



Purchasing Regulations - Summary

Purchasing Division

Effective March 25, 2021, the Purchasing Regulations, designed to provide guidance to all County staff including Purchasing on how to efficiently and correctly comply with Procurement Law as set forth in Article 8, are revised.

This Summary provides an outline of the most important changes section by section.

DEFINITIONS p.4

Revised the following definition:

- Open End Agreement
- Small Procurement

SMALL PROCUREMENTS (§ 8-2-106) p.15

- Revised Small Procurement Threshold to \$100,000.
- Defined the Using Agency's responsibility to include that the Using Agency will typically solicit three (3) quotes, complete the associated checklist, and present quotes and checklist for review to Purchasing for approval.
 - The Using Agency will make a best effort to obtain at least one quote from a Minority, Small, Women-Owned, Veteran-Owned, or Serviced Disabled Veteran-Owned Business.
 - Goods and/or services quoted must be comparable in scope and quantity.
- Defined Purchasing's responsibility to include the review of quotes provided; electing to solicit additional quotes if appropriate; and finalize and execute an award through a purchase order agreement or other appropriate contract vehicle.
 - The award shall ensure that:
 - Funding is certified by a purchase order or by completing the purchasing using a P-card.
 - Ensure that the small procurement is made to the lowest priced quote. If purchasing determines that it is necessary to purchase from a company that did not provide the lowest price, Purchasing will document the justification to not award to the lowest-priced quote.
 - Added new language that defines small procurement awards to be valid for the current fiscal year.
 - Added new language that small procurement awards for services performed onsite may require insurance to further protect the County from liability.

CONTRACTS

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- Added language whereby a contract may have a term, with or without renewals, and
 - the appropriate County agency shall take all necessary steps to ensure certification of funds for further fiscal years prior to incurring obligations;
 - Should the County execute a multiple-year term contract, each fiscal year the County shall provide notice of the certification of funds to the vendor for the current fiscal year; and
 - The Purchasing Agent shall provide justification for any contract that requires a multiple-year term to explain why the multiple-year term is in the best interest of the County.

PROCUREMENT OF GOODS AND SERVICES AWARD TO ALL OR MULTIPLE RESPONSIVE AND RESPONSIBLE VENDORS

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- A. SMALL PROCUREMENTS WHERE AWARD IS MADE TO ALL OR MULTIPLE RESPONSIVE AND RESPONSIBLE VENDORS:
 - Increased the Small Procurement threshold to \$100,000.
- B. PROCUREMENTS ANTICIPATED TO COST IN EXCESS OF \$50,000 PER VENDOR WHERE AWARD IS MADE TO ALL OR MULTIPLE RESPONSIVE, RESPONSIBLE VENDORS:
 - Increased the Small Procurement threshold to \$100,000.

PROCUREMENTS ANTICIPATED TO COST IN EXCESS OF \$50,000.

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- Increased the threshold to \$100,000.

COMPETITIVE SEALED BIDDING (§ 8-2-104) OTHER THAN CAPITAL IMPROVEMENT PROCUREMENTS

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- Increased the threshold to \$100,000.

COMPETITIVE SEALED BIDDING (§ 8-2-104, § 8-2-114) CAPITAL IMPROVEMENT PROCUREMENTS

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- Increased the threshold to \$100,000.

EXPEDITED PROCUREMENTS (§ 8-2-109)

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- Increased the threshold to \$100,000.