purchasing Card could make the BCC and/or the Cardholder responsible for any fraudulent use of the card and result in loss of privileges and/or disciplinary action for the Cardholder.

9. EMPLOYEE TERMINATION/TRANSFER

- 9.1 A Cardholder who terminates their employment must relinquish their Purchasing Card at the time of the separation from BCC to their Department Director who will forward the card to the Purchasing Card Program Administrator. The Purchasing Card Program Administrator will notify the bank and the Cardholder's card will be immediately deactivated. A Cardholder who fraudulently uses the Purchasing Card after separation from BCC will be subject to legal action.
- 9.2 Transfer of an employee within their Department - If a Cardholder is transferred within their department, it will be the responsibility of the Department Director to determine if the Cardholder should retain his/her current Purchasing Card. If it is determined that the Purchasing Card should be kept by the Cardholder, the master file will be changed upon notification to the Purchasing Card Program Administrator, using the New Card/Change Form, thereby eliminating the need for issuing a new Purchasing Card.
- 9.3 Transfer of an employee to another BCC Department - If a Cardholder is transferred to another BCC department, it will be the responsibility of the new Department Director to determine if the Cardholder should retain his/her current Purchasing Card. If it is determined that the Purchasing Card should be kept by the Cardholder, the master file will be changed upon notification to the Purchasing Card Program Administrator, using the New Card/Change Form, thereby eliminating the need for the issuing of a new Purchasing Card.
- 9.4 Purchasing Cards canceled for any reason, shall be destroyed by cutting it down the center of the magnetic strip and returning both parts to the Purchasing Card Program Administrator for recording and submission to the credit card issuer.

10. AUDITS / REVIEWS

- 10.1 The Card Program Administrator may randomly review Card activity and usage and receipt retention for compliance.
- 10.2 The Clerk's Office may conduct random audits on card activity and usage and receipt retention, reconciliations, compliance, etc.

11. FEEDBACK

Your feedback regarding this program is important. The Purchasing Card Program Administrator needs to know if you have any issues and we welcome suggestions for improvement.

12. Accounting/Purchasing procedures and Accounting/Travel and Training Procedures

along with the State of Florida Purchasing Card Guidelines are incorporated, by reference, in these procedures, where applicable.

13. MERCHANT SIGN-UP

It is important to the success of the Purchasing Card Program that merchants interested in doing business with the BCC via the Purchasing Card receive assistance in doing so. If merchants currently accept VISA credit cards, they are already equipped to accept BCC Purchasing Cards. A merchant who is not currently accepting VISA credit cards should contact the Bank of America's merchant service provider, their own financial institution, or other merchant service provider.

QUICK REFERENCE

1. What is a Purchasing Card?
 - A credit card that is used as an alternative payment method for small dollar and travel and training expenditures for non-stocked products and services, for travel and training, or as otherwise approved for the individual Cardholder.
2. What are the advantages of using the Purchasing Card?
 - Improved user satisfaction due to prompt order confirmation and accelerated product receipt.
 - Improved vendor relations by eliminating the potential for late payments, the vendor is paid within 48 hours.
3. Who may have a Purchasing Card, and how do you obtain one?
 - Any employee responsible for making purchases that is recommended by their Department Director and is approved by the Purchasing Card Program Administrator.
4. What is the responsibility of the Cardholder?
 - Upon acceptance of the Purchasing Card, employee must sign a "Cardholder Agreement". Signing this agreement, acknowledges employee receipt of the card and acceptance of responsibility for abiding by the terms and conditions of the agreement.
 - Ensure that usage of the card conforms to procedures and that the card is used only for official business purposes.
 - Cardholder will retain and verify charge receipts and attach to the monthly statement.
 - Cardholder must obtain their Department Director's approval on a statement.
5. What is the Department Director's responsibility?
 - Identify and recommend employees who should be issued a Purchasing Card.
 - Identify and recommends limitations.
 - Ensure that the Purchasing Cards used in their department conform to BCC policy and program guidelines as well as the Purchasing Manual.
 - Review and sign detailed statement monthly.
 - Forward statements with receipts to the Purchasing Card Program Administrator.
6. What is the responsibility of the Purchasing Card Program Administrator?
 - Manage, authorize, terminate, and maintain a file of individuals authorized to conduct Purchasing Card transactions.
 - Respond to questions concerning Purchasing Card expenditures.
7. How are purchases made?
 - Cardholder calls or visits vendor and places order.
 - Cardholder provides the vendor with the Purchasing Card number and delivery instructions.
8. Does the Purchasing Card have a spending limit?
 - Individual transactions limited up to a pre-approved amount for small non-stocked products and services, for travel and training, or as otherwise approved by the Purchasing Card Program Administrator under the direction of the General Services/Purchasing Director and the County Administrator.
9. What happens if the statement is incorrect or an item needs to be returned?
 - Cardholder notifies credit card issuer if incorrect charge is identified on the statement.
 - Cardholder works with the vendor to arrange for returns and credit.

- Cardholder verifies that credit appears on next statement.
10. What types of purchases are allowable?
- The Purchasing Card is to be used for purchases of small dollar expenditures. These items can be purchased and picked up directly at the vendor, or can be ordered by telephone or fax and delivered to the Cardholder.
11. What purchases are disallowed?
- The Purchasing Card cannot exceed limitations placed on the individual card for non-stocked products and services, for travel and training or as otherwise approved by the Purchasing Card Program Administrator.
 - **Splitting of requirements - not allowed.**
 - Entertainment
 - Personal use
 - Cash advance
 - Alcoholic beverages
 - Tobacco products
 - Non-work or personal use items and services.
 - Services such as consultants or construction.
 - Telephone Credit Card
12. It should be noted that the Purchasing Card will be used by designated personnel to pay for issued Purchase Orders and other purchases not available to the general users.

DEFINITIONS

Appointed Representative - An individual the Department Director selects to act on their behalf.

Approver - A person delegated the responsibility of reviewing Cardholder transactions to ensure the appropriateness of activity and timely processing of charges (Department Director).

Billing Cycle - The monthly billing period that begins the 4th day of each month and ends the 27th day of each month with a 14-day grace period before payment is due.

Cardholder - The BCC employee to whom a written Delegation of Authority has been given granting the use of the Purchasing Card to make purchases within present limits on behalf of BCC.

Cardholder Profile - Parameters that are set for a designated Cardholder that identify the Cardholder, sets default accounting codes and provides restrictions or spending limitations in the Purchasing Card system.

Cash Advance - Prohibited on the Purchasing Card as well as personal purchases.

Charge Slip/Documentation - Itemized list of individual purchases on receipt.

Contractor/Issuer - Bank of America.

Credit - Charged amount removed from total owed by the BCC.

Cycle Limit - A maximum dollar value of charges and/or number of transactions that may be applied to a Cardholder's purchasing authority for the billing cycle.

Daily Limit - A maximum dollar value of charges and/or number of transactions that may be applied to a Cardholder's purchasing authority per day.

Delegation of Authority - A document issued by the Purchasing Card Program Administrator that establishes the individual as an authorized Cardholder. The delegation of authority will specify spending and usage limitations unique to that Cardholder.

Delivery Address - Complete address including Cardholder's name and room number (where applicable).

Designated Representative - Department Director is to review Cardholder's monthly statement's receipts and transactions to ensure the appropriateness of activity and timely processing of charges and/or credits applied to that department.

Dispute - For items purchased and found defective or faulty, the Cardholder can return the item to the merchant who will initiate a credit that will appear on the next month's statement of account.

MCC - Merchant Category Code assigned to a merchant by the Credit Card Company, i.e. VISA, which identifies the primary goods or services provided by the merchant.

Monthly Limit - A maximum dollar value of charges and/or number of transactions that may be applied to a Cardholder's purchasing authority during a month.

Non-stock Materials - Materials not available through supply inventory.

Official Use - Necessary merchandise purchased for BCC use.

Payer - The payer will be Highlands County Board of County Commissioners, through the Finance Department, ensuring that adequate or appropriate accounting codes are assigned. Normally, this will be the last level of review prior to processing for payment but is not part of the "approval" levels.

Purchasing Card - A credit card that is used as an alternative payment method.

Purchasing Card Program Administrator - The individual who is responsible for the Board of County Commissioners' (BCC) Purchasing Card Program.

Reconciler - The individual who reconciles Cardholder receipts.

Reconciliation - Balancing charge slips with bank statement.

Services - Non-personal temporary work.

Single Purchase Limit - Each Cardholder will be limited to a preset maximum amount on any single small non-stocked product or service, for travel and training or as otherwise determined by the Purchasing Card Program Administrator.

Small Purchase - An acquisition of supplies, and nonpersonal services in the amount of \$749.99 or less and purchased without a Purchase Order.

Statement - Monthly record of charges and credits.

Tax Exemption - All purchases shall be exempt from state and local taxes, in accordance with state law.

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PURCHASING CARD

To: Purchasing Card Program Administrator

From: _____
DEPARTMENT NAME

Subj: REQUEST FOR PURCHASING CARD

Request the following employee be authorized a BCC Purchasing Card:

Full Name: (Type or Print) _____

Sample Signature: _____

Title: _____ Employee Number: _____

Immediate Supervisor:

Restrictions: Single limitation: \$_____ Monthly limitation: \$

Types of products to be authorized: _____

TYPED OR PRINTED NAME OF DEPARTMENT DIRECTOR

SIGNATURE OF DEPARTMENT DIRECTOR

cc: Authorized Employee

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS

CARDHOLDER AGREEMENT

Please review the terms stated below and sign:

I agree to use this Purchasing Card only for actual and necessary BCC business expenses incurred by me in accordance with the BCC Purchasing Card Procedures.

I have read the Purchasing Card Procedures, and agree to abide by the procedures contained therein. I acknowledge that use of this card for any purpose other than BCC approved business expenses are prohibited and will be grounds for corrective action, up to and including termination. In addition, I must reimburse the BCC for any such charges.

I agree to surrender the Purchasing Card immediately upon retirement, termination, or upon request of an authorized representative of the BCC. I understand that use of the Purchasing Card after privileges are withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify the issuing bank (Bank of America) by telephone. I will confirm the telephone notification by mail or facsimile to the issuing bank and with a copy to my Department Director and the Purchasing Card Program Administrator. I understand that failure to promptly notify the issuing bank of the theft, lost, or misplaced Purchasing Card could make me responsible for any fraudulent use of the card.

Bank Contact: Jeri Winkleblack, Vice President, Florida Account Manager
850-561-1737 Fax: 850-561-1965

Customer Service: 800-822-5985 Fax: 757-823-7473

Cardholder: _____
TYPE OR PRINT NAME

Signature: _____

Date: _____

Department: _____

Phone Number: _____

cc: Cardholder

MONTHLY PURCHASE CARD PURCHASE REPORT

Cardholder(Print Name): _____

Statement for the Month of: _____

Department Director _____

Department: _____

Extension _____

Date	Receipt Inv. #	Description of Purchase	Merchant's Name	Dollar Amount of Purchase	Dispute(d)/ Credit(c)	Cost Center / Account #

Cardholder's Signature:	Date:
Director's Signature for Approval:	Date:

Bank of America
 Phone 1-800-538-8788, Fax 1-800-253-5846
 Outside of U.S.: (757)677-4705, Fax (757) 677-4361
 Attn: Commercial Card Services

CARDHOLDER STATEMENT OF DISPUTED ITEM
--

Company Name:

Cardholder Name:

Cardholder Account Number:

Statement Date	Transaction Date	Merchant Name/Description
Amount	Posting Date	Reference Number

Check the description most appropriate to your Dispute. If you have any questions, contact Bank of America at 1-800-538-8788.

- _____ 1. **Alteration of Amount:**
 The amount of the sales draft has been altered from \$ _____ to \$ _____
 (Please include copy of sales draft)
- _____ 2. **Unauthorized Mail or Phone Order:**
 I certify the charge listed above was not authorized by me or any person authorized by me to use this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.
- _____ 3. **Cardholder Dispute:**
 I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$ _____ because _____

- _____ 4. **Credit Not Received:**
 The merchant has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)
- _____ 5. **Imprinting of Multiple Slips:**
 The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for \$ _____. I am still in possession of my card.
- _____ 6. **Merchandise Not Received:**
 My account has been charged for the above transaction, but I have not received this Merchandise. I have contacted the merchant.
- _____ 7. **Merchandise Not Received:**
 My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.
- _____ 8. **Merchandise Returned:**
 My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)
- _____ 9. **Inadequate Description/Unrecognized Charge:**
 I do not recognize this charge, please supply a copy of the sales draft for my review.
- _____ 10. **I am no longer disputing this charge.**
- _____ 11. **Other/Comments**

PURCHASING CARD TELEPHONE ORDER
 (For Internal Use Only, Retain With Receipts)

Reminder: Board of County Commissioners is exempt from Florida Sales Tax. Give vendor the tax exemption number on the Purchasing Card.

It is the Cardholder's responsibility to obtain receipts from telephone purchases, attach them to this form , and forward this form and the receipts with their monthly statements.

Supplier Name					
Phone Number					
Date Order Placed					
Order called in by (Cardholder's Name)					
Order called to (name of supplier's representative)					
Item #	Detailed description of items/services ordered (size, etc.)	U/I	Quant.	Cost Per U/I	Extended Cost:
TOTAL PURCHASE:					

BCC'S PURCHASING CARD GENERALLY EXCLUDED
MERCHANTS CATEGORY CODES (MCC)

CONTRACTED SERVICES		THY (TURKEY)	3047
VETERINARY SERVICES	0742	AIR MAROC	3048
LANDSCAPE/HORTICULTURAL SERV	0780	TUNIS AIR	3049
ROOFING/SIDING/SHEET METAL	1761	ICELANDAIR	3050
CONTRACTORS-CONCRETE	1771	AUSTRIAN AIR	3051
SPECIAL TRADE CONTRACTORS-DEFAULT	1799	LANCHILE	3052
		AVIACO (SPAIN)	3053
CLEANING PREPARATION		LEDECO (CHILE)	3054
SPECIALTY CLEANING/POLISHING/ SANITATION	2842	LAB (BOLIVA)	3055
		QUEBECAIRE	3056
		E/W AIRLINE	3057
AIRLINES		ADRIA AIRWAYS	3064
BRITISH AIR	3005	AIRINTER	3065
JAL	3006	VANGUARD AIRLINES	3067
AIR FRANCE	3007	AIR BC	3071
LUFTHANSA	3008	SINGAPORE AIR	3075
KLM	3010	AEROMEXICO	3076
AEROFLOT	3011	THAI AIRWAYS	3077
QANTAS	3012	CHINA AIRLINES	3078
ALITALIA	3013	NORDAIR	3081
SAUDIA AIR	3014	KOREAN AIR	3082
SWISSAIR	3015	AIR AFRIQUE	3083
SAS	3016	EVA AIRWAYS	3084
SAA	3017	CROATIA AIRLINES	3088
VARIG AIR	3018	TRANSAERO	3089
AIR-INDIA	3020	ZAMBIA AIR	3094
AIR ALGERIE	3021	AIR ZIMBABWE	3096
PHILIPP AIR	3022	ASIANA AIRLINES	3098
MEXICANA	3023	CATHAYPAIR	3099
PAKISTAN	3024	MALAY AIR	3100
AIR NZ	3025	IBERIA	3102
EMIRATES AIRLINES	3026	GARUDA AIR	3103
UTA/IA	3027	BRAATHENS	3106
AIR MALTA	3028	WINGSAIR	3110
SABENA	3029	BR. MIDLAND	3111
AERO ARGENT	3030	WINDWARD IS	3112
OLYMPIC	3031	VIASA	3117
EL AL	3032	VALLEY AIR	3118
ANSETT AIR	3033	TAN AIRLINE	3125
AUSTRALIAN AIRLINES	3034	TALAIR	3126
TAP AIR	3035	TACA INTL	3127
VASP (BRAZIL)	3036	SURINAM AIR	3129
EGYPTAIR	3037	SUNWORLD	3130
KUWAIT AIR	3038	SUNBELT AIR	3133
AVIANCA	3039	SUDAN AIR	3135
GULF AIR (BAHRAIN)	3040	SINGLETON	3137
BALKAN	3041	SIMMONS AIR	3138
FINNAIR	3042	SCENIC AIR	3143
AER LINGUS	3043	VIRGIN ATLANTIC	3144
AIR LANKA	3044	SAN JUAN AIR	3145
NIGERIA AIR	3045	LUXAIR	3146
CRUZEIRO AIR	3046	AIR ZAIRE	3151

PRINCEVILLE	3154	AIRDJIBOUTI	3282
PBA	3159	AERVIRGINIS	3284
ALL NIPPON	3161	AEROPERU	3285
NORONTAIR	3164	AERONICARAG	3286
NY HELICOPTER	3165	AEROCOACHAV	3287
MT COOK	3170	CYPRUS AIR	3292
CANADIAN	3171	ECUATORIANA	3293
NATIONAIR	3172	ETHIOPIAN	3294
MIDEASTAIR	3175	KENYAAIR	3295
METROFLTAIR	3176	TAROM	3297
MESA AIR	3178	AIR MAURITIUS	3298
MALEV	3181	WILDEROES'S FLYVESELSKAP	3299
LOT (POLAND)	3182		
LIAT	3184	AUTO RENTAL	
LAV (VENEZUELA)	3185	EUROP CAR	3381
LAP (PARAGUAY)	3186	EUROPE BY CAR	3391
LACSA	3187	GODFREY NATIONAL	3414
JUGOSLAVAIR	3190	ANSA INTERNATIONAL	3420
ISLANDAIR	3191		
IRAN NATL	3192	HOTELS&MOTELS	
INDIAN AIR	3193	TOKYO HOTELS	3522
HAWAIIANAIR	3196	AMFAC HOTEL	3536
HAVASUAIR	3197	ANA HOTELS	3537
GUYANA AIR	3200	IBEROTEL	3540
GOLDPACAIR	3203	HOTEL OKURA	3541
FREEDOM AIR	3204	SHANGRI-LA-INTERNATIONAL	3545
DOMINICA	3212	AUBERGES DESGOVERNEURS	3549
DANAIRSERV	3215	MIYAKO HOTEL	3572
CUMBERLNDAIR	3216	MANDARIAN ORIENTAL HOTEL	3577
CSA	3217	HUNGAR HOTELS	3585
CROWN AIR	3218	SOKOS HOTELS	3586
COPA	3219	PANNONIA HOTELS	3599
COMP FAU AIR	3220	NOAH'S HOTEL(MELBOURNE)	3603
TAME	3221	MERLIN HOTEL (PERTH)	3622
COMMAND AIR	3222	PHOENICIAN	3632
CAYMANAIR	3228	SWISSOTEL	3634
SAETA	3229	SAROVA HOTELS	3636
SAHSA	3231	SOFITEL HOTELS	3641
CAPITOL AIR	3233	NOVOTEL	3642
BWIA	3234	STEIGENBERGER	3643
BROCKWAYAIR	3235	HUSA HOTELS	3647
BEMIDJI AV	3238	IMPERIAL LONDON HOTELS	3651
BARHARBORAIR	3239	OBEROI HOTELS	3657
BAHAMASAIR	3240	OTANI HOTEL	3658
AVIATECA	3241	TAJ HOTELS INTERNATL	3659
AVENSA	3242	MARATIM	3668
AUSTAIRSERV	3243	ARCADE	3670
ALOHA AIR	3251	ARCTIA	3671
ALM	3252	CAMPANILE	3672
AIR CHINA	3261	IBUSZ HOTELS	3673
RENO AIR	3262	RANTASIPI HOTELS	3674
AIR SEYCH	3266	INTERHOTEL CEDOC	3675
AIR PANAMA	3267	ADAMS MARK	3681
AIR JAMAICA	3280	SUISSE CHALET	3686

DRURY INN	3693	BARS/TAVERNS/LOUNGES	5813
KAROS HOTELS	3718	PKG STORES/BEER/WINE	5921
PROTEA HOTELS	3719	ANTIQUÉ SHOPS	5932
RIO SUITES	3726	PAWN SHOPS	5933
		WRECKING SALVAGE YARDS	5935
TRANSPORTATION		BICYCLE SHOPS/SALES/SVC	5940
COURIER SERVICES	4215	SPORTING GOODS STORES	5941
PUBLIC WAREHOUSING	4225	JEWELRY STORES	5944
STEAMSHIP/CRUISE LINES	4411	GIFT	5947
BOAT RENTALS&LEASES	4457	LUGGAGE/LEATHER STORES	5948
MARINAS	4468	FABRIC STORES	5949
PACKAGE TOUR OPERATORS(GERMANY)	4723	DIRECT SELL/DOOR-TODOOR	5963
UTILITIES	4801	STAMP&COIN STORES	5972
VISAPHONE	4815	RELIGIOUS GOODS STORES	5973
TELEGRAPH SERVICES	4821	HEARING AID/SALES/SVC	5975
WIRE TRANSFER-MONEY ORDER	4829	COSMETIC STORES	5977
		FLORISTS	5992
WHOLESALE DURABLE GOODS		CIGAR STORES/STANDS	5993
LAB/MED/HOSPITAL EQUIPMENT	5047	PET STORES/FOOD/SUPPLY	5995
METAL SERVICE CENTER	5051	SWIMMING POOL/SALES/SVC	5996
PRECIOUS STONES/METALS/JEWELRY	5094	ELEC RAZOR STORE/SVC	5997
DRUGS/DRUGGISTS SUNDRIES	5122	TENT & AWNING SHOPS	5998
COMMERCIAL FOOTWEAR	5139		
CHEMICALS/ALLIED PRODS - DEF	5169	SERVICE PROVIDERS	
FLORIST SUPPLIES/NURSERY STOCK	5193	TIMESHARES	7012
		SPORT/RECREATIONAL CAMP	7032
RETAIL STORES			
LAWN/GARDEN SUPPLY/NURSERY	5261	PERSONAL SERVICE PROVIDERS	
MOBILE HOME DEALERS	5271	PHOTO STUDIOS	7221
DUTY FREE STORES	5309	BARBER/BEAUTY SHOPS	7230
FREEZER/MEAT LOCKERS	5422	FUNERAL SVC/CREMATORY	7261
BAKERIES	5462	DATING&ESCORT SERVICES	7273
		TAX PREPARATION SERVICES	7276
AUTOMOBILES & VEHICLES		CLOTHING/RENT/COSTUME	7296
BOAT DEALERS	5551	MASSAGE PARLORS	7297
MOTORCYCLE DEALERS	5571	HEALTH&BEAUTY SPAS	7298
SNOWMOBILE DEALERS	5598		
		BUSINESS SERVICES	
CLOTHING STORES		BLUEPRINT/PHOTOCOPY	7332
MEN/BOYS CLOTHING/ACC STORES	5611	DETECTIVE/PROTECTIVE AG	7393
WOMEN'S READY TO WARE STORES	5621		
WOMEN'S ACCESS/SPECIALTY	5631	AMUSEMENT&ENTERTAINMENT	
CHILDREN/INFANTS WEAR STORE	5641	DANCE HALLS/STUDIOS/SCH	7911
FAMILY CLOTHING STORES	5651	THEATRICAL PRODUCERS	7922
SPORTS/RIDING APPAREL	5655	BILLIARD/POOL ESTABLISHMENT	7932
SHOE STORES	5661		
FURRIERS & FUR SHOPS	5681	PROFESSIONAL&MEMBERSHIP ORGANIZATIONS	
MEN'S/WOMEN'S CLOTHING	5691	COLLEGES/UNIV/JC/PROFESSION	8220
WIG & TOUPEE STORES	5698	CORRESPONDENCE SCHOOLS	8241
MISC. APPAREL/ACCESS	5699	POLITICAL ORGANIZATIONS	8651
		RELIGIOUS ORGANIZATIONS	8661
MISCELLANEOUS STORES			
FIREPLACES&ACCESSORIES	5718	MISCELLANEOUS	
MUSIC STORES/PIANOS	5733	COURT COSTS/ALIMONY/SUPPORT	9211

FINES	9222
TAX PAYMENTS	9311
GOV'T SERV-DEFAULT	9399
INTERGOVERNMENTAL TRANSACTIONS	9405

GLOSSARY

ACCOUNTING SERVICES - (see Professional Services)

ACQUISITION DISPOSITION REPORT - a form used to formally notify the Clerk's Office of the purchase or change of ownership of Tangible Personal Property.

ADDENDUM - an addition or change in the already prepared specifications that an invitation to bid or quotation had already been mailed out for sealed bids.

ANNUAL BIDS - bids conducted once per year for goods and services to be purchased during the course of the year.

APPRAISAL SERVICES - real property appraisals.

ARCHITECTURAL SERVICES - (see Professional Services)

AUDIT SERVICES - (see Professional Services)

BID BOND - a bond obtained by a bidder to guarantee his bid.

BID OPENING - the formal process of opening sealed bids and proposals.

BIDDERS' LIST - the list of vendors to receive requests for quotes, ITBs, RFPs, etc.

BLANKET PURCHASE ORDER - a purchase order issued with a general description of goods or services which can be used for several purchase transactions over a period of time.

CERTIFICATION AND SELECTION COMMITTEE - an ad hoc committee for the purpose of qualifying and negotiating a Design-Build Service.

COMMODITIES - any goods, materials, products, supplies, or equipment.

COMPETITIVE NEGOTIATIONS - negotiations with a Professional Services firm selected via the RFP process.

CONSULTANT SERVICES, PLANNING, MANAGEMENT, SCIENTIFIC - non-Professional Services consulting.

CONTRACT - (for purchasing purposes) - a formal, written agreement between the Board of County Commissioners and a specific vendor for a particular purchase or service. The Purchase Order is also a type of contract.

DESIGN CRITERIA - criteria required for a Design-Build RFP.

GLOSSARY (continued)

DESIGN-BUILD - a service wherein the design and construction of a building are all inclusive in one contract.

EMERGENCY - either one of two possible specific definitions of emergency conditions (Level 1 or Level 2) as further defined in Section 3, ss 140.

ENGINEERING SERVICES, PROFESSIONAL - (see Professional Services)

EXEMPTIONS - certain types of purchases or sources for purchases which are exempt from the normal competitive procurement process.

FINANCIAL SERVICES - financial consulting and advice.

FIXED AND MOVABLE ASSETS - tangible personal property as defined by Florida Statute Chapter 274.

FORMAL COMPETITIVE PROCESS - the formal ITB or RFP process used to procure goods and services.

FUEL CREDIT CARD - the credit card that allows users to purchase fuel, oil, etc. as needed for a vehicle and is assigned to a specific vehicle.

ITB - (see Invitation to Bid)

INTERNAL PURCHASES - purchases made between two departments, more commonly between a department and the County Warehouse.

INVITATION TO BID (ITB) - a formal invitation to submit a sealed bid for a specific item or service.

LANDSCAPE ARCHITECT SERVICES - (see Professional Services)

LEGAL SERVICES - (see Professional Services)

MEDICAL SERVICES - all medical related services such as: physicians, hospital, wellness program, consulting, insurance admin., etc.

OMB - Office of Management and Budget

OUTSIDE PURCHASES - purchases made from outside vendors, agencies, etc.

PETTY CASH PURCHASE - a method used for the reimbursement of purchases by County staff of items or services whose cost is normally in the price range of \$0.01 to \$25.00.

GLOSSARY (continued)

PHYSICAL INVENTORY - the physical verification of inventory items.

PO - (see Purchase Order)

PRE-BID CONFERENCE - a meeting of all interested parties prior to the opening date of the formal "Sealed Bid" at which all questions and abnormalities concerning the project are discussed.

PRE-PROPOSAL CONFERENCE - (see Pre-Bid Conference)

PRICE ESTIMATE - a price given by a vendor for an item or service which is not necessarily a firm quote.

PROFESSIONAL SERVICES - assistance obtained in support of County operations from an independent contractor in one of the following professional fields: (architectural, engineering, landscape architecture, and registered land surveying as defined by Florida Statute 287.055; and legal services; and audit and accounting services).

PROFESSIONAL SERVICES ACQUISITION COMMITTEE - a board appointed, standing committee for the purpose of qualifying and negotiating professional services contracts.

PUBLIC CONSTRUCTION BOND - a performance payment bond required for construction projects that are in excess of \$100,000.00.

PURCHASE ORDER - the formal document that officially and legally commits the County and encumbers funds to purchase an item or service.

PURCHASING CARD - a credit card, usually a Master Card or a Visa Card.

REAL PROPERTY - real estate.

RECEIVING REPORT - the copy of the Purchase Order, or General Receiving Report used to officially acknowledge receipt of goods or services as a prerequisite to payment for the goods or services.

REQUEST FOR INFORMATION - issued to increase knowledge about products or services and their availability and capability.

REQUEST FOR PROPOSAL - issued for the procurement of goods or services. This method can be used to: (a) obtain goods and services when the compilation of detail specifications is not appropriate; or (b) obtain Professional Services as defined herein.

REQUEST FOR QUALIFICATIONS - issued for the purpose of qualifying vendors in anticipation of procurement of a) goods or services; or b) an RFP for professional services.

GLOSSARY (continued)

REQUISITION - a request for the purchase of items or services, not an authorization to purchase.

RFI - (see Request for Information)

RFP - (see Request for Proposal)

RFQ - (see Request for Qualifications)

SEALED BID - a formal bid submitted in a sealed envelope to be opened at a date and time specified in the Invitation To Bid.

SPECIFICATIONS - minimum and/or maximum guidelines or limitations required for items or services to be purchased.

STANDARDIZATION - establishment of a standard (type, design, style, or brand) of equipment or supplies.

SURVEYING SERVICES, LAND, REGISTERED - (see Professional Services)

TABULATION - a complete list of all sealed responses received for a single ITB, RFP or RFQ. (Includes all pertinent information such as vendor name, price, delivery time, options available, ranking and or exceptions made to the specifications.)

TANGIBLE PERSONAL PROPERTY - fixed and movable assets as defined by Florida Statute 274.

VENDOR DATA BASE - (see Bidders' List)

VENDOR - an individual, company, or agency that either is available to sell goods or services to Highlands County or has sold goods or services to Highlands County in the past.

VERBAL QUOTATION - a verbally stated quotation of price by a vendor.

WAIVERS - (see Exemptions)

WRITTEN QUOTATION - a quotation of price stated in writing by a vendor.

YEAR END CUT OFF - the point in time near the end of the fiscal year at which requisitions may no longer be submitted to the Purchasing Department.

APPENDIX

1. Interdepartmental Reimbursement - sample memorandum
2. Internal Purchase of Equipment - sample memorandum
3. Internal Warehouse Orders - sample requisition
4. Change To Inventory - form
5. Outside Purchases - sample requisitions
6. Purchase Order - sample
7. Purchase Order Change Request - sample
8. Receiving Report
 - sample Receiving Report (“yellow receiver”) from Purchase Order
 - sample General Receiving Report form
9. Request For Payment Of Invoice Without A Purchase Order - sample
10. Request For Payment Of Invoice In Excess Of Purchase Order - sample
11. Acquisition/Disposition Report
 - sample New Equipment
 - sample Surplus Property
12. Rules of the Auditor General
13. Additional Contract Considerations for use when a Payment and Performance Bond is not used.

CHANGES TO INVENTORY

Please make the following changes to inventory:

() Add New Item

Part Name & Number: _____

Specifications: _____

Justification: _____

Minimum on Hand: _____ New Stock Number: _____
(Purchasing Department)

Reorder Point: _____

() Delete Item from Stock

() Parts Return to Warehouse

() Return to Vendor

Part Name & Number: _____

Stock Number: _____

Quantity: _____ Vendor Name: _____

Date Purchased: _____ P.O. Number: _____

Comments: _____

REQUESTED BY: _____ DATE: _____

PURCHASING : APPROVED: _____ DENIED: _____

BY: _____ DATE: _____

Revised 6/06/01

**REQUEST FOR PAYMENT OF INVOICE WITHOUT A
PURCHASE ORDER**

Date:

Cost Center # / Name

Goods / Services received:

Reason: (Attach additional sheets if necessary)

By my signature I am certifying that:

1. The goods or services were ordered by a County employee or volunteer approved to request a Purchase Order.
2. The goods or services were received in good order and needed by the Department.
3. Funds are budgeted and available to pay for the goods or services.

Department Head Signature

OFFICE USE ONLY

Funds are available for payment and the amount is less than \$5,000.00.

Date

OMB Department

No other purchasing rules or procedures would be broken by approving the payment.

Date

General Services / Purchasing

Approved for payment based on the above information.

Date

County Administrator

REQUEST FOR PAYMENT OF INVOICE IN EXCESS OF THE PURCHASE ORDER

Date:

Cost Center # / Name

Purchase Order Number:

Goods / Services received:

Reason: (Attach copy of the PO and the invoice and circle the reason for the excess below)

The excess amount does not exceed \$100.00 and:

1. Freight/Shipping was not originally expected but became a valid expense after the Purchase Order was issued; or
2. A Purchase Order was issued and partials or the final receiver has been posted but a minor adjustment in pricing and/or quantity has occurred in the interim; or
3. A Purchase Order was issued and partials have been posted against the PO but the final invoice exceeds the PO balance.

By my signature I am certifying that:

1. The excess cost is legitimate, necessary and appropriate; and
2. Funds are budgeted and available to pay for the excess cost.

Department Head Signature

OFFICE USE ONLY

Funds are available and the excess payment does not exceed \$100.00.

Date

OMB Department

No other purchasing rules or procedures would be broken by approving the payment.

Date

Purchasing

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS ACQUISITION / DISPOSITION REPORT

Property Record #r <u>PA00999</u> Dept/Cost Center <u>PURCHASING</u> / <u>2558</u>	
ITEM DESCRIPTION - MAKE - MODEL - YEAR 1958 BENTLEY SEDAN	LOCATION: PURCHASING DEPARTMENT
MANUFACTURER: SAM'S REBUILD INC	MANUFACTURER SERIAL #: 1234567890
ADDITIONAL INFORMATION ABOUT THE ITEM SLIGHTLY USED SEDAN FOR GENERAL DEPARTMENT USE	

ACQUISITION	DISPOSITION
<input type="checkbox"/> <input checked="" type="checkbox"/>	
NEW USED	
PO #: <u>98765</u> VENDOR #: <u>13x13x13</u>	TO: _____
VENDOR NAME: <u>JOE'S USED CARS</u>	<input type="checkbox"/> TRANSFERRED SOLD
VOUCHER # _____ CHECK # _____	<input type="checkbox"/> <input type="checkbox"/>
DATE ACQUIRED: <u>08/01/02</u>	REASON FOR DISPOSAL: _____
PURCHASE PRICE: \$ <u>56,000.00</u> (+)	DISPOSITION AMOUNT: \$ _____
FREIGHT CHARGES: \$ <u>0.00</u> (+)	AMOUNT REALIZED (SOLD) \$ _____
INSTALLATION CHARGES: \$ <u>0.00</u> (+)	_____
LESS DISCOUNTS: \$ <u>0.00</u> (-)	AUTHORITY: _____
TOTAL PAYMENT: \$ <u>56,000.00</u>	DATE OF ACTION: _____
PLUS TRADE IN ALLOWANCE: \$ <u>0.00</u> (+)	DATE POSTED TO UNIX: _____
NET ACQUISITION COST: \$ <u>56,000.00</u>	COMMENTS: _____
IF DONATED - IT IS FROM: _____	_____
VALUE OF DONATION ** \$ _____	_____

**SURPLUS PROPERTY ACQUISITIONS AND DONATIONS ARE TO BE RECORDED AT FAIR MARKET VALUE OR A REASONABLE AND EQUITABLE ESTIMATE OF SUCH VALUE ON THE DATE OF ACQUISITION

TYPED/PRINTED NAME & TITLE: <u>G. SECORY</u> DIRECTOR, GEN SVCS/PURCH	TYPED/PRINTED NAME & TITLE: _____
SIGNATURE <i>Gerald Secory</i>	SIGNATURE _____
DATE <u>MM/DD/YY</u>	DATE _____

ORIGINAL TO ACCOUNTING / YELLOW TO PURCHASING / PINK TO FINANCE / GOLD TO DEPARTMENT

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ACQUISITION / DISPOSITION REPORT**

Property Record #r <u>PA 00999</u> Dept/Cost Center <u>GENERAL SERVICES/PURCHASING / 2558</u>	
ITEM DESCRIPTION - MAKE - MODEL - YEAR FORD SEDAN 2002	LOCATION: PURCHASING
MANUFACTURER: FORD	MANUFACTURER SERIAL #: 0987654321
ADDITIONAL INFORMATION ABOUT THE ITEM ACCIDENT - TOALED BY INSURANCE ADJUSTER	

ACQUISITION	DISPOSITION
<input type="checkbox"/> <input type="checkbox"/> NEW USED	
PO #: _____ VENDOR #: _____	TO: <u>BILL'S SALVAGE YARD</u>
VENDOR NAME: _____	<input type="checkbox"/> _____
VOUCHER # _____ CHECK # _____	<input type="checkbox"/> _____
DATE ACQUIRED: _____	<input type="checkbox"/> _____
PURCHASE PRICE: \$ _____.(+)	REASON FOR DISPOSAL: <u>SCRAP</u>
FREIGHT CHARGES: \$ _____.(+)	
INSTALLATION CHARGES: \$ _____.(+)	DISPOSITION AMOUNT: \$ <u>1,000.00</u>
LESS DISCOUNTS: \$ _____.-(-)	AMOUNT REALIZED (SOLD) \$ _____.
TOTAL PAYMENT: \$ _____.	AUTHORITY: BCC MEETING OF 8/33/01
PLUS TRADE IN ALLOWANCE: \$ _____.(+)	DATE OF ACTION: <u>9/00/01</u>
NET ACQUISITION COST: \$ _____.	DATE POSTED TO UNIX: _____
IF DONATED - IT IS FROM:	COMMENTS: _____ _____ _____
VALUE OF DONATION ** \$ _____.	

**SURPLUS PROPERTY ACQUISITIONS AND DONATIONS ARE TO BE RECORDED AT FAIR MARKET VALUE OR A REASONABLE AND EQUITABLE ESTIMATE OF SUCH VALUE ON THE DATE OF ACQUISITION

TYPED/PRINTED NAME & TITLE:	TYPED/PRINTED NAME & TITLE: <u>G SECORY,</u> DIRECTOR, GENERAL SERVICES/PURCHASING
SIGNATURE	SIGNATURE <u>Gerald Secory</u>
DATE	DATE MM/DD/YY

ORIGINAL TO ACCOUNTING / YELLOW TO PURCHASING / PINK TO FINANCE / GOLD TO DEPARTMENT

**RULES OF THE
AUDITOR GENERAL**



CHAPTER 10.400

**LOCAL GOVERNMENT-OWNED
TANGIBLE PERSONAL PROPERTY**

EFFECTIVE 07-01-96

STATE OF FLORIDA
RULES OF THE AUDITOR GENERAL
CHAPTER 10.400
LOCAL GOVERNMENT-OWNED
TANGIBLE PERSONAL PROPERTY
EFFECTIVE 07-01-96

SECTIONS

- 10.410 PURPOSE
- 10.420 RULES OF CONSTRUCTION
- 10.430 PUBLICATIONS INCORPORATED BY REFERENCE
- 10.440 DEFINITIONS
- 10.450 PROPERTY RECORDS REQUIRED
- 10.460 IDENTIFICATION
- 10.470 DISPOSITION
- 10.480 INVENTORY PROCEDURES

General Authority and Law Implemented - Section 11.45 and Chapter 274, Florida Statutes
History:
Reissued 07-01-90
Amended 07-01-96

10.410 PURPOSE

(1) The purpose of these rules is to implement Section 274.02, Florida Statutes, which provides that "Each item of property which it is practicable to identify by marking shall be marked in the manner required by the Auditor General. Each governmental unit shall maintain an adequate record of its property, which record shall contain such information as shall be required by the Auditor General." For the purpose of these rules, "governmental unit" has the meaning set forth in Section 274.01, Florida Statutes, and does not include municipalities or, except as provided by Section 274.12, Florida Statutes, special districts that do not have taxing authority.

(2) These rules prescribe the records and procedures considered appropriate by the Auditor General for marking, recording, and accounting for local government-owned property as defined in Section 274.02, Florida Statutes, and the information to be recorded in each governmental unit's public records in regard to such property.

10.420 RULES OF CONSTRUCTION

(1) Applicable provisions of Florida law and expressed provisions of these rules shall prevail over conflicting provisions of material incorporated by reference.

(2) These rules shall apply to property as defined in Section 274.02, Florida Statutes, acquired by governmental units. Governmental units must comply with these rules and applicable Federal guidelines with respect to property purchased partially or wholly from Federal funding sources.

10.430 PUBLICATIONS INCORPORATED BY REFERENCE

(1) For purposes of these rules, the United States Office of Management and Budget "Common Rule" is incorporated by reference and shall be followed when applicable.

10.440 DEFINITIONS

(1) The application of these rules is limited to property as defined in Section 274.02, Florida Statutes. As used in these rules, the term:

- (a) "Control accounts" mean those summary accounts designed to control accountability for the individual property records. Unlike the individual property records which establish accountability for particular items of property, control accounts accumulate the total investment in property and, through entries to the control accounts documenting acquisitions, transfers, and dispositions, provide evidence of the change in that investment over periods of time as well as the total investment at any point in time. Control totals may not be established by periodically summarizing the values recorded on the individual property records. Rather, entries to the control accounts should be derived from documents evidencing transactions affecting the acquisition, transfer, or disposition of property items and should be posted contemporaneously with entries to the individual property records.
- (b) "Cost" means acquisition or procurement cost, i.e., invoice price plus freight and installation charges less discounts. In determining cost, the value of property exchanged by a governmental unit in satisfaction of a portion of the purchase price of new property shall not be deducted from the price which would have been paid had the previously owned property not been "traded in" on the new property.

- (c) "Custodian" means the person to whom the custody of county or district property has been delegated by the governmental unit.
- (d) "Data Processing Software" has the meaning set forth in Section 282.303(8), Florida Statutes. Data processing software is not considered to be property within the meaning of these rules.
- (e) "Depreciated cost" means cost less accumulated depreciation as of any appraisal or evaluation date.
- (f) "Fiscal year" means the governmental unit's fiscal year established pursuant to law.
- (g) "Governmental unit" as defined by Section 274.01, Florida Statutes, means the governing board, commission, or authority of a county or taxing district of the State or the sheriff of the county.
- (h) "Identification number" means the unique number assigned and affixed to each item of property to identify it as property of the governmental unit and to differentiate one item of property from another.
- (i) "Property" has the meaning set forth in Section 274.02, Florida Statutes.
- (j) "Unaccounted for property" means property of a governmental unit subject to the accountability provisions of Section 274.02, Florida Statutes, which cannot be physically located by the custodian and which has not been otherwise lawfully disposed of.
- (k) "Value" means the worth or marketable delivered price (fair market value) at the date of acquisition or any subsequent evaluation or appraisal date.

10.450 PROPERTY RECORDS REQUIRED

(1) Maintenance of Property Records. --

Governmental units shall maintain adequate records of property in their custody. The records shall contain the information required by these rules.

(2) Individual Records Required For Each Property Item. --

Each item of property shall be accounted for in a separate property record; however, related individual items which, taken as a whole, constitute a single functioning system may be accounted for in one record if the component items are separately identified within the record. Examples of property subject to group accountability include, but are not limited to, such items as modular furniture, computer components, and book sets.

(3) Content of Individual Property Records. --

Each property record shall, as applicable, include the following information:

- (a) Identification number.
- (b) Description of the item or items.
- (c) Physical location (the city, county, address or building name, and room number

therein).

- (d) Name of the custodian with assigned responsibility for the item.
- (e) If group accountability is established, the number and description of the component items comprising the group.
- (f) Name, make, or manufacturer.
- (g) Year and/or model(s).
- (h) Manufacturer's serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number.
- (i) Date acquired.
- (j) Cost or value at date of acquisition for the item or the identified component parts thereof. When the historical cost of the item is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs should be so identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit should be the costs of material, direct labor, and overhead costs identifiable to the project. Donated items, including Federal surplus tangible personal property, should be valued at fair market value at the date of acquisition.
- (k) Method of acquisition and, for purchased items, the voucher and check or warrant number.
- (l) Date the item was last physically inventoried and the condition of the item at that date.
- (m) At disposition, the full circumstances of disposition of the item.
- (n) Any other information the governmental unit may care to include.

(4) Form of Individual Property Records. --

Required individual property records may consist of cards, ledgers, or other manually prepared records or they may be in the form of machine-readable records, either mechanically or electronically created. The records may be prepared in pen and ink, typewritten, or through the use of other business machines, whether mechanical or electronic. Regardless of the methods chosen, the records must contain, at a minimum, the specific information prescribed above, be capable of being produced in visually readable form, and be reasonably protected from accidental destruction or loss. The records of property may not be prepared in pencil or by other erasable marking.

(5) Filing of Property Records. --

Manually prepared property records (cards, ledgers, or similar records) shall be arranged in numeric sequence by identification number. For the convenience of the governmental unit, duplicate records may be filed by location, by custodian, and in such other arrangements as may be desirable. Records prepared in machine-readable form, whether by mechanical or electronic means, shall be capable of being sorted by identification number, location, custodian, and such other classifications as the

governmental unit deems necessary. Once sorted, the capability must exist to produce complete listings for each filing sequence chosen.

(6) Control Accounts. --

A governmental unit-wide control account showing the total investment in property shall be maintained. A governmental unit may keep additional control accounts for property to the extent deemed necessary.

(7) Depreciation. --

Depreciation should not be recorded on the individual property records or in the control accounts in such a manner as to reduce the recorded acquisition cost or value.

10.460 IDENTIFICATION

(1) Marking of Property. --

Each item of property shall be permanently marked, if practicable, to establish its identity and ownership by the governmental unit holding title to the item.

(2) Required Information. --

Each item of property is to be marked, at a minimum, with a legend showing the item to be the property of (name of governmental unit) and the identification number assigned to that item. The marking must visually display the required information identifying the item; however, the marking system may additionally utilize a standard bar code to facilitate electronic inventory procedures.

(3) Method of Marking. --

Examples of acceptable marking methods include, but are not limited to, the following:

- (a) Bar code labels.
- (b) Branding irons.
- (c) Electric pencils.
- (d) Indelible ink.
- (e) Metal tags.
- (f) Paint or stencils.
- (g) Permanent stamps.
- (h) Steel dies.

(4) Exemptions. --

Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the required data is exempted from the requirement for physical marking. However, the governmental unit's property records must contain sufficient descriptive data to permit positive

identification of such items.

(5) Location of Marking. --

Items of a similar nature should be consistently marked to facilitate ready identification of the items. Careful consideration should be given to the intended use of the item; the probability that the marking could be obliterated by wear, vandalism, or routine maintenance functions; and to the appropriateness of the marking method chosen. Additionally, the location of the marking and the marking method chosen should not mar the appearance of the item.

10.470 DISPOSITION

(1) Methods of Disposition. --

Property within the meaning of these rules may be lawfully disposed of as provided in Sections 274.04, 274.05, and 274.06, Florida Statutes. Property of the governmental unit which is not accounted for during regular or special inventories shall not be subject to the procedures governing disposition (see Rule 10.480(6)).

(2) Required Information. --

The following information shall be recorded on the individual property record for each item lawfully disposed of pursuant to Sections 274.04, 274.05, or 274.06, Florida Statutes:

- (a) Date of disposition.
- (b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, Florida Statutes).
- (c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
- (d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped, or destroyed.
- (e) The receipt number and dollar amount received, if by outright sale by the governmental unit.
- (f) For items disposed of as a result of casualty loss (destroyed, damaged beyond repair, etc.), the value of insurance proceeds and receipt number, together with a notation identifying the reason for disposition.

(3) Transfer of Property Records. --

The individual property record for each item lawfully disposed of as described in this rule shall, upon disposition of the item, be transferred to an inactive and disposed property file. Destruction of such records shall be governed by the provisions of Chapter 119, Florida Statutes.

(4) Control Account. --

The cost or value of items lawfully disposed of shall be removed from the control account at the time of disposition.

10.480 INVENTORY PROCEDURES

(1) Physical Inventory Required. --

Each governmental unit shall ensure that a complete physical inventory of all property is taken annually and whenever there is a change of custodian.

(2) Inventory Forms. --

The form of the record used to record the physical inventory required by Section 274.02, Florida Statutes, shall be at the discretion of the governmental unit. However, the forms used to record the inventory shall display, at a minimum, the following information:

- (a) Identification number.
- (b) Description of the item or items.
- (c) Physical location (the city, county, address or building name, and room number therein).
- (d) The name of the custodian with assigned responsibility for the item.
- (e) If group accountability is established, the number and description of the component items comprising the group.
- (f) Name, make, or manufacturer.
- (g) Year and/or model(s).
- (h) Manufacturer's serial number(s), if any, and if an automobile, vehicle identification number (VIN) and title certificate number.
- (i) Date acquired.
- (j) Any other information the governmental unit may care to include. The form shall indicate, for each item described, the existence and location of the item, or its absence, the date of the current inventory, and the present condition of the item. Additionally, the information recorded shall include the name and signature of the employee or other individual attesting to the existence of the item and the accuracy of the data recorded.

(3) Unrecorded Property. --

Any property item found during the conduct of an inventory which meets the requirements for accounting and control as defined in Section 274.02, Florida Statutes, and which item is not included on the inventory forms described above, shall be added to the forms when located. After appropriate investigation to establish the ownership of the item, it shall be added to the governmental unit's property records or, if ownership cannot be reasonably established, the item may be disposed of in the manner provided by law as applicable to abandoned property.

(4) Custodians May Not Inventory Certain Items. --

Custodians may not personally inventory items for which they are responsible.

(5) Reconciliation of Inventory to Property Records. --

Upon completion of the physical inventory:

- (a) The data listed on the inventory forms shall be compared with the individual property records. Noted differences such as location, condition, and custodian shall be investigated and corrected as appropriate or, alternatively, the item shall be relocated to its assigned location and custodian.
- (b) Items not located during the inventory process shall be promptly reported to the governmental unit which shall cause a thorough investigation to be made. If an item is not located as a result of the investigation, the individual property record shall be so noted and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

(6) Unaccounted for Property. --

Items identified as unaccounted for shall not be recorded as dispositions or otherwise removed from the property records except as provided in Section 17.041, Florida Statutes, and Chapter 3A-71, Rules of the Department of Banking and Finance, Florida Administrative Code. Pending their location or disposition, the value of such items may be omitted from the amounts reported as invested in property.

AN EXAMPLE OF THE REQUIRED PROVISIONS WHICH MUST BE INCLUDED IN THE SPECIFICATIONS AND CONTRACTS FOR CONSTRUCTION PROJECTS AWARDED WITHOUT A PAYMENT AND PERFORMANCE BOND

1. At any time prior to final completion of the contract, the COUNTY will not authorize or make payment to the CONTRACTOR in excess of ninety (90%) percent of the amount due on the contract on the basis of the work suitably completed.

2. In case of default by the CONTRACTOR, the laborers, materialmen, and subcontractors, as defined in Section 713.01, F.S., making claims for unpaid bills, will be paid from the ten (10%) percent retainage on a pro rata basis as follows:

a. The sum of all claims made shall be divided into each individual claim thereby deriving a percentage value for each claim. The total retainage will then be multiplied by the percentage value and the result shall be the pro rata share of the retainage to be paid to the claimant; however, the payment shall not be more than the claim.

b. The final payment of retainage shall not be made until the project has been inspected by the ENGINEER or other person designated by the COUNTY for that purpose and until he has issued a written certificate that the project has been constructed in accordance with the approved plans, specifications and approved change orders and until the COUNTY has accepted the project, and the CONTRACTOR has supplied the COUNTY with signed and dated statements from all laborers, materialmen, and subcontractors as defined in Section 713.01, F.S., and identified under C.4. hereinafter, that they have no claims against the CONTRACTOR for the work under the contract. Said statements shall identify the project by name and project number.

c. The CONTRACTOR, before beginning work or within two workdays thereafter, shall post in a conspicuous place on the project site the following notice:

“Notice is hereby made to all those concerned and affected that _____ (CONTRACTOR’S NAME) is performing _____ (PROJECT NAME), _____ (PROJECT NUMBER) at _____ (LOCATION). All parties furnishing labor and/or materials to said project are to provide notice of such in writing by certified mail to

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY ENGINEER’S OFFICE
505 S. COMMERCE AVENUE
SEBRING, FLORIDA 33870-3869

within twenty days of first providing such labor and/or materials.

d. The CONTRACTOR shall provide a certified list of all subcontractors, laborers, and material suppliers to the ENGINEER within thirty days of receiving the notice to proceed with the work. This list shall be updated thereafter each month with a certified statement that

the list and its updates include the names and addresses of all of those subcontractors, laborers, and material suppliers furnishing labor and/or material for the project.

e. The CONTRACTOR shall provide a written statement with each pay request to the ENGINEER which indicates how each payment will be distributed. This pay request breakdown shall define the disbursement intended for all the funds requested.

f. When the CONTRACTOR receives any payment it shall pay such moneys received to each subcontractor and material supplier in accordance with Section 287.0585, F.S.

g. The CONTRACTOR shall provide a written statement with all but the first payment request from each of the subcontractors, laborers, and material suppliers indicated in C.4. above, that they have in fact received payment as indicated in C.5. and C.6. above. In the event a payment is not made as indicated on a prior statement noted in C.5. above, the CONTRACTOR shall furnish an explanation as to the reasons for such deviation and shall request approval in advance from the ENGINEER.